

Demonstrate Selecting, Using and Maintaining Various Special Tools Correctly

Skill Number CO-OP15GN104

Full Name: Dafa Hanif I

No ID: 00

Validation Date: 14 Maret 2026

School: SMKN 1 SINGOSAP

PERFORMANCE TASK:

Given some special tools, the student is requested to perform the following tasks:

- Selecting, using, maintaining various Special Tools in the installation of Engine or other system components.
- Perform close the job by ensuring all systems or conditions is in the standard condition.

Safety and Contamination Control must be applied to this process. All literatures will be available.

Prerequisite	Yes	No	N/A	Hints
The student must complete the knowledge assessment. Minimum passing grade 80%.	✓			Score special tools Course or subject.

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Preparation	✓			
Prepare related literature	✓			
Prepare required equipment	✓			
Prepare related tools	✓			
Prepare Safety & Contamination Control equipment	✓			

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Perform etiquette/manner when starting the job	✓			
Meet the customer / assessor	✓			
Perform etiquette/manner when opening the interaction.	✓			<ul style="list-style-type: none"> • Perform smile & greet • Introduce Student's id
Explain the purpose of Student's activity.	✓			
Ask permission to perform the job.	✓			

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Selecting, Using and Maintaining Various Special Tools				
1. Inspect the Special Tool before using	✓			Visual inspection of the Special Tool wear, cracks, damage
2. Calibrate the special tool before using	✓			<ul style="list-style-type: none"> • Torque wrench
3. Remove and install or disassemble and assemble conducted according to correct procedures	✓			Equipment and tooling are identified checked for safe and effective use and must refer to Service manual and procedures
4. Tasks completed without damage to equipment and tools	✓			Component and tooling are cleaner stored on the right place
5. Equipment and tooling is cleaned and returned to its correct location	✓			Cleaned and stored equipment to the right place.
6. Work area left clean and tidy	✓			Area cleaned from spills and waste
Documentation:				
Take picture if needed				

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Perform close the job by ensuring all systems or conditions is in the standard condition				
Ensure all systems or conditions are in standard condition.	✓			<ul style="list-style-type: none"> • Find the improper condition. • Communicate the finding to the customer/assessor.



Tasks	Completed			Observation / Hints
	Yes	No	N/A	
All relevant documentation completed correctly and approved by customer (if required).	✓			<ul style="list-style-type: none"> • Completing the Task List • Completing Measurement Form/Related Check Sheet, if required • Create Service Report (SIMS), if required • Create SPR, if required • Documenting the failed or damaged parts, if required • Provide Technical Analysis Report/Failure Analysis Report, if required.

Tasks	Complete			Observation / Hints
	Yes	No	N/A	
Using APD related to the job	✓			
Follows relevant workplace safety guidelines (tag out, safety equipment)	✓			<ul style="list-style-type: none"> • Comply with safety regulation that applied on the workplace
State and follow safety precautions	✓			<ul style="list-style-type: none"> • Create Job Safety Analysis • Student must follow safety procedure refer to service manual or SIS related to job
Service man completes job without accident due to incorrect procedure using hand tools.	✓			<ul style="list-style-type: none"> • Correct working position. • Correct hand tool related to the job
Tasks completed without damage equipment and tools	✓			

Tasks	Complete			Observation / Hints
	Yes	No	N/A	
Environmental Practices & Housekeeping	✓			<ol style="list-style-type: none"> 1. Waste is minimized, waste materials including sludge, solids and other wastes are sorted and stored for recycling or disposal 2. Packaging of goods received and reused or disposed of by recycling 3. Materials that can be reused are cleaned and stored 4. Waste and scrap are removed following workplace procedure 5. All fluids are disposed of in accordance with enterprise policies and procedures

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Perform etiquette/manner after completing the job	✓			<ul style="list-style-type: none"> • Perform smile & greet • Ask permission to leave the interaction.
Perform etiquette/manner when closing the communication.	✓			



General Comments

Three horizontal lines for general comments.

RESULT: COMPETENT NOT YET COMPETENT (please check (N))

Student: Dora Hanit J Name 14-03-2026 Date *[Signature]* Signature

Assessor: Seliana RB Name 14-3-2026 Date *[Signature]* Signature

Supervisor: _____ Name _____ Date _____ Signature _____

Data Recorded: _____ Name _____ Date _____ Signature _____



Demonstrate Selecting, Using and Maintaining Various Special Tools Correctly

Skill Number CO-OP15GN104

Full Name: Dafa Hanif I

No ID: 04

Validation Date: 14 Maret 2026

School: SMKN 1 SINGOSARI

PERFORMANCE TASK:

Given some special tools, the student is requested to perform the following tasks:

- Selecting, using, maintaining various Special Tools in the installation of Engine or other system components.
- Perform close the job by ensuring all systems or conditions is in the standard condition.

Safety and Contamination Control must be applied to this process. All literatures will be available. *

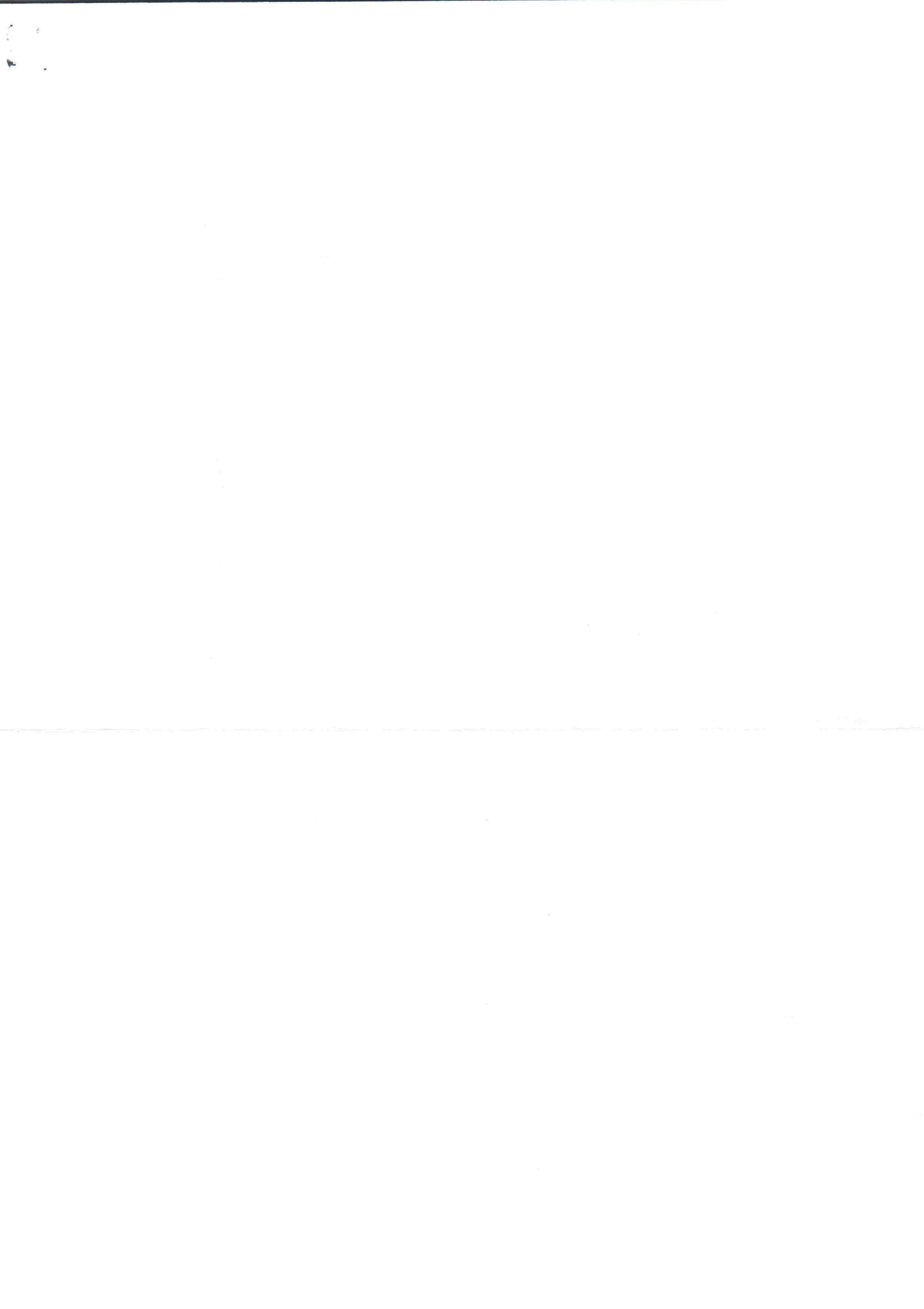
Prerequisite	Yes	No	N/A	Hints
	Yes	No	N/A	
The student must complete the knowledge assessment. Minimum passing grade 80%.	✓			

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Preparation	✓			
Prepare related literature	✓			
Prepare required equipment	✓			
Prepare related tools	✓			
Prepare Safety & Contamination Control equipment	✓			

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Perform etiquette/manner when starting the job	✓			
Meet the customer / assessor	✓			
Perform etiquette/manner when opening the interaction.	✓			
Explain the purpose of Student's activity.	✓			
Ask permission to perform the job.	✓			

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Selecting, Using and Maintaining Various Special Tools				
1. Inspect the Special Tool before using	✓			
2. Calibrate the special tool before using	✓			
3. Remove and install or disassemble and assemble conducted according to correct procedures	✓			
4. Tasks completed without damage to equipment and tools	✓			
5. Equipment and tooling is cleaned and returned to its correct location	✓			
6. Work area left clean and tidy	✓			
Documentation:				
Take picture if needed	✓			

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Perform close the job by ensuring all systems or conditions is in the standard condition				
Ensure all systems or conditions are in standard condition.	✓			



Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Reporting All relevant documentation completed correctly and approved by customer (if required).	✓			

Tasks	Complete		Observation / Hints
	Yes	No	
Safety			
Using APD related to the job	✓		
Follows relevant workplace safety guidelines (tag out, safety equipment)	✓		
State and follow safety precautions	✓		
Service man completes job without accident due to incorrect procedure using hand tools.	✓		
Tasks completed without damage equipment and tools	✓		

Tasks	Complete		Observation / Hints
	Yes	No	
Contamination Control			
Environmental Practices & Housekeeping	✓		

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Perform etiquette/manner after completing the job				
Perform etiquette/manner when closing the communication.	✓			

General Comments

Blank area for general comments.

RESULT: **COMPETENT** NOT YET COMPETENT

(please

Student: Data Hanif J 14 - 3 - 2026

Signature

Assessor:

Sophiana TP

14. 3. 2026

Signature

Supervisor:

Name

Date

Signature

Data Recorded:

Name

Date

Signature

31/05/2019

Maintenance Interval Schedule (SEBU8746-14)

SMCS - 7000

i07783006

Ensure that all safety information, warnings, and instructions are read and understood before any operation or any maintenance procedures are performed.

The user is responsible for the performance of maintenance. All adjustments, the use of proper lubricants, fluids, filters, and the replacement of components due to normal wear and aging are included. Failure to adhere to proper maintenance intervals and procedures may result in diminished performance of the product and/or accelerated wear of components.

Use mileage, fuel consumption, service hours, or calendar time, WHICH EVER OCCURS FIRST, in order to determine the maintenance intervals. Products that operate in severe operating conditions may require more frequent maintenance.

Note: Before each consecutive interval is performed, all maintenance from the previous interval must be performed.

When Required

Battery - Recycle Battery or Battery Cable - Inspect/Replace Bucket Tips - Inspect/Replace
Bucket Tips - Inspect/Replace Bucket Tips - Inspect/Replace Condenser (Refrigerant) - Clean
Engine Air Filter Element - Clean/Replace Engine Air Filter Secondary Element - Replace
Film (Product Identification) - Clean Fuel System - Prime Fuel Tank Cap and Strainer - Clean
Fuel Tank Water and Sediment - Drain Fuses - Replace Oil Filter - Inspect
Radiator Core - Clean Track Adjustment - Adjust Window Washer Reservoir - Fill Window Wiper - Inspect/Replace Windows - Clean

Every 10 Service Hours or Daily for First 100 Hours

Blade Linkage - Lubricate

Every 10 Service Hours

Air Cleaner Dust Valve - Clean/Inspect Air Conditioner/Cab Heater Filter (Recirculation) - Inspect/Replace
Cooling System Coolant Level - Check Engine Air Filter Service Indicator - Inspect
Engine Oil Level - Check Fuel System Water Separator - Drain Hydraulic System Oil Level - Check
Seat Belt - Inspect Travel Alarm - Test Undercarriage - Check

Every 10 Service Hours or Daily for Machines Used in Severe Applications

Blade Linkage - Lubricate

Every 50 Service Hours

Bucket Linkage - Lubricate Quick Coupler - Clean Quick Coupler - Lubricate Quick Coupler - Lubricate Quick Coupler - Lubricate Quick Coupler - Lubricate Swing Frame Pin - Lubricate Track Adjustment - Inspect

Every 100 Service Hours

Swing Gear and Bearing - Lubricate

Initial 250 Service Hours

Final Drive Oil - Change Hydraulic System Oil Filter (Return) - Replace Hydraulic System Oil Filter (Return) - Replace

Every 250 Service Hours

Belts - Inspect/Adjust Engine Oil Sample - Obtain Final Drive Oil Level - Check

Every 500 Service Hours

Blade Linkage - Lubricate Boom and Stick Linkage - Lubricate Boom, Stick, and Frame - Inspect Boom Swing Cylinder Pins - Lubricate Cooling System Coolant Sample - Obtain Engine Air Filter Element - Clean/Replace Engine Air Filter Secondary Element - Replace Engine Oil and Filter - Change Final Drive Oil Sample - Obtain Fuel System Primary Filter (Water Separator) Element - Replace Hydraulic System Oil Sample - Obtain

Every 800 Service Hours

Engine Valve Lash - Check

Every 1000 Service Hours

Battery - Clean Battery Hold-Down - Tighten Belts - Replace Final Drive Oil - Change

Every 2000 Service Hours

Hydraulic System Oil - Change Hydraulic System Oil Filter (Return) - Replace Receiver Dryer (Refrigerant) - Replace

Every Year

Engine Air Filter Secondary Element - Replace

Every 3 Years

Seat Belt - Replace

Every 6000 Service Hours or 3 Years

Cooling System Coolant Extender (ELC) - Add



Every 12 000 Service Hours or 6 Years

Cooling System Coolant (ELC) - Change

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PCP

01/12/2011

Boom Swing Cylinder Pins - Lubricate (SEBU8746-14)

SMCS - 5105

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1. Lower all work tools to the ground.
2. Wipe all grease fittings before you lubricate the grease fittings.

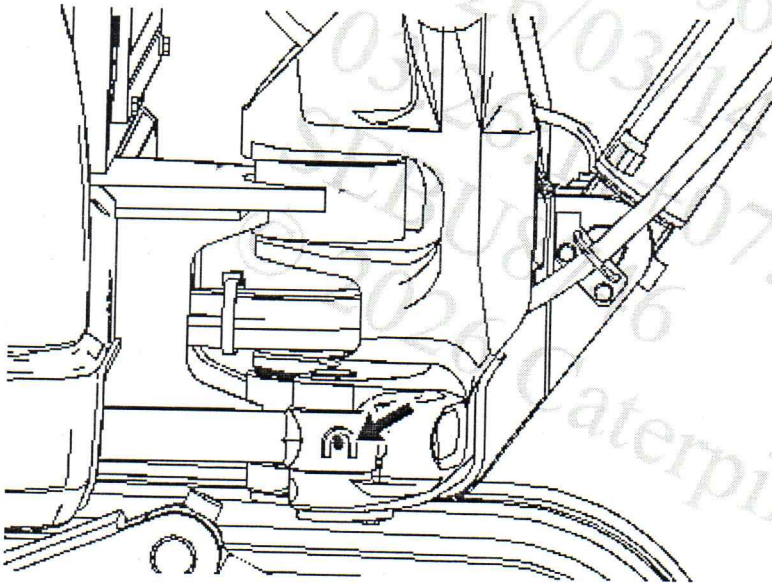


Illustration 1

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3. Apply lubricant to the grease fitting for the rod end of the boom swing cylinder.

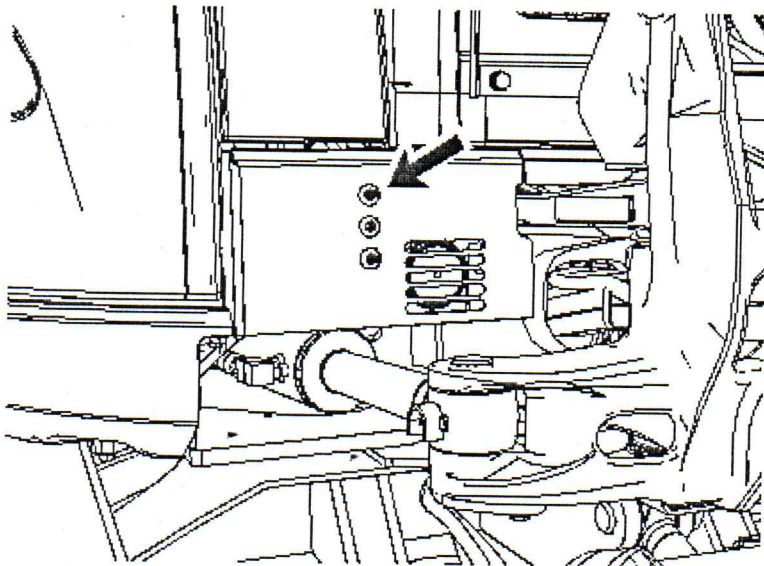


Illustration 2

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4. Apply lubricant to the grease fitting for the head end of the boom swing cylinder.

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