

Demonstrate Carrying Out Jacking, Blocking and Lifting of Heavy Equipment and Components Safely

Skill Number CO-OP15GN108

Full Name: Faz Idris Fachran SNISAP ID: _____
 Job Title: Lifting Department Branch/Area: Workshop TAB

PERFORMANCE TASK:

Given a large machine component, the necessary lifting equipment and lifting chains/slings, the student is to lift and move the component from one location to another. The component is to be correctly supported once placed on the ground or workbench. The component is to be supported in a manner that will enable service work to be carried out.

The student must be able to:

- Selecting tools used and identify SWL correctly
- Jack and block Heavy Equipment correctly and safely
- Lift and support engine or machine component correctly
- Follow service procedure on Service Manual correctly
- Follow standard safety & contamination control procedure related to the job
- Perform communication & etiquette manner

Students are to be given a copy of TLO05 Practical Activity 2 – Student Performance sheet and fill out appropriate areas. It is recommended that Facilitators put questions to students regarding the findings of their inspections and subsequent report. The student will also be required to complete relevant workplace documentation and is to observe the correct safety procedures at all times. Safety and Contamination Control must be applied to this process at all times.

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

Preparation	Tasks	Completed			Observation / Hints
		Yes	No	N/A	
Prepare related literature Work instructions are used to determine job requirements, including method, process and equipment Job specifications are read and interpreted. Information is accessed from manufacturer/ component supplier specifications and correctly incorporated. Information is accessed from manufacturer/ component supplier specifications and correctly incorporated Prepare required equipment	Work instructions are used to determine job requirements, including method, process and equipment	✓			
	Job specifications are read and interpreted. Information is accessed from manufacturer/ component supplier specifications and correctly incorporated.				
	Information is accessed from manufacturer/ component supplier specifications and correctly incorporated				
	Prepare required equipment	✓			
Prepare related tools Materials, components, equipment and tooling are identified and checked for safe and effective operation Prepare Safety & Contamination Control equipment	Materials, components, equipment and tooling are identified and checked for safe and effective operation	✓			
	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	
Visual Check				
Pre-inspection procedures	✓			
Cranelifting apparatus inspection	✓			
Lifting equipment	✓			
Support materials	✓			

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Visual Check				
Site location selected	✓			
Supports in place	✓			
*Jacking and Blocking				
Jacking procedures	✓			
Jack conducted	✓			
Blocking procedure	✓			
Blocking conducted	✓			
Blocking allows for service work to be conducted	✓			
Lifting				
Hook up procedures	✓			
Lift conducted	✓			
Load moved to chosen site	✓			
Load lowered and supported	✓			
Support allows for service work to be conducted	✓			

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Use of Tools and Equipment				
Tests and adjustments carried out according to manufacturer's specifications and procedures	✓			
Service is completed without damage to equipment and tools	✓			
Equipment and tooling is cleaned and returned to its correct location	✓			
Work area left clean and tidy	✓			

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

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Safety				
Using PPE related to the job	✓			
Follows relevant Workplace Safety Guidelines (LOTO, Safety Equipment)	✓			
State and follow Safety Precautions	✓			
Student completes job without accident due to incorrect procedure using hand tools.	✓			
Tasks completed without damage equipment and tools	✓			

Tasks	Completed		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

RESULT: COMPETENT NOT YET COMPETENT (please check)

Serviceman: Enj Hassan Fachrudin 17 Desember 2025 

Assessor: Satriawan 20/12/2025 

Supervisor: _____ Date _____ Signature _____

Data Recorded: _____ Name _____ Date _____ Signature _____

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Pre-inspection procedures	✓			Location of site to move component, personnel in the area, support material available at site
Cranelifting apparatus inspection	✓			Inspection of crane or lifting apparatus
Lifting equipment	✓			Inspection of chainslings or other lifting apparatus.
Support materials	✓			Serviceable and will complete the task safely.

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Visual Check				
Site location selected	✓			Safe and secure area, will not affect other Personnel
Supports in place	✓			Tail rope, if required
Jacking and Blocking				
Jacking procedures	✓			Type of load, center of gravity, jacking points, SWL equipment and jacking tool, area ideal for jacking procedure.
Jack conducted	✓			Jack in correct position
Blocking procedure	✓			Type of blocking that use, SWL, Blocking points.
Blocking conducted	✓			Lowered correctly, supports in place, load secured and not moving once placed on ground or bench, jacking tool removed and moved out of the way
Blocking allows for service work to be conducted	✓			Job supported to allow work to be conducted.
Lifting				
Hook up procedures	✓			Check as per 10 steps of safe lifting in Student/Facilitator Guide, type of load, center of gravity, hook up points, hook up

Lift conducted	✓			points checked, position hooks, hook-up secure.
Load moved to chosen site	✓			Checked security of hook points, load lifted slightly, center of gravity, sling twisted, kinked, binding, etc. and not jerky. Lift straight up down - no angle on crane
Load lowered and supported	✓			Minimum distance off the ground to complete task, swl personnel considered, swl of the load controlled.
Support allows for service work to be conducted	✓			Lowered correctly, supported, load secured and moving once placed on ground or bench, lifting tackle removed and moved out of the way
				Job supported to allow work to be conducted.
				Use of Tools and Equipment

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Use of Tools and Equipment				
Tests and adjustments carried out according to manufacturer's specifications and procedures	✓			
Service is completed without damage to equipment and tools	✓			Tooling is checked serviceability and reports found unserviceable
Equipment and tooling is cleaned and returned to its correct location	✓			Unserviceable equipment a tooling is tagged and identified in accordance workshop requirements
Work area left clean and tidy	✓			

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Reporting 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	Completed			Observation / Hints
	Yes	No	N/A	
Safety				
Using PPE related to the job	✓			
Follows relevant Workplace Safety Guidelines (LOTO, 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
Student 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	Completed			Observation / Hints
	Yes	No	N/A	
Contamination Control				
Environmental Practices & Housekeeping	✓			<ol style="list-style-type: none"> 1. Waste is minimized, waste material including sludge, solids and other wastes are sorted and stored in recycling or disposal 2. Packaging of goods received is and reused or disposed of by rec 3. Materials that can be reused are cleaned and stored 4. Waste and scrap is removed following workplace procedures 5. All fluids are disposed of in accordance with enterprise policies and proced

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

TRAKINDO CO-OP

CO-OP15GN108 - Assessor Marking Guide

General Comments

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

Serviceaman: Loiz Man Fakhidin 17 October 2018
Name Date

Assessor: Shivana R 22/10/18
Name Date

Supervisor: _____ _____
Name Date

Date Recorded: _____ _____ _____
Name Date Signature