

Demonstrate Selecting, Using and Maintaining Various Power Tools Correctly

Skill Number CO-OP15GN103

Full Name: Galen Raffay Kaplan

No. ID: 07

Validation Date: 12 Januari 2016

School: STAKN 1 Singosari

PERFORMANCE TASK:

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

- Selecting, using, maintaining various Power Tools in 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 literature will be available.

Prerequisite	Completed			Hints
	Yes	No	N/A	
The student must complete the knowledge assessment. Minimum passing grade 80%.	✓			Score power 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.	✓			• Perform smile • Introduce Student
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 Power Tools				
1. Inspect the Power Tool before using	✓			Visual inspection of the Power Tool for wear, cracks, damage
2. Remove and install or disassemble and assemble conducted according to correct procedures	✓			Equipment and tooling are checked for correct, safe, operation and must refer to procedures
3. Tasks completed without damage to equipment and tools	✓			Component and tooling are stored on the right place
4. Equipment and tooling is cleaned and returned to its correct location	✓			Cleaned and stored equipment and tooling in the right place.
5. Work area left clean and tidy	✓			Area cleaned from spills and debris
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.	✓			• Find the improper condition • Communicate the finding customer/assessor.



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	
Safety 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	Completed		Observation / Hints
	Yes	No	
Contamination Control Environmental Practices & Housekeeping	✓		<ol style="list-style-type: none"> 1. Waste is minimized, max including sludge, solids wastes are sorted and stored for recycling or disposal 2. Packaging of goods received and reused or disposed recycling 3. Materials that can be re-cycled and stored 4. Waste and scraps is removed 5. All fluids are disposed in accordance with enterprise procedures

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



General Comments

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

Student: Galen Ratsy-P. Name: 12 Januari 2026 Date: Signature: 

Assessor: Shasun Name: 26 Januari 2026 Date: Signature: 

Supervisor: Name: Date: Signature:

Data Recorded: Name: Date: Signature:



Demonstrate Selecting, Using and Maintaining Various Power Tools Correctly

Skill Number CO-OP15GN103

Full Name: Galen Rafeq Ratan

No ID: 07

Validation Date: 26 January 2024

School: SMKN 1 Singaperbangsa

PERFORMANCE TASK:

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

- Selecting, using, maintaining various Power Tools in 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 literature will be available.

Prerequisite	Yes	No	N/A	Hints
The student must complete the knowledge assessment. Minimum passing grade 80%.	<input checked="" type="checkbox"/>			

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Preparation	<input checked="" type="checkbox"/>			
Prepare related literature	<input checked="" type="checkbox"/>			
Prepare required equipment	<input checked="" type="checkbox"/>			
Prepare related tools	<input checked="" type="checkbox"/>			
Prepare Safety & Contamination Control equipment	<input checked="" type="checkbox"/>			

Tasks	Completed			Observation
	Yes	No	N/A	
Perform etiquette/manner when starting the job	<input checked="" type="checkbox"/>			
Meet the customer / assessor	<input checked="" type="checkbox"/>			
Perform etiquette/manner when opening the interaction.	<input checked="" type="checkbox"/>			
Explain the purpose of Student's activity.	<input checked="" type="checkbox"/>			
Ask permission to perform the job.	<input checked="" type="checkbox"/>			

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Selecting, Using and Maintaining Various Power Tools				
1. Inspect the Power Tool before using	<input checked="" type="checkbox"/>			
2. Remove and install or disassemble and assemble conducted according to correct procedures	<input checked="" type="checkbox"/>			
3. Tasks completed without damage to equipment and tools	<input checked="" type="checkbox"/>			
4. Equipment and tooling is cleaned and returned to its correct location	<input checked="" type="checkbox"/>			
5. Work area left clean and tidy	<input checked="" type="checkbox"/>			
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.	<input checked="" type="checkbox"/>			



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 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	Completed			Observation / Hints
	Yes	No	N/A	
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)

Student: Galen Kopy B. Date: 26 January 2026 Signature: [Signature]

Assessor: [Signature] Date: 26 January 2026 Signature: [Signature]

Supervisor: _____ Name _____ Date _____ Signature _____

Data Recorded: _____ Name _____ Date _____ Signature _____

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12

ANALISIS LINGKUNGAN KESELAMATAN KERJA / JOB SAFETY ENVIRONMENT ANALYSIS

Pekerjaan / Task	DA Differential and Bevel Gear	Nomor JSEA / JSEA Number	Halaman / Page	1	Dari / Of	2.
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Tanggal Pembuatan JSEA / Date of JSEA	12 Januari 2026	Departemen / Dept	SERVICE	Tempat Kerja / Work Location	WORKSHOP TAB
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Disusun Oleh / Compiled By	Galen	TTD Sign	[Signature]	Review Oleh / Reviewed By		TTD Sign		Atasan Superior		TTD Sign	
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Apakah Anda sudah terlatih untuk melakukan pekerjaan ini? / Are you properly trained to complete these task? Ya / Yes Tidak / No

Apa yang Anda perlukan untuk memastikan bahwa pekerjaan selesai tanpa adanya kecelakaan kerja? / What do you need to ensure this job is completed incident free?
 Tools yang digunakan sudah sesuai dengan Manual

Siapa yang bertanggung jawab untuk menghentikan pekerjaan jika terjadi perubahan pekerjaan atau gangguan kondisi lingkungan kerja? / Who is responsible for Stop Work Authority if change job or workplace distraction could?
 ABCD-1 (Technician Leader) / Mr. X (Customer)

Apakah Anda memerlukan peralatan LOTO? / Are you need LOTO Equipments? Ya / Yes Tidak / No

Apakah Anda mengetahui ERP/MERP dari pekerjaan yang sedang dilakukan? Ya / Yes Tidak / No *Jika tidak, silahkan tambahkan dalam urutan langkah tugas diawal*

Kondisi Lingkungan / Environmental Conditions	Cuaca / Weather	CERAH	Medan / Terrain	KATA
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Pengendalian Sumber Bahaya / Hazardous Energy Control	<input type="checkbox"/> Listrik / Electrical	<input checked="" type="checkbox"/> Gravitasi (Benda jatuh, tertimpa) / Gravitation (Falling objects, struck down)	<input checked="" type="checkbox"/> Pneumatik / Pneumatic
	<input type="checkbox"/> Hidraulik / Hydraulic	<input checked="" type="checkbox"/> Mekanis / Mechanical	<input type="checkbox"/> Panas / Thermal

APD yang diperlukan / Required PPE	<input checked="" type="checkbox"/> Helm / Safety Helm	<input type="checkbox"/> Pelindung Muka / Face shield	<input checked="" type="checkbox"/> Kacamata / Safety Glass
	<input checked="" type="checkbox"/> Sarung Tangan / Hand Gloves	<input type="checkbox"/> Pelindung Pernafasan / Respiratory Protection	<input type="checkbox"/> Perlindungan Kejatuhan / Fall Protection
	<input checked="" type="checkbox"/> Sepatu / Safety Shoes	<input type="checkbox"/> Pelindung Telinga / Hearing Protection	<input type="checkbox"/> Lain-Lain / Other

Hal yang perlu dipertimbangkan dalam mengidentifikasi bahaya / These to consider in identify hazards :

1 Bahaya Kecelakaan : Kondisi tidak aman yang dapat menyebabkan injury atau kematian seperti terpeleceh/terjatuh, tertimpa dll.
Safety Hazard : unsafe conditions that can cause injury or even death, such as spill/falls, pinch point, struck by, etc.

2 Bahaya Fisik : Listrik, Api/ledakan, Kebisingan, Radiasi, Panas, Tekanan, Terjepit, Tersandung/Terjatuh, Tertimpa, Getaran.
Physical Hazards : Electrical, Fire/Explosion, Noise, Radiations, Thermal, Pressure, Pinch Point, Slips/Falls, Struck by, Vibration.

3 Bahaya Kimia : Terhirup, terkena kulit, injeksi, tertelan, terserap.
Chemical Hazards : Inhalation, skin contact, injection, ingestion, absorption.

4 Bahaya Biologi : Patogen yang ditularkan melalui darah, jamur, tanaman/serangga/hewan.
Biological Hazards : bloodbone pathogens, mold, Plant/Insect/Animals

5 Bahaya Ergonomi : Gerakan berulang-ulang, beban yang berlebihan, Postur Janggal, Durasi Kerja, Desain area kerja.
Ergonomic Hazards : Repetitions, Forcefull extention, Awkward Posture, Duration , Work area desain.

6 Bahaya Organisasi : stres atau bahaya terkait dengan masalah tempat kerja yang menyebabkan efek jangka panjang atau pendek, beban kerja yang berat dan kekerasan ditempat kerja.
Organizational hazards : stressors or hazards associated with workplace issues that cause long or short term effects heavy workloads, stressful interactions and workplaces violence.

No	Urutan Dasar Langkah Tugas / Job Steps (* Maksimum 15 Langkah / Maximum 15 Steps)	Bahaya Yang Terkait / Potential Hazard(s)	Tindakan Perbaikan / Recommended Action
1	Walk Around Inspection	1.1 Tersandung tatakan Differential	1.1.1 Hati-hati saat bekerja 1.1.2 Gunakan safety shoer
2.	Prepare tool	2.1 jari terjepit rak tool box	2.1.1 perhatikan titik potensi jepit 2.1.2 berhati-hati saat mengambil tool 2.1.3 Gunakan safety Glove
		2.2 kaki terjepit roda tool box	2.2.1 hati-hati saat memindahkan tool box 2.2.2 Gunakan APD yang sesuai.
3.	Doing Disassemble Differential	2.3 tools berdebu	2.3.1 berhati-hati dengan mupun.
		3.1 jari terjepit komponen	3.1.1 perhatikan potensi titik jepit 3.1.2 perhatikan kontak fisik terhadap komponen 3.1.3 Gunakan safety Glove.
		3.2 jari tergores komponen	3.2.1 Fokus saat bekerja 3.2.2 Gunakan safety Glove
		3.3 tools tergelincir dari tangan	3.3.1 pegang tool dengan erat 3.3.2 pegang tool dengan kuat 3.3.3 Gunakan safety Glove.
		3.4 tools terkontaminasi	3.4.1 tempatkan tool di tempat bersih 3.4.2 Bersihkan dengan mupun









1201/26, 16.17

Illustration 8

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- 9. Position the pinion housing onto suitable cribbing.
- 10. Remove bolts (6) and retainer (7).

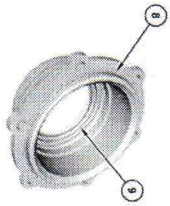


Illustration 9

g03865904

- 11. Remove O-ring seal (8) and lip seal (9).

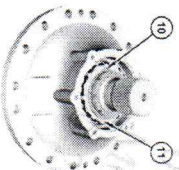


Illustration 10

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- 12. Remove retaining ring (10) and locking washer (11).

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Illustration 11

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- 13. Use Tooling (H) (not shown) to remove locknut (12) and notched washer (13).

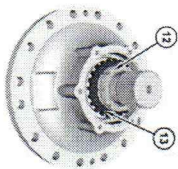


Illustration 11

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Illustration 12

g03865907

- 14. Use a suitable press to remove pinion shaft (14) from bearing cone (15).

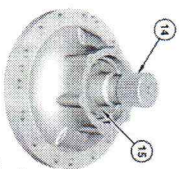
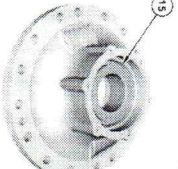


Illustration 13

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- 15. Remove bearing cone (15).







SMCS - 3256, 3258
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Assembly Procedure

Table 1

Required Tools		
Tool	Part Number	Qty
A	1U-7502	1
B	439-3938	2
C	456-4371	1
D	1P-5546	1
H	6V-4070	1
L	-	-
M	9S-8864	1
	SP-8715	1
	350-7768	1
N	350-7769	1
	478-3993	1
P	9U-5017	1
R	8T-5096	1

NOTICE
 Keep all parts clean from contaminants.
 Contaminants may cause rapid wear and shortened component life.

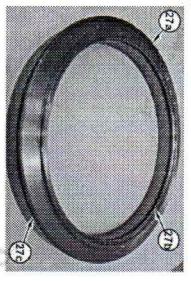


Illustration 1
 90386985

1. Install O-ring seal (27b) and O-ring seal (27a) in clutch piston (27a). Apply a liberal amount of Tooling (L) to O-ring seal (27b) and O-ring seal (27a).

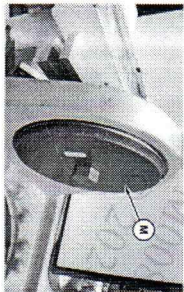


Illustration 2
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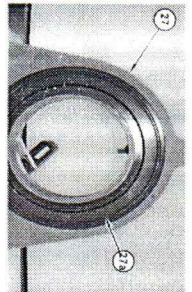


Illustration 3
 90386937

2. Use Tooling (M) to install clutch piston (27a) into carrier assembly (27).

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Illustration 4 g0386231

3. Install roll pins (47) into bevel gear (48).



Illustration 5 g0386175

4. Install thrust washer (45).

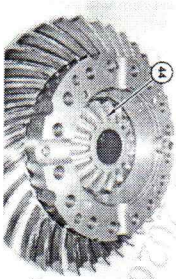


Illustration 6 g0386169

5. Lubricate gear (44) with the lubricant that is being sealed. Install gear (44). Make sure that gear (44) turns freely.

g0386169

Illustration 7 g03870010

6. Lubricate spider (43b) with the lubricant that is being sealed. Lubricate bearing sleeves (43a) with the lubricant that is being sealed. Install bearing sleeves (43a) on spider (43b).

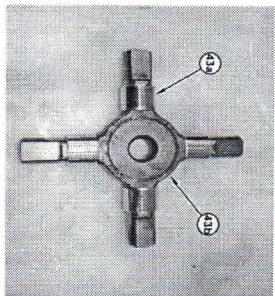


Illustration 8 g0386131

7. Lubricate gears (41) and thrust washers (42) with the lubricant that is being sealed. Install gears (41) and thrust washers (42). Make sure gears (41) turn freely.

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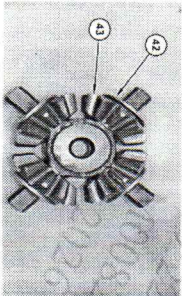


Illustration 9 g0386131

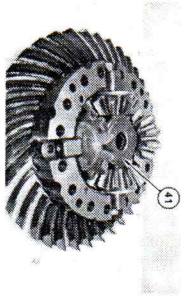












Illustration 27

- 28. Install bearing cone (15). Install pinion shaft (14).
- 29. Perform the following Steps for setting backlash.
 - a. Secure the pinion housing in a suitable holding fixture.

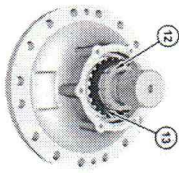


Illustration 28

- b. Install notched washer (13) and locknut (12). Tighten locknut (12) until you attain a rolling torque of 0.67 to 1.35 N.m (6 to 12 lb in).

Note: Rotation of the pinion is critical to achieve a proper seating of all the components.

- c. Rotate the pinion several times to ensure that the bearings are fully sealed.

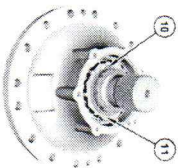


Illustration 29

- d. Install locking washer (11) so the tabs line up with the notches on the notched washer. Locking washer (11) has eight different positions to align the tabs with the notches in the notched washer. If locking washer (11) does not fully align with the notched washer position locking washer (11) is very close to fitting into the

Illustration 30

- e. Measure the rolling torque again to confirm that the rolling torque is still 0.67 to 1.35 N.m (6 to 12 lb in).
- f. If the rolling torque is still 0.67 to 1.35 N.m (6 to 12 lb in), then install retaining ring (10) into the groove of the locknut that is closer to the locking washer. Make sure that retaining ring (10) is fully sealed in the groove.

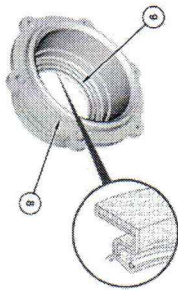


Illustration 30

- 30. Install lip seal (9) with the spring facing up. Lubricate lip seal (9) with the lubricant that is being sealed. Install O-ring seal (9).

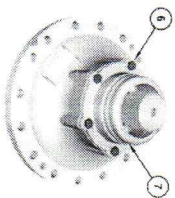


Illustration 31

- 31. Install retainer (7) and bolts (6).

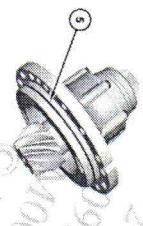


Illustration 32

32. Install O-ring seal (5).

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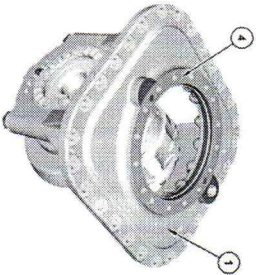


Illustration 33

33. Rotate and reposition differential and bevel gear assembly (1) by 90 degrees.

Note: Use the original shims (4) or provide new shims (4) that are the same thickness as the original shims that were removed.

Note: If original shims (4) are not available, then install 80 percent of the new shim pack. In this case, you will be required to adjust the thickness of shims (4) after you determine the tooth contact pattern.

34. Install shims (4) in the differential and bevel gear assembly (1).

g03967030

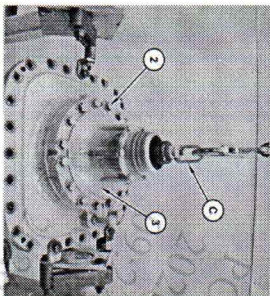


Illustration 34

35. Attach suitable tooling (C) and a suitable lifting device to the yoke. The weight of pinion housing (3) is approximately 75 Kg (165 lb).

36. Install pinion housing (3) and bolts (2). Tighten bolts (2) to a torque of 270 ± 4.0 N·m (199 ± 30 lb ft).

37. Perform the following procedure to set bearing end play and to set backlash of the bevel gear.

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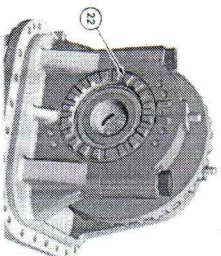


Illustration 35

a. The bearing cups have adjusting rings (22). Adjusting rings (22) are used for setting the bearing end play and for setting the backlash of the bevel gear.

g19689876



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Illustration 43

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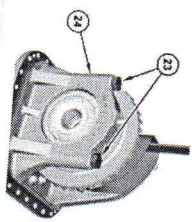


Illustration 44

903866014

38. Use Tooling (N) to tighten bolts (23) to a torque of 1800 ± 200 N.m (1328 ± 148 lb ft).

Note: After final torque of bolts (23), re-check the gear backlash. Final torque may reduce backlash and take the backlash out of spec.

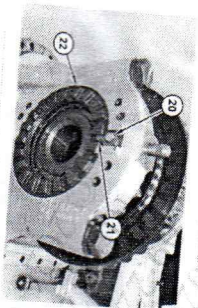


Illustration 45

903870871

- 39. Install lock (21) and bolt (20) that secure locking ring (22). Repeat for the other side.
- 40. The rolling torque for the complete system should not exceed 4 N.m (35 lb in).

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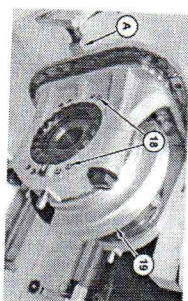


Illustration 46

Illustration used for bolt locations.

903869976

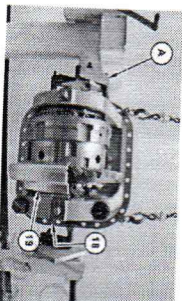


Illustration 47

907619705

- 41. Rotate the carrier and differential assembly by 90 degrees on Tooling (A).
- 42. Install guard (19) and four bolts (18) as shown in Illustration 4.7.

End By:

a. Install the front or rear differential and bevel gear. Refer to DIFFR-

NEW FRONT, REAR AND INSTALL

PCP-00022950

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