

Demonstrate Selecting, Using and Maintaining Various Special Tools Correctly

Skill Number CO-OP15GN104

Full Name: Gerson Kapay . Rapan No ID: 07
 Validation Date: 19/1/2026 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.

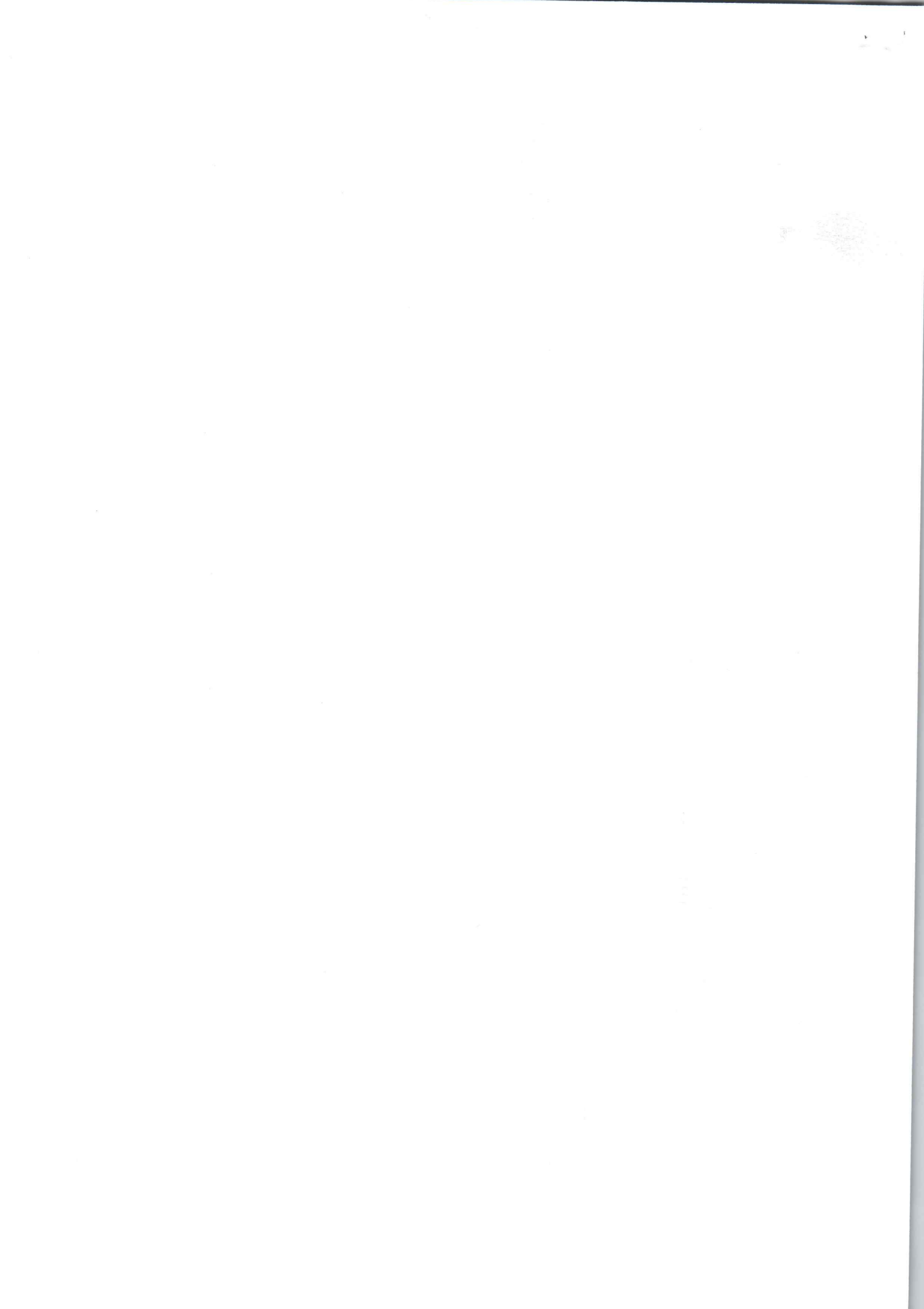
| Prerequisite | Yes | No | N/A | Hints |
|--|-------------------------------------|----|-----|--|
| The student must complete the knowledge assessment. Minimum passing grade 80%. | <input checked="" type="checkbox"/> | | | Score special tools Course or subject. |

| 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 / Hints |
|--|-------------------------------------|----|-----|--|
| | 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"/> | | | <ul style="list-style-type: none"> • Perform smile & greetings. • Introduce Student's identity |
| 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 Special Tools | | | | |
| 1. Inspect the Special Tool before using | | | | Visual inspection of the Special Tool for 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 and checked for safe and effective operation and must refer to Service manual or SIS |
| 4. Tasks completed without damage to equipment and tools | | | | Component and tooling are cleaned and stored on the right place |
| 5. Equipment and tooling is cleaned and returned to its correct location | | | | Cleaned and stored equipment tools on the right place. |
| 6. Work area left clean and tidy | | | | Area cleaned from spills and wastes. |
| 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. |

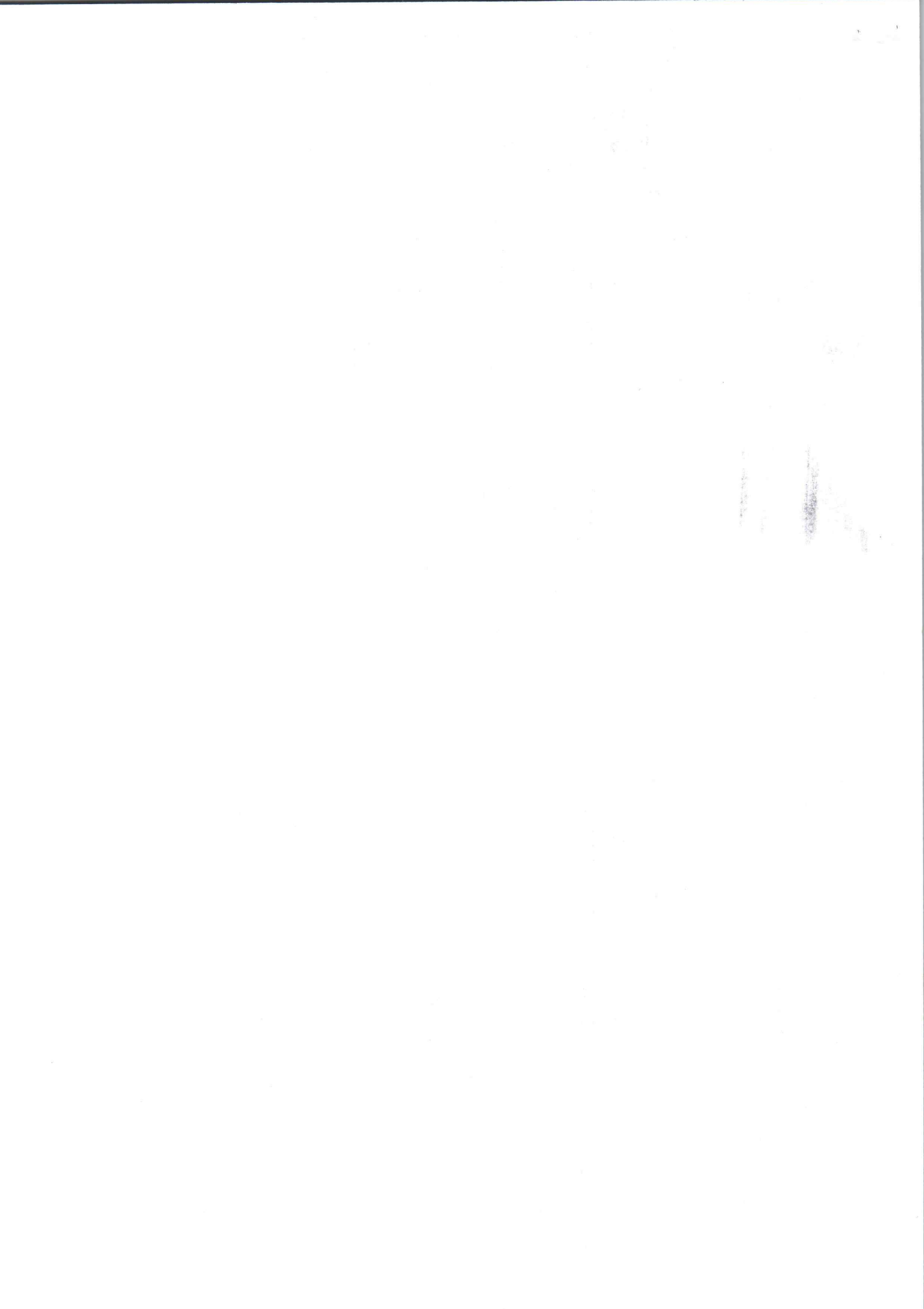


| Tasks | Completed | | | Observation / Hints |
|--|-----------|----|-----|---|
| | Yes | No | N/A | |
| Reporting All relevant documentation completed correctly and approved by customer (if required). | ✓ | | | <ul style="list-style-type: none"> • Completing the Task List • Completing Measurement Form/Related 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 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 |
| Serviceman 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 | |
| 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 bins for recycling or disposal 2. Packaging of goods received is sorted 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 procedures 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 Perform etiquette/manner when closing the communication. | ✓ | | | <ul style="list-style-type: none"> • Perform smile & greetings. • Ask permission to leave or end the interaction. |



General Comments

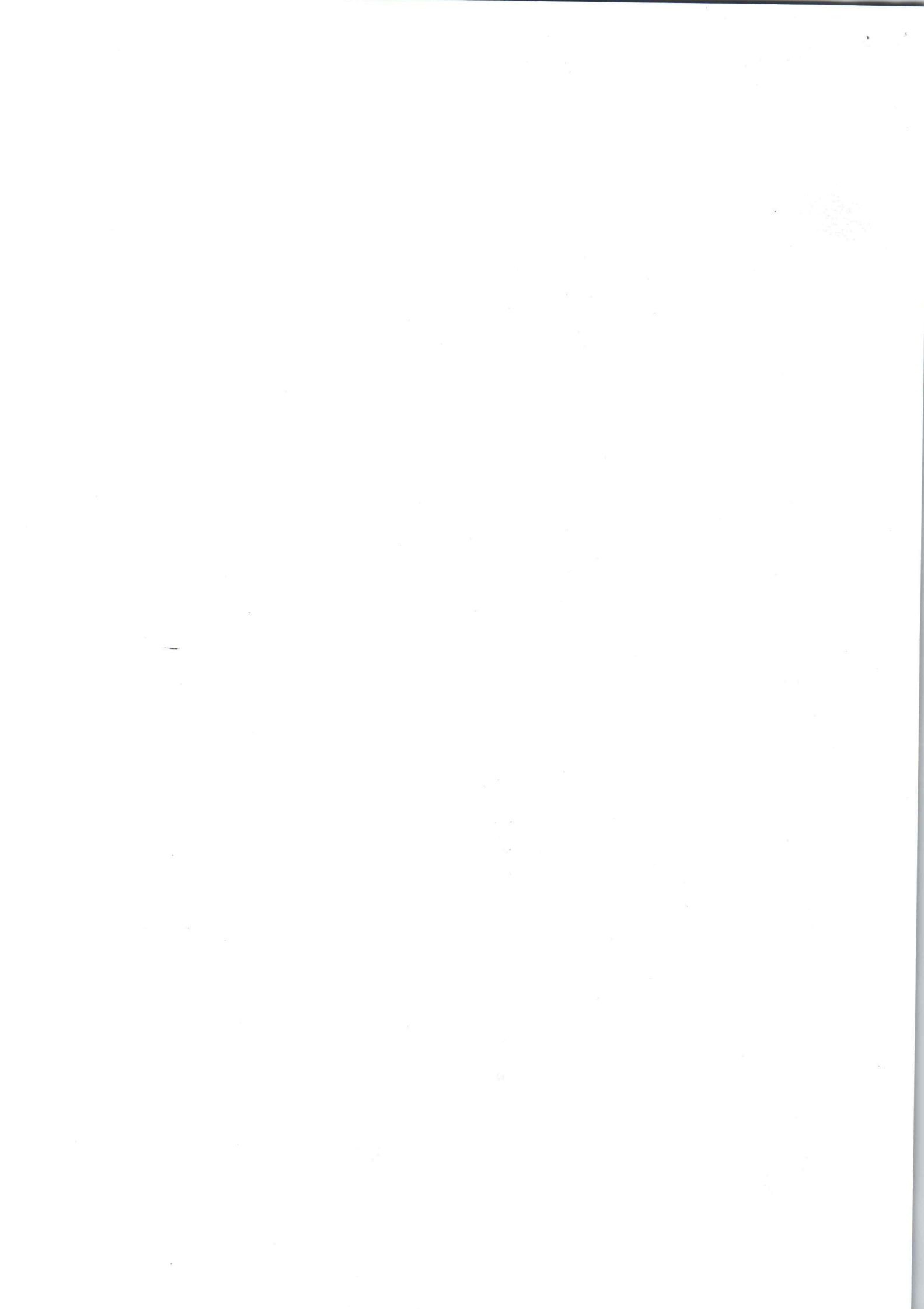
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RESULT: COMPETENT NOT YET COMPETENT (please check (✓))

Student: Name _____ Date _____ Signature _____
Assessor: Name Schirmer B Date 19/1/2022 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: Maen Kafay Pafan No ID: 07
 Validation Date: 14/11/2026 School: SMEN 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.

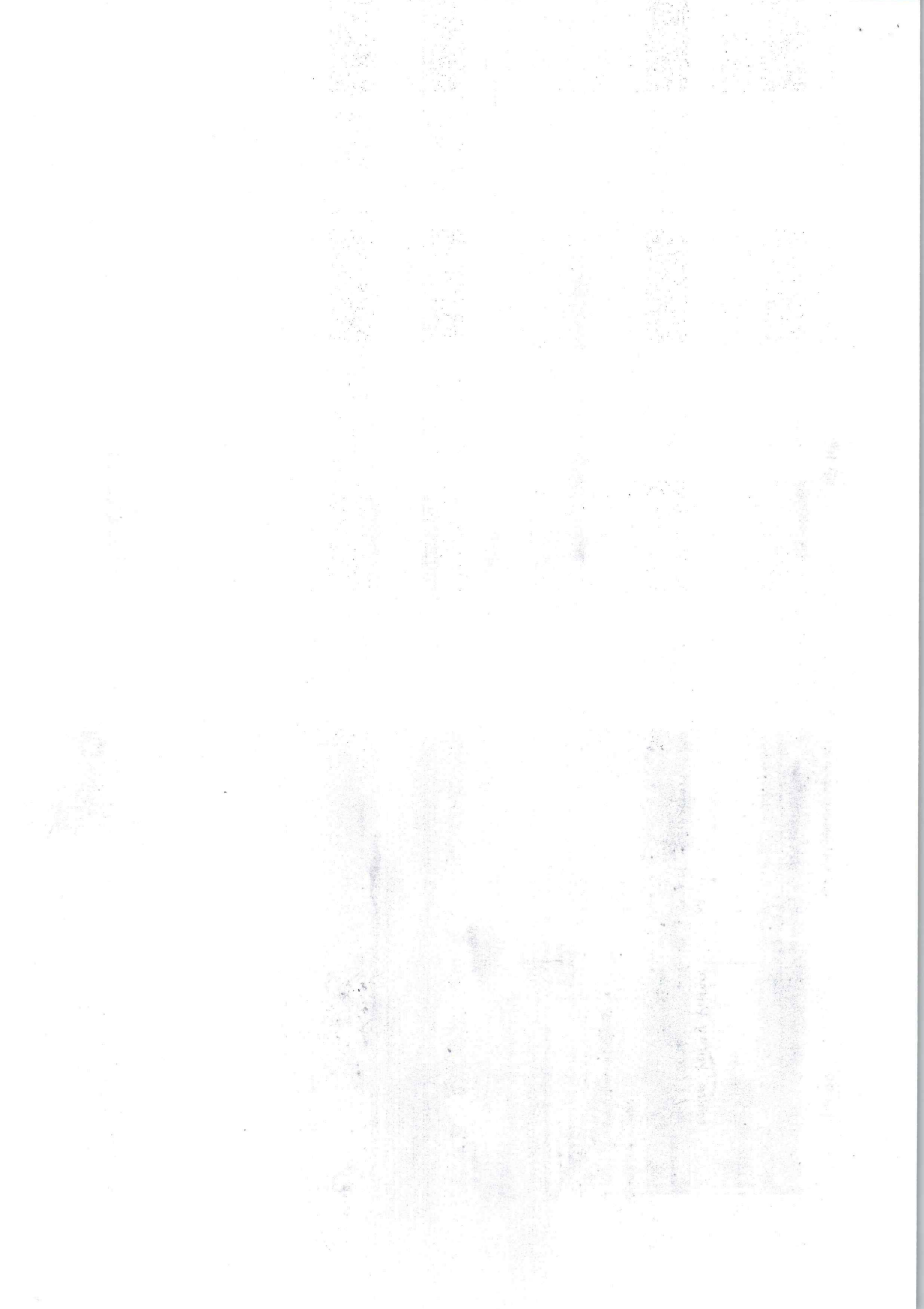
| Prerequisite | Yes | No | N/A | Hints |
|--|-----|----|-----|-------|
| The student must complete the knowledge assessment. Minimum passing grade 80%. | ✓ | | | |

| 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 | Complete | Observation/Hint |
|--|------------|------------------|
| Reporting | Yes No N/A | |
| All relevant documentation completed correctly and acquired by customer (if required). | ✓ | |

| Tasks | Complete | Observation/Hint |
|---|----------|------------------|
| Safety | Yes No | |
| Using APD related to the job | ✓ | |
| Follows relevant workplace safety guidelines (tag out, safety equipment) | ✓ | |
| Stays and follows safety procedure | ✓ | |
| Service man completes job without accident due to incurred measures using hand tools. | ✓ | |
| Tasks completed without damage equipment and tools | ✓ | |

| Tasks | Complete | Observation/Hint |
|--|------------|------------------|
| Environmental Practices | Yes No N/A | |
| Environmental Practices: Stairs Sweeping | ✓ | |

| Tasks | Complete | Observation/Hint |
|--|------------|------------------|
| Performance | Yes No N/A | |
| Perform appropriate manner after completing the job | ✓ | |
| Perform client maintenance when closing the communication. | ✓ | |

General Comments

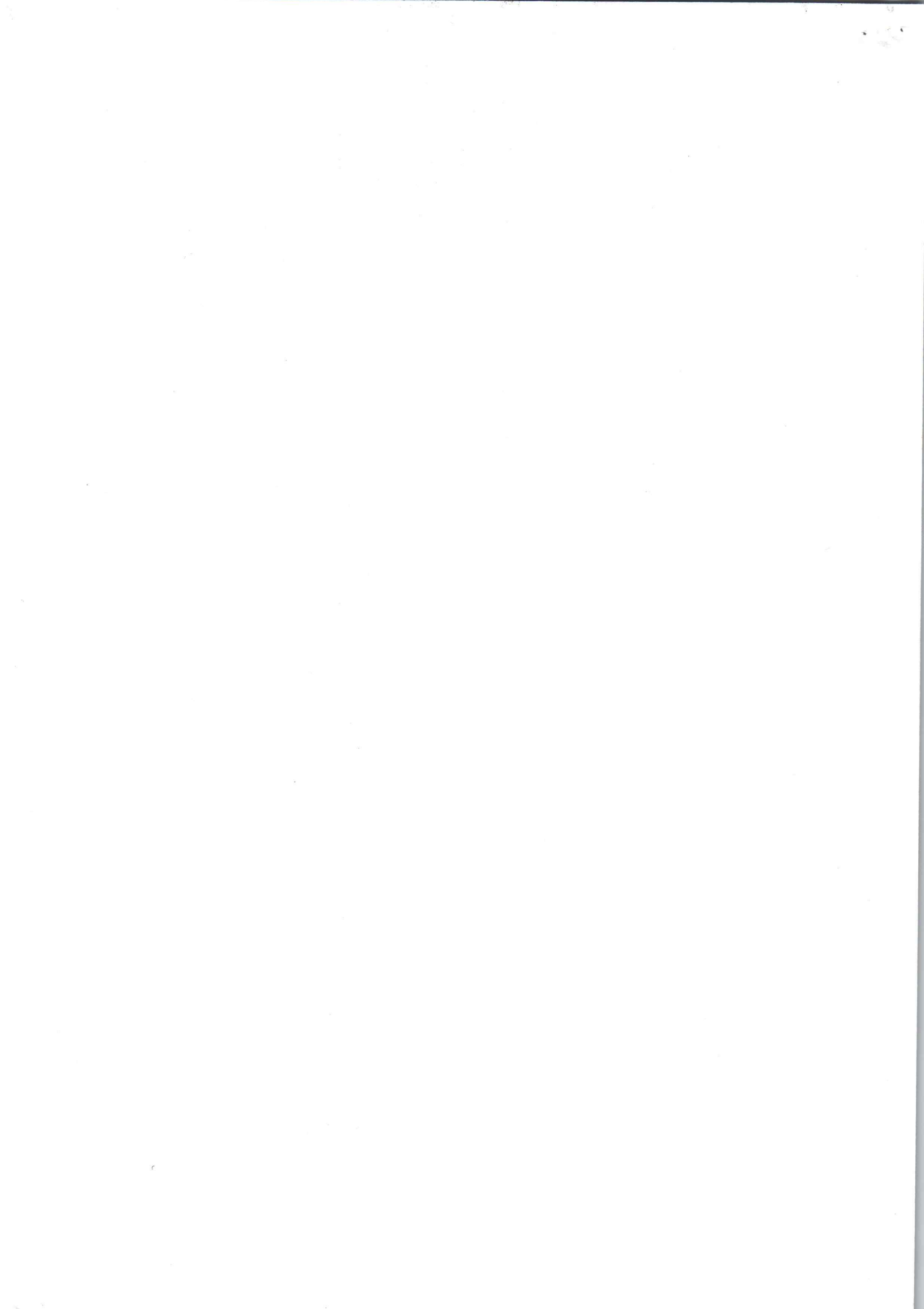
COMPETENT **NOT YET COMPETENT** (please check (N))

Student: Name: Sejourn TP Date: 14/1/2026 Signature: 

Supervisor: Name: _____ Date: _____ Signature: _____

Data Recorder: Name: _____ Date: _____ Signature: _____







ANALISIS LINGKUNGAN KESELAMATAN KERJA / JOB SAFETY ENVIRONMENT ANALYSIS

| | | | | | | |
|-------------------|------------------------|---------------------------|-----------------|----|------------|----|
| Pekerjaan Task | PM 500 Generator 33068 | Nomor JSEA JSEA Number | Halaman Page | 1. | Dari Of | 2. |
|-------------------|------------------------|---------------------------|-----------------|----|------------|----|

| | | | | | |
|--|-------------|--------------------|---------|-------------------------------|--------------|
| Tanggal Pembuatan JSEA Date of JSEA | 09 Jan 2026 | Departemen Dept | SERVICE | Tempat Kerja Work Location | WORKSHOP TAB |
|--|-------------|--------------------|---------|-------------------------------|--------------|

| | | | | | | | | | |
|-----------------------------|-------|-------------|---|----------------------------|-----------|-------------|--|--------------------|-------------|
| Disusun Oleh Compiled By | Galen | TTD Sign |  | Review Oleh Reviewed By | Selvicuan | TTD Sign |  | Atasan Superior | TTD Sign |
|-----------------------------|-------|-------------|---|----------------------------|-----------|-------------|--|--------------------|-------------|

Apakah Anda sudah terlatih untuk melakukan pekerjaan ini? / Are you properly trained to complete these task? Ya / Yes Tidak / No

Apakah Anda perlu 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 | BERAWAN | Medan / Terrain | RATA |
|---|-----------------|---------|-----------------|------|

| | | | |
|---|--|--|--|
| 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 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 checked="" 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 Keselamatan : Kondisi tidak aman yang dapat menyebabkan injury atau kematian seperti terpelesep/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.

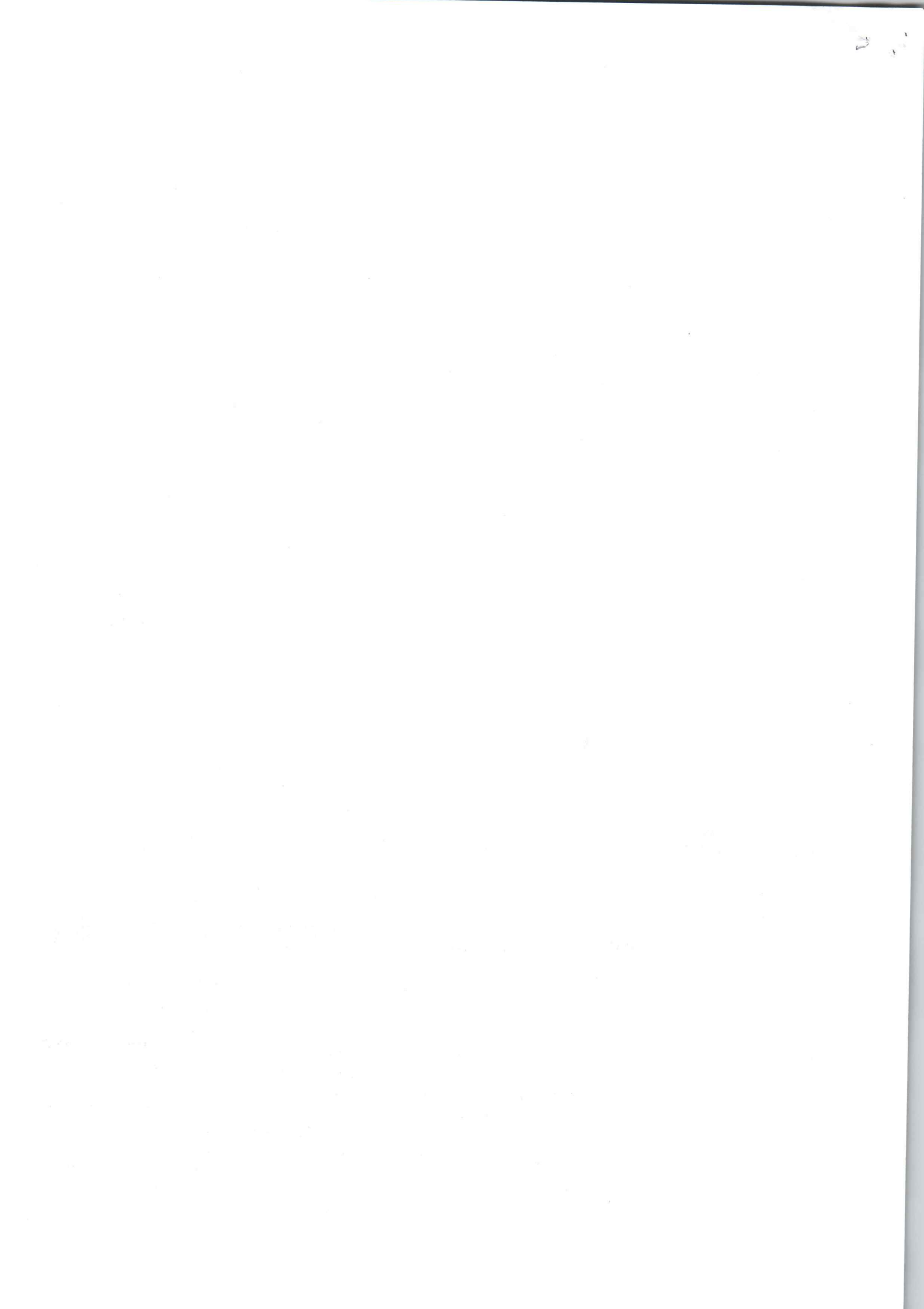
3 Bahaya Kimia : Terhirup, terkena kulit, injeksi, tertelan, terserap.
Chemical Hazards : Inhalation, skin contact, injection, ingestion, absorption.

4 Bahaya Biologi : Patogen yang ditularkan melalui darah, jamur, tanaman/serangga/hewan.
Biological Hazards : bloodborne 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 Terpelesep fluid yang berceceran | 1.1.1 Bersihkan dengan majun. 1.1.2 Gunakan safety shoes. 1.1.3 Hati-hati saat bekerja. |
| 2. | Prepare Tools | 2.1 Terbenruk rak tools 2.2 Terjepit rak tool 2.3 kaki terbenruk tool box | 2.1.1 Hati-hati saat pengambilan tool 2.1.2 Gunakan safety helmet 2.2.1 Hindari titik jepit 2.2.2 pakailah safety gloves. 2.3.1 Hati-hati saat berjalan 2.3.2 Gunakan safety shoes. |
| 3. | Daily PM | 3.1 Jani terjepit Deep stick 3.2 Oli yang berceceran 3.3 Mata terkena debu 3.4 Fuel yang berceceran 3.5. mata terkena coolant | 3.1.1 Hindari titik jepit 3.1.2 Hati-hati saat memutar deepstick. 3.1.3 Gunakan safety Glover. 3.2.1 Bersihkan dengan majun 3.3.1 Hati-hati saat pengecatan air cleaner 3.3.2 Gunakan safety Glasses. 3.4.1 Bersihkan fuel dengan majun 3.5.1 Hati-hati saat pengecatan radiator cap 3.5.2 Gunakan safety Glasses. |



ANALISIS LINGKUNGAN KESELAMATAN KERJA / JOB SAFETY ENVIRONMENT ANALYSIS

| | | | | | | |
|-------------------|-------------------------|--------------------------|-----------------|----|------------|----|
| Pekerjaan Task | PM 500 Generator 3300B. | Nomor JSEA SEA Number | Halaman Page | a. | Dari Of | 2. |
|-------------------|-------------------------|--------------------------|-----------------|----|------------|----|

| No | Urutan Dasar Langkah Tugas / Job Steps | Bahaya Yang Terkait / Potential Hazard(s) | Tindakan Perbaikan / Recommended Action |
|----|--|---|--|
| 4. | Running | 4.1 Bahaya HIRIK kebisingan 4.2 Bahaya HIRIK panas 4.3 tersengat listrik | 4.1.1 Guncikan ear Muff 4.2.1 perhatikan jarak dengan engine. 4.2.2 Gunakan APD lengkap. 4.3.1 Berada pada jarak yang aman 4.3.2 Gunakan APD yang sesuai |
| 5. | PM 10 | 5.1 Jari terjepit komponen 5.2 mata terkena debu 5.3 Tangan terkena Electrolyte 5.4 mata terkena Electrolyte | 5.1.1 Hindari HIRIK jepit 5.1.2 Gunakan safety Gloves. 5.2.1 Hati-hati saat pelepasan pre-cleaner 5.2.2 Gunakan safety Glasses. 5.3.1 Hati-hati saat pengutaran electrolyte 5.3.2 Gunakan safety Gloves yang sesuai 5.4.1 Hati-hati saat pengecekan electrolyte 5.4.2 Gunakan safety glasses. |
| 6. | PM 125 | 6.1 Oli yang berceceran 6.2 Terpleset oli | 6.1.1 Bersihkan oli dengan mprot 6.2.2 Hati-hati saat berjalan 6.1.3 Gunakan safety shoes. |
| 7. | UM 257 | 7.1 Jari terjepit komponen 7.2 Oli yang berceceran 7.3 mata terkena uap coolant | 7.1.1 Hindari HIRIK jepit 7.1.2 Gunakan safety Gloves. 7.2.1 Bersihkan dengan mprot 7.3.1 Guncikan safety glasses. |
| 8. | PM 500 | 8.1 tertimpa tools 8.2 tergelincir tool 8.3 Oli yang berceceran | 8.1.1 perhatikan kontak HIRIK pada tools 8.1.2 Gunakan APD lengkap. 8.2.1 pasang tool dengan benar. 8.2.2 pastikan tumpukan kaki kuat. 8.2.3 Gunakan HIRIK yang sesuai 8.3.1 Bersihkan oli dengan mprot. |
| 9. | Housekeeping | 9.1 fluida yang berceceran 9.2 terpleset fluida | 9.1.1 Bersihkan dengan mprot 9.2.1 Hati-hati saat membersihkan 9.2.2 Gunakan safety shoes. |

Bukti sosialisasi / Evidence of socialization :

| No | Nama / Name | TTD / Sign |
|----|----------------------|--------------------|
| 1 | Gallen Karyay . D. | <i>[Signature]</i> |
| 2 | Hamzah paffhurrahman | <i>[Signature]</i> |
| 3 | | |
| 4 | | |
| 5 | | |

| No | Nama / Name | TTD / Sign |
|----|-------------|------------|
| | | |
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