

**Demonstrate Selecting, Using and Maintaining Various Hand Tools Correctly**

Skill Number CO-OP15GN102

Full Name: Hanzah Cahurrahman No ID: \_\_\_\_\_  
 Validation Date: 01/01/2020 School: SPKCN Singosari

**PERFORMANCE TASK:**

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

- Selecting, using, maintaining various hand tools in the installation of machine components.
- Perform close the job by ensuring all systems or conditions is in the standard condition.

Safety and contamination control must be applied in this process. All literatures will be available.

Prerequisite	Yes	No	Hints
The student must complete the Hand Tools knowledge assessment.	✓		Score hand tools Course or subject.

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Preparation				
Prepare related literature	✓			PM 500 B2 P
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 & greet • 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 Hand Tools				
1. Inspect hand tools before using	✓			Visual inspection of hands tool for cracks, damage
2. Remove and install or disassemble and assemble conducted according to correct procedures	✓			Equipment and tooling are ideal checked for correct, safe, and operation and must refer to the procedures
3. Tasks completed without damage to equipment and tools	✓			Component and tooling are clean stored on the right place
4. Equipment and tooling are cleaned and returned to its correct location	✓			Cleaned and stored equipment the right place.
5. 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	✓			• Find the improper condition. • Communicate the finding to the customer/assessor.
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).	✓			<ul style="list-style-type: none"> <li>• Completing the Task List</li> <li>• Completing Measurement Form/Related Check Sheet, if required</li> <li>• Create Service Report (SIMS), if required</li> <li>• Create SPR, if required</li> <li>• Documenting the failed or damaged parts, if required</li> <li>• Provide Technical Analysis Report/Failure Analysis Report, if required.</li> </ul>

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Safety Using APD related to the job	✓			<ul style="list-style-type: none"> <li>• Comply with safety regulation that applied on the workplace</li> </ul>
Follows relevant workplace safety guidelines (tag out, safety equipment)	✓			<ul style="list-style-type: none"> <li>• Create Job Safety Analysis</li> <li>• Student must follow safety procedure refer to service manual or SIS related to job</li> </ul>
State and follow safety precautions	✓			<ul style="list-style-type: none"> <li>• Correct working position</li> <li>• Correct hand tool related to the job</li> </ul>
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	N/A	
Contamination Control Environmental Practices & Housekeeping	✓			<ol style="list-style-type: none"> <li>1. Waste is minimized, waste including sludge, solids and wastes are sorted and stored for recycling or disposal</li> <li>2. Packaging of goods received and reused or disposed of by recycling</li> <li>3. Materials that can be reused cleaned and stored</li> <li>4. Waste and scrap is removed</li> <li>5. Workplace procedures</li> </ol> <p>All fluids are disposed of in accordance with enterprise and procedures</p>

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"> <li>• Perform smile &amp; greet</li> <li>• Ask permission to leave the interaction.</li> </ul>



General Comments

Three horizontal lines for general comments.

RESULT:

COMPETENT

NOT YET COMPETENT

(please check (N))

Student:

Kamzah Fohurdaan

Name

21/01/2026

Date

Signature

*[Handwritten Signature]*

Assessor:

Schauren TB

Name

21/01/2026

Date

Signature

*[Handwritten Signature]*

Supervisor:

Name

Date

Signature

Data Recorded:

Name

Date

Signature



**Demonstrate Selecting, Using and Maintaining Various Hand Tools Correctly**

Skill Number CO-OP15GN102

Full Name: Hamzah Pakkurturkuman No ID: \_\_\_\_\_  
 Validation Date: 21 Oct 2026 School: SMK N 1 Sunggayan

**PERFORMANCE TASK:**

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

- Selecting, using, maintaining various hand tools in the installation of machine components.
- Perform close the job by ensuring all systems or conditions is in the standard condition.

Safety and contamination control must be applied in this process. All literatures will be available.

Prerequisite	Yes	No	Hints
The student must complete the Hand Tools knowledge assessment.	<input checked="" type="checkbox"/>		

Tasks	Completed		Observation / Hints
	Yes	No	
Preparation			
Prepare related literature	<input checked="" type="checkbox"/>		Pr 500 v4P
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	
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	
Selecting, Using and Maintaining Various Hand Tools			
1. Inspect hand tools before using	<input checked="" type="checkbox"/>		
2. Remove and install or disassemble and assemble 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 are 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	
Perform close the job by ensuring all systems or conditions is in the standard condition	<input checked="" type="checkbox"/>		
Ensure all systems or conditions are in standard condition.	<input checked="" type="checkbox"/>		









Nama Hand tool

→ Sliding T

→ kerusakan Tool bengkok

→ kemungkinan penyebab: Fastener yang terlalu besar torsi

dan ~~dibent~~ tanpa melihat kemampuan dari tool digunakan

→ Penggunaan pipe yang salah tidak di mentakan ~~ke~~ saat pengerjaan.

→ tidak digunakan sesuai dengan fungsinya, ~~power~~ drive nya tidak di tarus di tangan dan digunakan sebagai breaker bar, dan disambung dengan pipe.

1)

Penggunaan tool yang tidak sesuai:

Snap ring digunakan untuk menahan nut

Combination plier digunakan untuk memukul terminal baterai





## Initial 500 Hours (for New Systems, Refilled Systems, and Converted Systems)

Cooling System Coolant Sample (Level 2) - Obtain

## Every 500 Service Hours

Cooling System Coolant Sample (Level 1) - Obtain Hydraulic System Oil Sample - Obtain Swing Drive Oil Sample - Obtain

## Every 500 Service Hours or 3 Months

Boom and Stick Linkage - Lubricate Engine Crankcase Breather - Clean Engine Oil and Filter - Change Fuel System Primary Filter (Water Separator) Element - Replace Fuel System Secondary Filter - Replace Fuel System Third Filter - Replace Fuel System Fourth Filter - Replace Fuel Tank Cap and Strainer - Clean *grease gun dan filter strap, standart screw driver, breaker bar, dan socket*

## Every 500 Service Hours of Partial Hammer Use (50% of Service Hours)

Hydraulic System Oil Filter (Case Drain) - Replace Hydraulic System Oil Filter (Pilot) - Replace Hydraulic System Oil Filter (Return) - Replace *filter strap, breaker bar, socket*

## Every 600 Service Hours of Continuous Hammer Use

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

## Every 1000 Service Hours or 6 Months

Battery - Clean Battery Electrolyte Level - Check Battery Hold-Down - Tighten Engine Valve Lash - Check Final Drive Oil Level - Check Hydraulic System Oil Filter (Case Drain) - Replace Hydraulic System Oil Filter (Pilot) - Replace Rollover Protective Structure (ROPS) - Inspect Swing Drive Oil - Change

## Every 1000 Service Hours of Partial Hammer Use (50% of Service Hours)

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

## Every 2000 Service Hours or 1 Year

Final Drive Oil - Change Hydraulic System Oil Filter (Return) - Replace Hydraulic Tank Screen - Clean Receiver Dryer (Refrigerant) - Replace Swing Gear - Lubricate

## Every Year

Cooling System Coolant Sample (Level 2) - Obtain



# Every 3 Years After Date of Installation or Every 5 Years After Date of Manufacture

Seat Belt - Replace

# Every 6000 Service Hours or 3 Years

Cooling System Coolant Extender (ELC) - Add Hydraulic System Oil - Change

# Every 12 000 Service Hours or 6 Years

Cooling System Coolant (ELC) - Change

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2026-01-31



PM 500 Excavator 320 D

Hamzah Fathurrahman XI TAB 3 / 09  
(Validasi Hand tool)

Replace terminal battery

Tool yang digunakan:

- > Interlocking plier
- > Socket
- > ratchet
- > Combination plier

Penggunaan tool yang salah:

nap ring

check oil level Final Drive.

Tool yang digunakan:

- > Breaker bar
- > Adaptor heavy duty
- > Cooper hammer

