

Demonstrate Selecting, Using and Maintaining Various Power Tools Correctly

Skill Number CO-OP15GN103

Full Name: MARYANO ADERIO CHISTY No ID: 11
 Validation Date: 27-02-2026 School: SMAEN (SINGAPORE)

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%.	✓			

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 Power Tools				
1. Inspect the Power Tool before using				
2. Remove and install or disassemble and assemble conducted according to correct procedures	✓			
3. Tasks completed without damage to equipment and tools	✓			
4. Equipment and tooling is cleaned and returned to its correct location	✓			
5. 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.	✓			

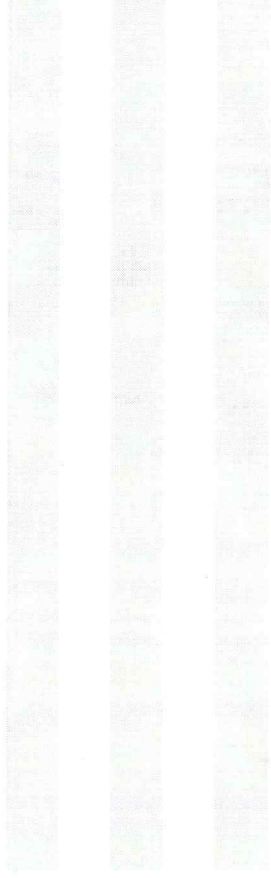
Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Reporting I relevant documentation completed correctly and approved customer (if required).				

Tasks	Completed		Observation / Hints
	Yes	No	
Wearing APD related to the job			
Following relevant workplace safety guidelines (tag out, safety equipment)			
Identify and follow safety precautions			
Service technician 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

Student: Merryong 97-02-2021 *(Please check (✓))*

Name Date Signature

Assessor: _____
Name 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: Merrynna Aderia Chisty No ID: 11
 Validation Date: 27-02-2026 School: SMEN 1 CINGRANG

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	
The student must complete the knowledge assessment. Minimum passing grade 80%.	✓		Score power tools course or subject.

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

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

Tasks	Completed		Observation / Hints
	Yes	No	
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 identified and checked for correct, safe, and effective operation and must refer to the Literatures
3. Tasks completed without damage to equipment and tools	✓		Component and tooling are cleaned and stored on the right place
4. Equipment and tooling is cleaned and returned to its correct location	✓		Cleaned and stored equipment tools on the right place.
5. Work area left clean and tidy	✓		Area cleaned from spills and wastes.
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	✓		<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	
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 Power Tools				
1. Inspect the Power Tool before using				
2. Remove and install or disassemble and assemble according to correct procedures				
3. Tasks completed without damage to equipment and tools				
4. Equipment and tooling is cleaned and returned to its correct location				
5. 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	Completed		Observation / Hints
	Yes	No	
Using APD related to the job			
Follows relevant workplace safety guidelines (tag out, safety equipment)			
State and follow safety precautions			
Serviceman 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.				



Tasks	Completed		Observation / Hints
	Yes	No	
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 (lag 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	Completed		Observation / Hints
	Yes	No	
Contamination Control Environmental Practices & Housekeeping	✓		<ol style="list-style-type: none"> Waste is minimized, waste material, including sludge, solids and other wastes are sorted and stored in bins for recycling or disposal Packaging of goods received is sorted and reused or disposed of by recycling Materials that can be reused are cleaned and stored Waste and scrap is removed following workplace procedures All fluids are disposed of in accordance with enterprise policies and 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 & greetings. Ask permission to leave or end the interaction.



General Comments

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

Student: Merryona 27-07-2026
Name Date

Assessor: Sekawan IB 28-02-2026
Name Date

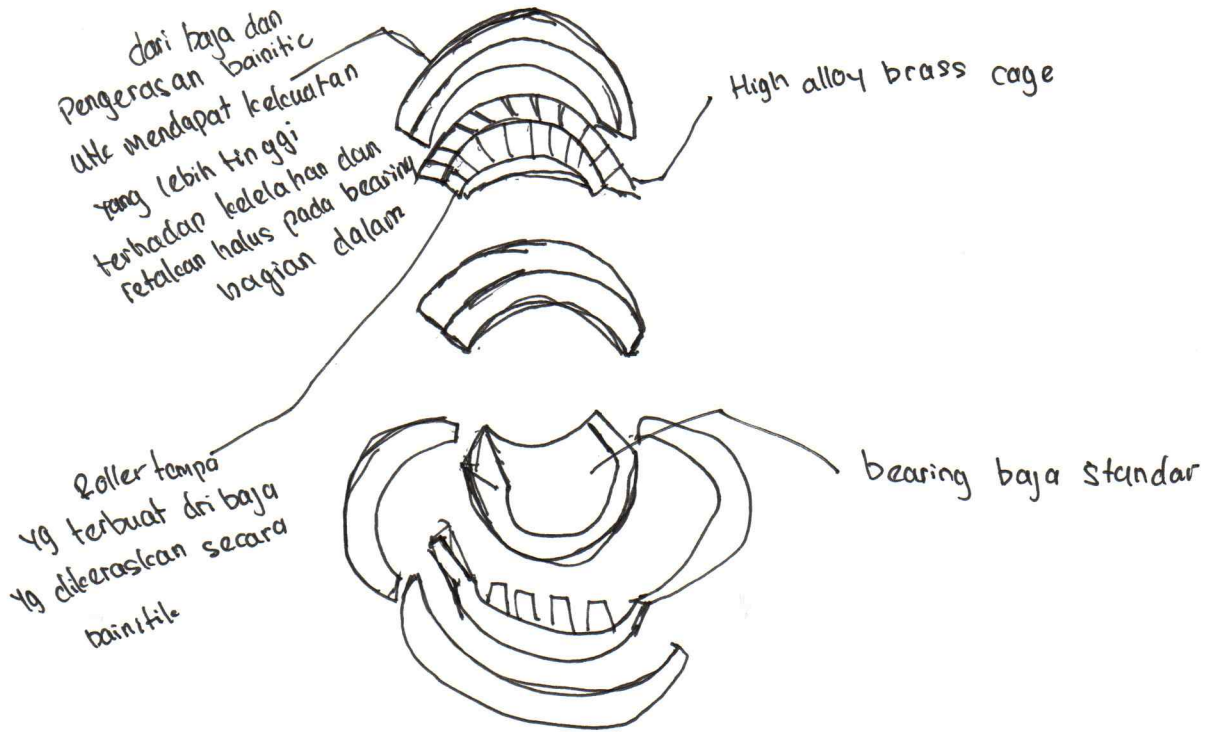
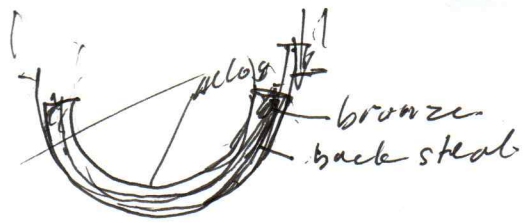
[Signature] [Signature]
Signature Signature

Supervisor: _____
Name Date

Data Recorded: _____
Name Date



Definisi : special tools



1. Statis : gasket, ~~ring~~ flexible sealants, squeeze type, lip type, reciprocating.
 dinamis : oil seal, mechanical seal, shaft seal, rod seal, compression packing
 rotari : oil seal

exclusion devices	Compression packing	moulded seal	Diaphragm
Labyrinth	mechanical	packing	moulded seal

Demonstrate Inspecting and Servicing Various Bearing, Seal and Gasket Used in Heavy Equipment

Skill Number CO-OP15GN106

Full Name: _____ No ID: _____
 Validation Date: _____ School: _____

PERFORMANCE TASK:

Given assorted bearings, seals and gaskets, the student is requested to perform the following tasks on the components:

- Removing
- Inspection
- Installing

The student must be able to perform the following task:

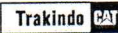
- Demonstrate removing, inspection and installing Bearing, Seals and Gasket.

It is recommended that assessor put questions to student regarding the findings of their inspections and subsequent report. Literature and measuring tools will be made available but will not be provided directly to the student.

Safety and Contamination Control must be always applied to this process.

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

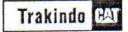
Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Preparation				
Prepare related literature				
Prepare required equipment				
Prepare related tools				
Prepare Safety & Contamination Control equipment				



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	
Remove, Inspect and Install Bearings, Seals and Gaskets				
1. Accessing Information				
2. Bearing, Seals & Gasket Removal				
3. Determine bearing reusability of bearings, seals, and gasket				
4. Bearing, Seals & Gasket Installation				
5. Equipment and tooling are used in the correct way				
6. Equipment and tooling are cleaned and returned to its correct location				
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	Completed			Observation / Hints
	Yes	No	N/A	
Safety				
Using APD related to the job				
Follows relevant Workplace Safety Guidelines (LOTO, Safety Equipment)				
State and follow Safety Precautions				
Serviceman 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 check (√))

Student: Name _____ Date _____ Signature _____

Assessor: Name _____ Date _____ Signature _____

Supervisor: Name _____ Date _____ Signature _____

Data Recorded: Name _____ Date _____ Signature _____



ANALISIS LINGKUNGAN KESELAMATAN KERJA / JOB SAFETY ENVIRONMENT ANALYSIS

Pekerjaan / Task	PA differential and bevel gear	Nomor JSEA / JSEA Number	Halaman / Page	1	Dari / Of	2
------------------	--------------------------------	--------------------------	----------------	---	-----------	---

Tanggal Pembuatan JSEA / Date of JSEA	12-01-2026	Departemen / Dept	Tempat Kerja / Work Location	WORKSHOP TAB
---------------------------------------	------------	-------------------	------------------------------	--------------

Disusun Oleh / Compiled By	Meryang	TTD Sign	Review Oleh / Reviewed By	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

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	Mendung	Medan / Terrain	Patah
---	-----------------	---------	-----------------	-------

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 :

<p>1 Bahaya Keselamatan : Kondisi tidak aman yang dapat menyebabkan injury atau kematian seperti terpelesep, terpeleset/terjatuh, tertimpa dll.</p> <p><i>Safety Hazard : unsafe conditions that can cause injury or even death, such as spill/falls, pinch point, struck by, etc.</i></p>	<p>4 Bahaya Biologi : Patogen yang ditularkan melalui darah, jamur, tanaman/serangga/hewan.</p> <p><i>Biological Hazards : bloodborne pathogens, mold, Plant/Insect/Animals</i></p>
<p>2 Bahaya Fisik : Listrik, Api/ledakan, Kebisingan, Radiasi, Panas, Tekanan, Terjepit, Tersandung/Terjatuh, Tertimpa, Getaran.</p> <p><i>Physical Hazards : Electrical, Fire/Explosion, Noise, Radiations, Thermal, Pressure, Pinch Point, Slips/Falls, Struck by, Vibration.</i></p>	<p>5 Bahaya Ergonomi : Gerakan berulang-ulang, beban yang berlebihan, Postur Janggal, Durasi kerja, Desain area kerja.</p> <p><i>Ergonomic Hazards : Repetitions, Forcefull extention, Awkward Posture, Duration, Work area desain.</i></p>
<p>3 Bahaya Kimia : Terhirup, terkena kulit, injeksi, tertelan, terserap.</p> <p><i>Chemical Hazards : Inhalation, skin contact, injection, ingestion, absorption.</i></p>	<p>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.</p> <p><i>Organizational hazards : stressors or hazards associated with workplace issues that cause long or short term effects heavy workloads, stressful interactions and workplaces violence.</i></p>

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. tersandung komponen disekit ar	1.1-1 berhati-hati saat inspection area 1.1-2 pastikan area terjangkau saat bekerja
2.	PREPARE TOOLS	2.1 tertabrak rak tool box 2.2. diatas toolbox terdapat for faminid	2.1-1 memastikan rak tool box berfungsi 2.1-2 membawa tool box pada area terjangkau. 2.2-1 membersihkan menggunakan masu.
3.	DISASSEMBLY DIFFERENTIAL	3.1 jari terjepit komponen 3.2 jari tergores saat melepas shim 3.3 tools terlempar 3.4 tools terkontaminasi	3.1-1 hindari fitik jepit 3.1-2 Perhatikan kontak fisik pada komponen 3.2-1 gunakan safety gloves 3.1-1 pegang tools dengan erat 3.1-2 berhati-hati saat menggunakan tools 3.4-1 letakkan tools pada tempatnya
4.	ASSEMBLY DIFFERENTIAL	4.1 mata terkena oli 4.2 oli tercecer 4.3 saraf terjepit	4.1-1 berhati-hati saat melakukan pemasangan 4.1-2 gunakan safety glasses 4.2-1 IAP menggunakan absorbent pad 4.3-1 gunakan metode pengangkatan yang benar 4.3-2 angkat komponen 2 orang atau lebih 4.3-2 berhati-hati saat mengangkat

