

Demonstrate Selecting, Using and Maintaining Various Special Tools Correctly

Skill Number CO-OP15GN104

Full Name: Martiyana Aderna Christy

No ID: 11

Validation Date: 27-02-2026

School: JMTCN 1 Singapore 1

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	Completed			Hints
	Yes	No	N/A	
The student must complete the knowledge assessment. Minimum passing grade 80%.				Score special 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.	✓			<ul style="list-style-type: none"> Perform smile & greet Introduce Student's name
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	✓			Visual inspection of the Special 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 checked for safe and effective use and must refer to Service manual
4. Tasks completed without damage to equipment and tools	✓			Component and tooling are cleaned stored on the right place
5. Equipment and tooling is cleaned and returned to its correct location	✓			Cleaned and stored equipment in the right place.
6. 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				
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	Complete			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
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	N/A	
Contamination Control Environmental Practices & Housekeeping	✓			<ol style="list-style-type: none"> 1. Waste is minimized, waste materials including sludge, solids and other wastes are sorted and stored in containers for recycling or disposal 2. Packaging of goods received is inspected 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 procedure 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 & greet the customer • Ask permission to leave the interaction.



General Comments

Three horizontal shaded rectangular boxes for general comments.

RESULT:

COMPETENT

NOT YET COMPETENT

(Please check (✓))

Student: ↓

Name Mervano

Date 27-02-2026

Signature [Signature]

Assessor:

Name [Signature]

Date 27.02.2026

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: Merriana Adaria Christy

No ID: 11

Validation Date: 27-09-2026

School: SMKN 1 RINGGASARI

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 / H
	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	
Perform close the job by ensuring all systems or conditions is in the standard condition	✓			
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	Completed			Observation / Hints
	Yes	No	N/A	
Reporting All relevant documentation completed correctly and approved by customer (if required).	✓			

Tasks	Complete		Observation / Hints
	Yes	No	
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	Complete		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

General Comments

RESULT: **COMPETENT** **NOT YET COMPETENT**

Student: Merryana Date: 27-02-2026

Assessor: Shivan IB Date: 27.2.2026

Supervisor: _____ Date: _____

Data Recorded: Name _____ Date _____

(Please
Signature

Signature

Signature

Signature





Definisi = Special tools adalah tools yang digunakan untuk pekerjaan tambahan.
handtools adalah tools yang sering dibawa dan digunakan pekerjaan tersebut.

Special Tools

1. torque wrench
 2. torque multiplier
 3. torque tester
 4. wheel brace
 5. pipe wrench
 6. Filter strap
 7. Chain wrench
 8. sledge ~~wrench~~ socket wrench
 9. adjustable c spanner
 10. tubular spanner
 11. hand impact wrench
 12. track bolt socket
 13. track shoe wrench
 14. drain plug tools
 15. governor sealing tools
 16. sledge hammer
 17. hand draw
 18. clamp
 19. metal shear
 20. grease gun
 21. suction gun
- Bar
22. pry bar
 23. pinch bar
 24. crow foot bar
 25. crowbar
 26. Tap
 27. Tap wrench
 28. re-threading die
 29. die wrench
 30. reamer
 31. thread insert
 32. heli-coil insert
 33. screw extractor
 34. stud remover
 35. puller 2 / 3 jaw
 36. step plate
 37. centring plate.

