

Demonstrate Selecting, Using and Maintaining Various Special Tools Correctly

Skill Number CO-OP15GN104

Full Name: Niko Andrian P No ID: _____
 Validation Date: 29/12/2025 School: SMEN 1 SINBONGAR

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%.	<input checked="" type="checkbox"/>			Score special tools Course or subject.
Preparation				
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"/>			• 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	<input checked="" type="checkbox"/>			Visual inspection of the Special Tool for wear, cracks, damage
2. Calibrate the special tool before using	<input checked="" type="checkbox"/>			• Torque wrench
3. Remove and install or disassemble and assemble conducted according to correct procedures	<input checked="" type="checkbox"/>			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	<input checked="" type="checkbox"/>			Component and tooling are cleaned and stored on the right place
5. Equipment and tooling is cleaned and returned to its correct location	<input checked="" type="checkbox"/>			Cleaned and stored equipment tools on the right place.
6. Work area left clean and tidy	<input checked="" type="checkbox"/>			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.				• Find the improper condition. • Communicate the finding to the customer/assessor.



Tasks	Completed		N/A	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	Complete		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	Complete		N/A	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 are removed following workplace procedures All fluids are disposed of in accordance with enterprise policies and procedures

Tasks	Completed		N/A	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

pelajaran lebih lanjut pengajaran
tongue multipliers serta safety
cara pengisian anamnesis.

RESULT:

COMPETENT

NOT YET COMPETENT

(please check (N))

Student:

Nike Andrian P

29/12/2025

Nike

Signature

Assessor:

Rahman TB 29/12/2025

Rahman TB

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: Niko Anderson P

No. ID: _____

Validation Date: 29/12/2025

School: SMKN 1 SINGASARI

PERFORMANCE TASK:

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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	PM	33	elb	
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

Blank area for general comments.

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

Student: Niko Anderson P Date: 29/12/2025 Signature: [Signature]

Assessor: Serikastu STB Date: 29/12/2025 Signature: [Signature]

Supervisor: Name: _____ Date: _____ Signature: _____

Data Recorded: Name: _____ Date: _____ Signature: _____

ANALISIS LINGKUNGAN KESELAMATAN KERJA / JOB SAFETY ENVIRONMENT ANALYSIS

Pekerjaan / Task	PM 250 Engine 3306	Nomor JSEA / JSEA Number	Halaman / Page	1	Dari / Of	2
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Tanggal Pembuatan JSEA / Date of JSEA	29/12/2025	Departemen / Dept	TAB	Tempat Kerja / Work Location	Workshop TAB
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Disusun Oleh / Compiled By	Niko	TTD Sign	Review Oleh / Reviewed By	SHE	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	Rata
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Pengendalian Sumber Bahaya / Hazardous Energy Control	<input checked="" 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 Kejutatan / 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 :

Bahaya Keselamatan : Kondisi tidak aman yang dapat menyebabkan injury atau kematian seperti terpejit, terpeleset/terjatuh, tertimpa dll.

1 Safety Hazard : unsafe conditions that can cause injury or even death, such as spill/falls, pinch point, struck by, etc.

Bahaya Fisik : Listrik, Apiledakan, Kebisingan, Radiasi, Panas, Tekanan, Terpejit, Tersandung/Terjatuh, Tertimpa, Getaran.

2 Physical Hazards : Electrical, Fire/Explosion, Noise, Radiations, Thermal, Pressure, Pinch Point, Slips/Falls, Struck by, Vibration.

Bahaya Kimia : Terhirup, terkena kulit, injeksi, tertelan, terserap.

3 Chemical Hazards : Inhalation, skin contact, injection, ingestion, absorption.

Bahaya Biologi : Patogen yang ditularkan melalui darah, jamur, tanaman/serangga/hewan.

4 Biological Hazards : bloodbone pathogens, mold, Plant/Insect/Animals

Bahaya Ergonomi : Gerakan berulang-ulang, beban yang berlebihan, Postur Janggal, Durasi kerja, Desain area kerja.

5 Ergonomic Hazards : Repetitions, Forcefull extention, Awkward Posture, Duration, Work area desain.

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.

6 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
A ERP/MERP			
	1. Saat pekerjaan terjadi gempa	tertimpa reruntuhan	1.1 Segera evakuasi menuju master point baru ditetapkan/ tempat terbuka 1.2 Melaporkan kejadian kepada atasan
	2. Saat pekerjaan ada teknisi yang pingsan	Cidera kepala, tangan tergores	2.1 Lakukan protokol P3K 2.2 Segera evakuasi korban menuju fasilitas kesehatan terdekat 2.3 Melaporkan kejadian kepada atasan
B Langkah Pekerjaan			
1	PREPARE APD	Tersandung meja	1.1 Pindahkan Benda yang menghalangi 1.2 fokus saat Prepare
2	Walk Around Inspection	Ergonomi Saat Memasang Sepatu Terpeleset Fluida kaki tersandung engine	1.1. Posisikan badan yang sesuai 2.1 Bersihkan menggunakan majun 2.2 Berhati hati saat melangkah
3	Prepare Tools	Terpejit laci tool box	3.1 hindari titik jepit 3.2 Berhati hati saat bekerja 3.3 fokus saat bekerja
		Terpejit Boda tool box	3.4 hindari titik jepit roda 3.5 Dorong tools box saat dipindah
		Tersandung komponen	3.6 Pindahkan benda yang menghalangi
4	Doing Pre Maintenance	Terpejit komponen	3.7 Berhati hati saat bekerja 4.1 hindari titik jepit 4.2 Hati hati saat bekerja



PT Trakindo Utama

SERVICE PARTS REQUISITION

WORK ORDER NO.	A/C NO.	CUSTOMER	MODEL 9N12	SERIAL NO. 3306B
SEGMENT NO.	WARRANTY <input type="checkbox"/>	UNIT DOWN <input type="checkbox"/>	SCHEDULED <input checked="" type="checkbox"/>	CATERPILLAR PARTS
				YES NO
CUSTOMER REPRESENTATIF NAME		CUSTOMER REPRESENTATION SIGNATURE		INITIAL SUPPLY PSO REF NO.
DELIVER TO	DATE TIME OF DELIVERY	PREPARED BY	TOTAL PARTS ESTIMATE	
APPROVED BY Niko Andrian Pratama		DATE TIME APPROVED		

ITEM	PART NUMBER	CHANGED TO	DESCRIPTION	QTY		APPROVAL	UNIT PRICE	EXTENDED PRICE	R E C D	
				EST	ACT					
1	IR-0739		oil filter	1	1					
2	3E-9844		engine oil	1	1					
3	3E-9830		engine oil	2	2					
4	9M-9341		Element Primary Fuel	1	1					
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										
21										
22										
23										
24										
25							TOTAL C/F			

- * APPROVAL CODE:
- C - CUSTOMER REQUEST
 - I - FOUND BY INSPECTOR
 - R - FOUND DURING REPAIR
 - O - APPROVED BY CUSTOMER
 - X - NOT APPROVED BY CUSTOMER