

Demonstrate Carrying Out Jacking, Blocking and Lifting of Heavy Equipment and Components Safely

Skill Number CO-OP15GN108

Full Name: Niko Anderson P SNISAP ID: _____
 Job Title: DA Differentiator Branch/Area: Workshop TAB

PERFORMANCE TASK:

Given a large machine component, the necessary lifting equipment and lifting chains/slings, the student is to lift and move the component from one location to another. The component is to be correctly supported once placed on the ground or workbench. The component is to be supported in a manner that will enable service work to be carried out.

The student must be able to:

- Selecting tools used and identify SWL correctly
- Jack and block Heavy Equipment correctly and safely
- Lift and support engine or machine component correctly
- Follow service procedure on Service Manual correctly
- Follow standard safety & contamination control procedure related to the job
- Perform communication & etiquette manner

Students are to be given a copy of TQL005 Practical Activity 2 – Student Performance sheet and fill out appropriate areas. It is recommended that Facilitators put questions to students regarding the findings of their inspections and subsequent report. The student will also be required to complete relevant workplace documentation and is to observe the correct safety procedures at all times
 Safety and Contamination Control must be applied to this process at all times.

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



Tasks	Completed			Observation
	Yes	No	N/A	
Preparation Prepare related literature Work instructions are used to determine job requirements, including method, process and equipment Job specifications are read and interpreted. Information is accessed from manufacturer/ component supplier specifications and correctly incorporated. Information is accessed from manufacturer/ component supplier specifications and correctly incorporated	✓			
Prepare required equipment	✓			
Prepare related tools Materials, components, equipment and tooling are identified and checked for safe and effective operation	✓			
Prepare Safety & Contamination Control equipment	✓			

Tasks	Completed			Observation
	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	
Visual Check				
Pre-inspection procedures	✓			
Cranellifting apparatus inspection	✓			
Lifting equipment	✓			
Support materials	✓			

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Visual Check				
Site location selected	✓			
Supports in place	✓			
Jacking and Blocking				
Jacking procedures	✓			
Jack conducted	✓			
Blocking procedure	✓			
Blocking conducted	✓			
Blocking allows for service work to be conducted	✓			
Lifting				
Hook up procedures	✓			
Lift conducted	✓			
Load moved to chosen site	✓			
Load lowered and supported	✓			
Support allows for service work to be conducted	✓			

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Use of Tools and Equipment				
Tests and adjustments carried out according to manufacturer's specifications and procedures	✓			
Service is completed without damage to equipment and tools	✓			
Equipment and tooling is cleaned and returned to its correct location	✓			
Work area left clean and tidy	✓			

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 PPE related to the job	✓			
Follows relevant Workplace Safety Guidelines (LOTO, Safety Equipment)	✓			
State and follow Safety Precautions	✓			
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	
Contamination Control	✓		
Environmental Practices & Housekeeping			

Tasks	Completed		N/A	Observation / Hints
	Yes	No		
Perform etiquette/manner after completing the job	✓			
Perform etiquette/manner when closing the communication.				

General Comments

RESULT:

COMPETENT

NOT YET COMPETENT

(please

Service man:

Miko Andron P

29/12/2025

Signature

Assessor:

Shiawan

29/12/2025

Signature

Supervisor:

Signature

Data Recorded:

Name _____

Date _____

Signature _____

Demonstrate Carrying Out Jacking, Blocking and Lifting of Heavy Equipment and Components Safely

Skill Number CO-OP15GN108

Full Name: Niko Anderson P

SNSAP ID: _____

Job Title: DA Differential

Branch/Area: Workshop TAB

PERFORMANCE TASK:

Given a large machine component, the necessary lifting equipment and lifting chainslings, the student is to lift and move the component from one location to another. The component is to be correctly supported once placed on the ground or workbench. The component is to be supported in a manner that will enable service work to be carried out.

The student must be able to:

- Selecting tools used and identify SWL correctly
- Jack and block Heavy Equipment correctly and safely
- Lift and support engine or machine component correctly
- Follow service procedure on Service Manual correctly
- Follow standard safety & contamination control procedure related to the job
- Perform communication & etiquette manner

Students are to be given a copy of TOL005 Practical Activity 2 – Student Performance sheet and fill out appropriate areas. It is recommended that Facilitators put questions to students regarding the findings of their inspections and subsequent report. The student will also be required to complete relevant workplace documentation and is to observe the correct safety procedures at all times
Safety and Contamination Control must be applied to this process at all times.

Prerequisite	Yes	No	N/A	Hints
The Student must complete the knowledge assessment. Minimum passing grade 80%.	✓			Score jacking, blocking, and lifting course or subject.

Tasks	Completed			Observation
	Yes	No	N/A	
Preparation Prepare related literature Work instructions are used to determine job requirements, including method, process and equipment Job specifications are read and interpreted. Information is accessed from manufacturer/component supplier specifications and correctly incorporated. Information is accessed from manufacturer/component supplier specifications and correctly incorporated	✓			Practical Activity 1 Observe if candidate to Manufacturer's s and/or service intervals Observe if candidate to and observing Manufacturer's specifications and intervals
Prepare required equipment	✓			
Prepare related tools Materials, components, equipment and tooling are identified and checked for safe and effective operation	✓			Refer to MOD re Material components and equipment work are identified, prepared in accordance procedures
Prepare Safety & Contamination Control equipment	✓			

Tasks	Completed			Observation
	Yes	No	N/A	
Perform etiquette/manner when starting the job	✓			
Meet the customer / assessor	✓			
Perform etiquette/manner when opening the interaction.	✓			• Perform smile & • Introduce Student
Explain the purpose of Student's activity.	✓			
Ask permission to perform the job.	✓			

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Visual Check				
Pre-inspection procedures	✓			Location of site to move component, personnel in the area, support material available at site
Cranelifting apparatus inspection	✓			Inspection of crane or lifting apparatus
Lifting equipment	✓			Inspection of chainslings or other lifting apparatus.
Support materials	✓			Serviceable and will complete the task safely.

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Visual Check				
Site location selected	✓			Safe and secure area, will not affect other Personnel
Supports in place	✓			Tail rope, if required
Jacking and Blocking				
Jacking procedures	✓			Type of load, center of gravity, jacking points, SWL, equipment and jacking tool, area ideal for jacking procedure.
Jack conducted	✓			Jack in correct position
Blocking procedure	✓			Type of blocking that use, SWL, Blocking points.
Blocking conducted	✓			Lowered correctly, supports in place, load secured and not moving once placed on ground or bench, jacking tool removed and moved out of the way
Blocking allows for service work to be conducted	✓			Job supported to allow work to be conducted.
Lifting				
Hook up procedures	✓			Check as per 10 steps of safe lifting in Student/Facilitator Guide, type of load, center of gravity, hook up points, hook up

Lift conducted	✓			points checked, p hooks, hook-up secur
Load moved to chosen site	✓			Checked security of points, load lifted sligt center of gravity, twisted kinked, bindi and not jerky, lift str down - no angle on c
Load lowered and supported	✓			Minimum distance of to complete task personnel consider of the load controlled
Support allows for service work to be conducted	✓			Lowered correctly, s place, load secur moving once placed or bench, lifting tack and moved out of the
				Job supported to all be conducted.
				Use of Tools and Eqr

Tasks	Completed			Observation /
	Yes	No	N/A	
Use of Tools and Equipment				
Tests and adjustments carried out according to manufacturer's specifications and procedures	✓			
Service is completed without damage to equipment and tools	✓			Tooling is che serviceability and found unserviceable
Equipment and tooling is cleaned and returned to its correct location	✓			Unserviceable equip tooling is tagged identified in accord workshop requiremen
Work area left clean and tidy	✓			

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 PPE related to the job	✓			<ul style="list-style-type: none"> • Comply with safety regulation that applied on the workplace
Follows relevant Workplace Safety Guidelines (LOTO, Safety Equipment)	✓			<ul style="list-style-type: none"> • Create Job Safety Analysis • Student must follow safety procedure refer to service manual or SIS related to job
State and follow Safety Precautions	✓			<ul style="list-style-type: none"> • Correct working position • Correct hand tool related to the job
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"> 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 is 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	✓			<ul style="list-style-type: none"> • Perform smile & greetings. • Ask permission to leave or end the interaction.
Perform etiquette/manner when closing the communication.				

General Comments

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

Service man: Niko Andri on Date 24/12/25 Signature [Signature]

Assessor: [Signature] Date 24/12/25 Signature [Signature]

Supervisor: Name _____ Date _____ Signature _____

Data Recorded: Name _____ Date _____ Signature _____

ANALISIS LINGKUNGAN KESELAMATAN KERJA / JOB SAFETY ENVIRONMENT ANALYSIS

Pekerjaan / Task	DA Differential	Nomor JSEA / JSEA Number	Halaman / Page	1	Dari / Of	2
Tanggal Pembuatan JSEA / Date of JSEA	29/12/2025	Departemen / Dept	Tempat Kerja / Work Location	Workshop Teknik Alat Berat		
Disusun Oleh / Compiled By	Niko	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

Apakah Anda perlu 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 type="checkbox"/> Listrik / Electrical	<input checked="" type="checkbox"/> Gravitasi (Benda jatuh,terimpa) / 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 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 terjepit, terpeleset, terjatuh, tertimpa oli.
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, Desain area kerja.
Ergonomic Hazards : Repetitions, Force/full extension, 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 (*Maksimal 15 Langkah / Maximum 15 Steps)	Bahaya Yang Terkait / Potential Hazard(s)	Tindakan Perbaikan / Recommended Action
		Terpeleset oli yang bercecer	1.1 Bersihkan dengan mop
1	WALK Around Inspection	Tersandung komponen	1.2 memindah komponen yang menghalangi
2	Prepare tool	Terjepit laci tool box	1.1 hindari titik jepit 1.2 Fokus saat bekerja 1.3 gunakan APD lengkap
		Terjepit Roda tool box	1.1 hindari titik jepit 1.2 gunakan APD lengkap
		Tersandung tool box	1.1 Pindah toolbox di posisi aman
3	Doing Disassembly Differential	Posisi tubuh tidak benar tool terpeleat	1.1 Posisikan tubuh dengan nyaman 1.2 Pegang tool dengan benar 1.3 hati hati saat bekerja 1.4 APD lengkap
		terjepit komponen	1.1 hindari titik jepit 1.2 Fokus saat bekerja 1.3 gunakan APD lengkap
		kejatuhan komponen	1.1 jaga jarak dengan crane 1.2 hati hati saat bekerja 1.3 gunakan APD lengkap