

Demonstrate Selecting and Using Caterpillar Service Literature

Skill Number CO-OP15GN109

Full Name: Rahul Janki Burdo No ID:
 Validation Date: 31/12/25 School: QUEEN ISAS

PERFORMANCE TASK:

Given an Engine / Machine and service literatures. The Student must be able to perform task selecting and using Caterpillar service literature.

The student must be able to complete the following tasks:

- Select the correct service manual related to the job
- Find out some information about specification related to the job
- Find out some information about system operation related to the job
- Find out some information about disassembly & assembly related to the job
- Find out some information about testing & adjusting related to the job
- Select the correct part manual related to the job
- Find out correct part number using the component name index page
- Find out correct component name using the part number index page
- Explain some notification on the illustration page
- Order the part using Service Part Request form
- Return the part using Service Part Return form
- Perform close the job by ensuring all systems or conditions are in the standard condition
- Perform communication & etiquette manner

Safety and Contamination Control must be applied to this process. All literatures will be available.

Prerequisite	Yes	No	Score Caterpillar Literature Course or subject.
The Student must complete the knowledge assessment. Minimum passing grade 80%.	✓		

Tasks	Yes	No	Completed	Observation/Notes
Prepare related literature	✓			Service Manual & Parts Manual related to an actual job Service Parts Request Form Service Parts Return Form
Prepare required equipment	✓			Engine or Machine
Prepare related tools	✓			
Prepare Safety & Contamination Control equipment	✓			

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

Tasks	Yes	No	Completed	Observation/Notes
Selecting and using correct service manual & part manual related to the job.	✓			Select the correct Service Manual & Parts Book for a given Machine according the : - Sales model - Serial number - Arrangement number
Select Service Manual & Part book	✓			This should be demonstrated by looking up various service information and components as instructed.
Find Information from service manual & parts book	✓			Such as (for sample only) : - Service Manual "What should we do to remove water pump" or
Demonstrate understanding of explanation in the service manual and illustration in the Parts Book by answering assessor questions	✓			

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Task	Yes	No	N/A	Observation/Notes
Documentation:	<input checked="" type="checkbox"/>			
Take picture if needed	<input checked="" type="checkbox"/>			

How to remove the cylinder head of the engine.
- Part Book
How many clutch disc in the #3 clutch or
Please point out the location of final drive bearings in parts book illustration.

Task	Yes	No	N/A	Observation/Notes
Demands/are ordering and returning the part using correct form	<input checked="" type="checkbox"/>			
Ordering part by requesting assessor	<input checked="" type="checkbox"/>			Given ordering part of the selection part/group components (engine/machine)
Returning part by requesting assessor	<input checked="" type="checkbox"/>			Given returning part of the selection part/group components (engine/machine)
Documentation:				
Take picture if needed				

Task	Yes	No	N/A	Observation/Notes
Perform final inspection	<input checked="" type="checkbox"/>			
Ensuring all systems or conditions are in the standard condition	<input checked="" type="checkbox"/>			<ul style="list-style-type: none"> Find arrangement of the modules in the service manual is match, no folded sheet in service literature, service literature neat (for skill assessment purposes only) Communicate the finding to the customer and modules in the service manual is match, no folded sheet in service literature, service literature neat (for skill assessment purposes only) The action can be done at anytime

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Task	Yes	No	N/A	Observation/Notes
Reporting	<input checked="" type="checkbox"/>			
All relevant documentation completed correctly, and approved by customer (if required).	<input checked="" type="checkbox"/>			<ul style="list-style-type: none"> Completing the Task List Completing Measurement Form/Related Check Sheet, if required Create Service Report (SIRMS), if required Create SPR, if required Documenting the failed or damaged parts, if required Provide Technical Analysis Report/Failure Analysis Report, if required.

Task	Yes	No	N/A	Observation/Notes
Safety	<input checked="" type="checkbox"/>			
Using APD related to the job	<input checked="" type="checkbox"/>			Comply with safety regulation that applied on the workplace
Follows relevant workplace safety guidelines (tag out, safety equipment)	<input checked="" type="checkbox"/>			<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	<input checked="" type="checkbox"/>			Correct working position
Service man completes job without accident due to incorrect procedure using hand tools.	<input checked="" type="checkbox"/>			Correct hand tool related to the job
Tasks completed without damage equipment and tools	<input checked="" type="checkbox"/>			

Tasks	Completed	Observation/ Hint
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/ Hint
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: Rahmat Zamri B 31/12/25
 Name Date Signature

Assessor: Shivana TB 31/12/25
 Name Date Signature

Supervisor: _____
 Name Date Signature

Data Recorded: _____
 Name Date Signature

Demonstrate Selecting and Using Caterpillar Service Literature

Skill Number CO-OP15GM109

Full Name:

Rahmat Zandi Barak

No ID:

School: SUEN 1 SSS

Validation Date: 21/12/25

PERFORMANCE TASK:

Given an Engine / Machine and service literatures. The Student must be able to perform task selecting and using Caterpillar service literature.

The student must be able to complete the following tasks:

- Select the correct service manual related to the job
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- Select the correct part manual related to the job
- Find out correct part number using the component name index page
- Find out correct component name using the part number index page
- Explain some modification on the illustration page
- Order the part using Service Part Request form
- Return the part using Service Part Return form
- Perform close the job by ensuring all systems or conditions are in the standard condition
- Perform communication & etiquette manner

Safety and Contamination Control must be applied to this process. All literatures will be available.

Requirements	Yes	No	Not	Not
The Student must complete the knowledge assessment.	✓			
Minimum passing grade 80%.				

Preparation	Yes	No	Not	Not
Prepare related literature	✓			
Prepare required equipment	✓			
Prepare related tools	✓			
Prepare Safety & Contamination Control equipment	✓			

Performance	Yes	No	Not	Not
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.	✓			

Selecting and using correct service manual & part manual related to the job	Yes	No	Not	Not
Select Service Manual & Part book	✓			
Find information from service manual & parts book	✓			
Demonstrate understanding of explanation in the service manual and illustration in the Parts Book by answering assessor questions	✓			
Documentation:				
Take picture if needed				

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TASKS	COMPLETED			OBSERVATION NOTES
	YES	NO	N/A	
Demonstrate ordering and returning the part using correct form.				
Ordering part by requesting assessor	✓			
Returning part by requesting assessor	✓			
Documentation:				
Take picture if needed				

TASKS	COMPLETED			OBSERVATION NOTES
	YES	NO	N/A	
Perform final inspection				
Ensuring all systems or conditions are in the standard condition	✓			

TASKS	COMPLETED			OBSERVATION NOTES
	YES	NO	N/A	
Reporting				
All relevant documentation completed correctly, and approved by customer (if required).	✓			

TASKS	COMPLETED			OBSERVATION NOTES
	YES	NO	N/A	
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	✓			



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TASKS	COMPLETED			OBSERVATION NOTES
	YES	NO	N/A	
Contamination Control				
Environmental Practices & Housekeeping	✓			
Perform etiquette/manner after completing the job				
Perform etiquette/manner when closing the communication.	✓			



1 DGR 3T²
ABK
RenR3000 R.

2 G.V0513
B19X9731 R.
320 A R.
4 a. 137,2 MM
b. 132,4 MM R.
C. V-8
5 SAE 10W30

13. To assist in warm-up, block the radiator
- Install the correct lubricant
 - Provide cooling system protection
 - Check all rubber parts weekly: hoses, tires and fan belts
 - ~~Check all rubber parts~~
 - Check all batteries fully charged and warm
 - Fill the fuel tank at the end of each shift
 - Check the fuel tank at the end of each shift
 - Check the air cleaners and the air intake daily

- 10 Ada 5 Clutch
terdiri dari = discs
- Plates
 - The inside teeth of discs
 - Outside teeth of ring gear
 - Spring
 - Clutch housing
 - Piston

11. Clutch vs Engage adalah no 3 & no 2 R.

15. Air inlet and exhaust system
- engine speed
 - Atmospheric pressure sensor
 - Turbocharger outlet pressure sensor
 - Fuel position
 - Personality Module
 - Fuel Quality
 - Valve adjustment

12. yang disarankan adalah 2 menit R.
8 Thread Lock Compound 154-9731 R.

12) pada temperature 0 sampai -18°C berapa menitkan disarankan untuk glow plug heating time.

13) Apakah yang disarankan caterpillar untuk starting engine pada category 2 cold weather.

14) Jelaskan pengertian.

a. short circuit.

b. sensor.

c. open circuit.

d. Electronic Technician (ET).

15) Jelaskan kemungkinan penyebab engine mengalami excessive black smoke.