

Demonstrate Selecting and Using Caterpillar Service Literature

Skill Number CO-OP15GN109

Full Name: Yuda Aji Pratama No ID: _____
 Validation Date: 10 Oktober 2023 School: SMKN 1 Singaperbangsa

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	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 and using correct service manual & part manual related to the job				
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	✓			

Tasks	Completed			Observation / Hints
	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 / Hints
	Yes	No	N/A	
Perform final inspection				
Ensuring all systems or conditions are in the 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	
Safety			
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 / Marks
	Yes	No	
Contamination Control			
Environmental Practices & Housekeeping	☒		

Tasks	Completed			Observation / Marks
	Yes	No	N/A	
Perform decontamination after completing the job				
Perform decontamination when closing the communication	☒			

Subway

1. 4 steps decontam process
2. Remove bag from bag

3. Remove bag from bag

Trakindo CO-OP 150/152 - Candidate Performance Guide

General Comments

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RESULT: ☒ COMPETENT ☐ NOT YET COMPETENT (please check (√))

Student:

Yuda Adi Pratama
Name

10 Oktober 2025
Date

[Signature]
Signature

Assessor:

Arsan Hardi W., S.Pd., Gr.
NIP. 19840822 202221 1 012

Name

10 Oktober 2025
Date

[Signature]
Signature

Supervisor:

Name

Date

Signature

Data Recorded:

Name

Date

Signature