

Demonstrate Selecting, Using and Maintaining Various Hand Tools Correctly

Skill Number CO-OP15GN102

Full Name: Muhammad Aqil ANo ID: 24792Validation Date: 03 October 2015School: SMAN 01 Singosari**PERFORMANCE TASK:**

Given some common hand tools, the student is requested to perform the following tasks:

- Selecting, using, maintaining various hand tools in the installation of machine components.
- Perform close the job by ensuring all systems or conditions is in the standard condition.

Safety and contamination control must be applied in this process. All literatures will be available.

Prerequisite	Yes	No	Hints
The student must complete the Hand Tools knowledge assessment.	✓		

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 Hand Tools				
1. Inspect hand tools before using	✓			
2. Remove and install or disassemble and assemble conducted according to correct procedures	✓			
3. Tasks completed without damage to equipment and tools	✓			
4. Equipment and tooling are cleaned and returned to its correct location	✓			
5. 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.	✓			

CO-OP

CO-OP/IGN102 - Candidate Performance Guide

General Comments

Tern Tompah

Task	Completed Yes	Completed No	NA	Observation / Hint
Reporting				
All relevant documentation completed correctly and approved by customer (if required)	✓			
Safety				
Using A/EQ related to the job	✓			
Follows relevant workplace safety guidelines (e.g. PPE, safety equipment)	✓			
Wear and follow safety precautions	✓			
Student completes job without accident due to correct procedure using hand tools.	✓			
Tasks completed without damage equipment and tools	✓			

Task	Completed Yes	Completed No	NA	Observation / Hint
Contamination Control				
Environmental Practices & Housekeeping	✓			
Etiquette				
Perform etiquette/manner after completing the job	✓			
Perform etiquette/manner when closing the communication	✓			

CO-OP

CO-OP/IGN102 - Candidate Performance Guide

RESULT: COMPETENT NOT YET COMPETENT (please check (✓))

Student: M. Arifin Afifullah, NIP. 19940822-2022-0-0002, 03 Oktober 2025

Assessor: Arsan Hardi, NIP. 19940822-2022-0-0002, 01 Oktober 2025

Date: 01.10.2025

Signature: 

Supervisor: Name _____ Date _____ Signature _____

Data Recorded: Name _____ Date _____ Signature _____