

Demonstrate Selecting, Using and Maintaining Various Hand Tools Correctly

Skill Number CO-OP15GN102

Full Name: Muhammad Anri ANo ID: 24792Validation Date: 03 October 2015School: SMEN 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-OP15GN102 - Candidate Performance Guide

| Recording | Completed | | | Observation / Hints |
|--|-----------|----|-----|---------------------|
| | Yes | No | N/A | |
| All relevant documentation contained correctly and approved by customer (if required). | ✓ | | | |

| Tasks | Completed | | | Observation / Hints |
|---|-----------|----|-----|---------------------|
| | Yes | No | N/A | |
| Safety | | | | |
| Using A/D related to the job | ✓ | | | |
| Follows relevant workplace safety guidelines (tag out, 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 | N/A | |
| Contamination Control | | | | |
| Environmental Practices & Housekeeping | ✓ | | | |

| Tasks | Completed | | | Observation / Hints |
|--|-----------|----|-----|---------------------|
| | Yes | No | N/A | |
| Perform adjustment/manner after completing the job | | | | |
| Perform adjustment/manner when closing the communication | ✓ | | | |

General Comments

CO-OP

CO-OP15GN102 - Candidate Performance Guide

Tara Karpala

RESULT: **COMPETENT** ☒ **NOT YET COMPETENT** ☐
 Student: **M. Anil Arisuyin** Date: **03 October 2025**
 Assessor: **Arsan Hardi W. S. Pd. Gr.** Date: **04 10 - 2025**
 NIP: 198408222022034 012

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

Signature: *[Signature]* (Please check (✓))
 Signature: *[Signature]*