

Demonstrate Selecting, Using and Maintaining Various Hand Tools Correctly

Skill Number CO-OP15GN102

Full Name: Zayed

No ID: _____

Validation Date: 25 / 11 / 2025

School: _____

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.	✓			



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



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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.	✓		Score hand tools Course or subject.

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.	✓			<ul style="list-style-type: none"> • Perform smile & greetings. • Introduce Student's identity
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	✓			Visual inspection of hands tool for wear, cracks, damage
2. Remove and install or disassemble and assemble conducted according to correct procedures	✓			Equipment and tooling are identified and checked for correct, safe, and effective operation and must refer to the Literatures
3. Tasks completed without damage to equipment and tools	✓			Component and tooling are cleaned and stored on the right place
4. Equipment and tooling are cleaned and returned to its correct location	✓			Cleaned and stored equipment tools on the right place.
5. Work area left clean and tidy	✓			Area cleaned from spills and wastes.
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.	✓			<ul style="list-style-type: none"> • Find the improper condition. • Communicate the finding to the customer/assessor.



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	
Safety			
Using APD related to the job	✓		
Follows relevant workplace safety guidelines (tag out, safety equipment)	✓		<ul style="list-style-type: none"> • Comply with safety regulation that applied on the workplace
State and follow safety precautions	✓		<ul style="list-style-type: none"> • Create Job Safety Analysis • Student must follow safety procedure refer to service manual or SIS related to job
Student completes job without accident due to incorrect procedure using hand tools.	✓		<ul style="list-style-type: none"> • Correct working position • Correct hand tool related to the job
Tasks completed without damage equipment and tools	✓		



Tasks	Completed		Observation / Hints
	Yes	No	
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				
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

[Redacted comment area]

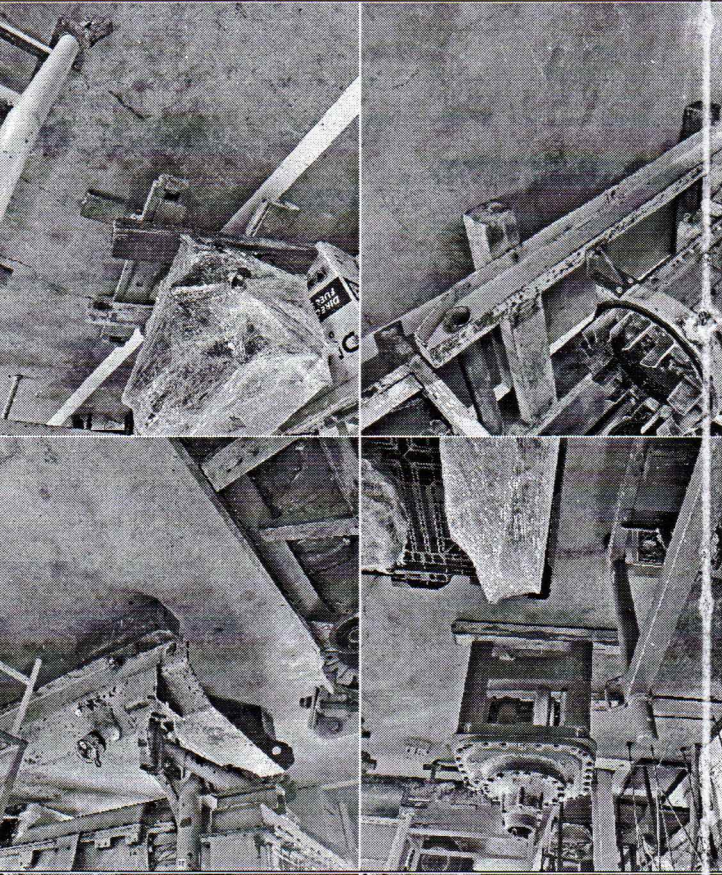
RESULT: COMPETENT NOT YET COMPETENT (please check (✓))

Student: Name _____ Date _____ Signature _____

Assessor: Name Schawen EB Date 25/11/2018 Signature [Signature]

Supervisor: Name _____ Date _____ Signature _____


Data Recorded: Name _____ Date _____ Signature _____

	8
Wood Blocking	8
34	34
Buah	Buah

ANALISIS LINGKUNGAN KESELAMATAN KERJA / JOB SAFETY ENVIRONMENT ANALYSIS

Pekerjaan / Task	RI Cylinder Head C6.4	Nomor JSEA / JSEA Number	Halaman / Page	1	Dari / Of	
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Tanggal Pembuatan JSEA / Date of JSEA	19 November 2015	Departemen / Dept	Service	Tempat Kerja / Work Location	Workshop TAB
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Disusun Oleh / Compiled By	Zayed	TTD Sign		Review Oleh / Reviewed By	SHE	TTD Sign		Atasan Superior		TTD Sign	
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Apakah Anda sudah terlatih untuk melakukan pekerjaan ini? / Are you properly trained to complete these task? Ya / Yes Tidak / No

Apakah Anda memerlukan untuk memastikan bahwa pekerjaan selesai tanpa adanya kecelakaan kerja? / What do you need to ensure this job is completed incident free? Ya / Yes Tidak / No

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	Berawan	Medan / Terrain	Rata
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Pengendalian Sumber Bahaya / Hazardous Energy Control	<input checked="" type="checkbox"/> Listrik / Electrical	<input checked="" type="checkbox"/> Gravitasi (Benda jatuh, tertimpa) / 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

Hai 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 terpeleceh, terpeleset/terjatuh, tertimpa dll.
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, Durasi kerja, Desain area kerja.
Ergonomic Hazards : Repetitions, Forcefull extention, 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 (* Maksimum 15 Langkah / Maximum 15 Steps)	Bahaya Yang Terkait / Potential Hazard(s)	Tindakan Perbaikan / Recommended Action
1.	Prepare APD	1.1 Terkena Sengatan listrik di sebelah rak helm 1.2 Kepala tertimpa helm	1.1.1 Jaga jarak dengan area high voltage 1.2.1 Berhati-hati Saat mengambil helm
2.	Walk Around Inspection	2.1 Kaki tersandung pallet engine 2.2 Kepala terbentur komponen 2.3 Tangan tergores komponen tajam	2.1.1 Waspada saat inspection 2.1.2 Gunakan Safety Shoes 2.2.1 Fokus saat inspection 2.2.2 Memakai Safety helmet 2.3.1 Hindari kontak langsung dengan komponen 2.3.2 Gunakan Safety gloves
3.	Prepare tools	3.1 Jari terjepit tool box 3.2 kaki terlindas tool box	3.1.1 Hindari titik jepit 3.1.2 Gunakan Safety gloves 3.2.1 Berhati-hati Saat memindah toolbox 3.2.2 Memakai Safety Shoes
4.	Doing remove Cylinder head C6.4	4.1 Kaki tertimpa Valve cover 4.2 Jari terjepit cover base	4.1.1 Hati-hati Saat melakukan pengangkatan 4.1.2 Perhatikan kontak Fisik Saat pengangkatan 4.1.3 Gunakan APD lengkap 4.2.1 Hindari Potensi titik jepit 4.2.2 Gunakan Safety gloves



ANALISIS LINGKUNGAN KESELAMATAN KERJA / JOB SAFETY ENVIRONMENT ANALYSIS

Pekerjaan / Task	R1 Cylinder Head C6.4	Nomor JSEA / SEA Number	Halaman / Page	2	Dari / of	2
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No	Urutan Dasar Langkah Tugas / Job Steps	Bahaya Yang Terkait / Potential Hazard(s)	Tindakan Perbaikan / Recommended Action
		4.3 Tangan terjepit rocker shaft	4.3.1 Fokus saat pengangkatan rocker shaft 4.3.2 Memakai safety gloves
		4.4 jari terjepit cylinder head	4.4.1 Perhatikan titik jepit 4.4.2 Fokus saat bekerja 4.4.3 Gunakan APD lengkap
		4.5 kaki tertimpa cylinder head	4.5.1 jangan bercanda saat bekerja 4.5.2 jaga jarak aman saat melepaskan cylinder head 4.5.3 gunakan safety shoes
5.	Install cylinder head	5.1 kepala terbentur crane	5.1.1 waspada saat pengoperasian crane 5.1.2 menjaga komunikasi dengan teman setim 5.1.3 gunakan safety helmet
		5.2 jari terjepit cylinder head	5.2.1 Hati-hati saat pemasangan 5.2.2 jangan letakkan jari dibawah cylinder head 5.2.3 gunakan APD lengkap
		5.3 Mata terkena cairan WD	5.3.1 jaga jarak saat penyemprotan WD 5.3.2 gunakan safety glasses
		5.4 Terpeleset oli dari oil can	5.4.1 Fokus saat bekerja 5.4.2 gunakan safety shoes 5.4.3 Lap menggunakan majun / absorbent pad
		5.5 Postur janggal saat pengangkatan rocker shaft	5.5.1 gunakan prosedur pengangkatan yang benar 5.5.2 Perhatikan posisi tubuh saat pengangkatan
		5.6 kaki tertimpa rocker shaft	5.6.1 gunakan APD lengkap
		5.7 Tertimpa valve cover	5.7.1 Perhatikan kontak fisik saat pengangkatan 5.7.2 gunakan safety gloves & safety shoes
6.	Housekeeping	6.1 Gerakan berulang saat Pengembalian tools	6.1.1 Meminta bantuan teman setim
		6.2 Posisi badan salah saat Pengembalian tools	6.2.1 Membawa tools sesuai kemampuan
		6.3 Terjepit roda tool box	6.3.1 Berhati-hati saat pengembalian toolbox 6.3.2 Perhatikan jalur pengembalian toolbox 6.3.3 gunakan safety shoes

Bukti sosialisasi / Evidence of socialization :

No	Nama / Name	TTD / Sign
1	Galen Rafay Rafan	<i>[Signature]</i>
2	Zayed Syavir A.	<i>[Signature]</i>
3		
4		
5		

No	Nama / Name	TTD / Sign

No	Nama / Name	TTD / Sign

