

Demonstrate Selecting, Using and Maintaining Various Hand Tools Correctly

Bill Number CO-OP15GN102

Full Name: Fara Hasan Fachrudin

No ID: 24576

Validation Date: 03 October 2025

School: SMKN 2 Grogol

PERFORMANCE TASK:

When 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	
Perform etic little/manner when starting the job			
Meet the customer / assessor	☒		
Perform etic little/manner when opening the interaction	☒		
Explain the purpose of Student activity.	☒		
Ask permission to perform the job.	☒		

Tasks	Completed		Observation / Hints
	Yes	No	
Selecting, Using and Maintaining Various Hand Tools			
1. Inspect hand tools before using	☒		
2. Remove and install or disassemble and assemble conducting 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	N/A	
Safety				
Using PPE related to the job		✓		
Follow relevant workplace safety guidelines (tag out, safety equipment)		✓		
State and follow safety precautions		✓		
Student completes job without accident due to incorrect procedure using hand tool		✓		
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 etiquette/manner after completing the job				
Perform etiquette/manner when closing the communication.		✓		

General Comments

Task Complete

RESULT:

COMPETENT ☒

NOT YET COMPETENT ☐

(please check (✓))

Student:

Faz Hasan Fachrudin

03-10-2020

Arsan Hardi W., S.Pd., Gr.

NIP. 19840822 202221 1 012

Assessor:

Name

Date

03-10-2020

Supervisor:

Name

Date

Signature

Data Recorded:

Name

Date

Signature