

Demonstrate Using SIMS Report Correctly

Skill Number CO-OP15GN117

Full Name: Zayed Syaviq A.

No ID: _____

Validation Date: 22 Mei 2026

School: SMK N 1 SINGOSARI

PERFORMANCE TASK:

The student with self-support must be able to fill up all the form below correctly and apply this form to daily operation activity.

- Perform filling out the SIMS Report completed and correctly in English.
- Follow standard safety & contamination control procedure related to the job.

Prerequisite	Yes	No	N/A	Observation / Hints
The student must complete the knowledge assessment. Minimum passing grade 80%.	✓			

Tasks	Check		N/A	Observation / Hints
	Yes	No		
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	
Demonstrate using SIMS Report				
Collect the related service job data	✓			
Fill SIMS Report Form	✓			

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	Complete		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	Complete		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.	✓			

General Comments

RESULT:
check (✓)

COMPETENT



NOT YET



COMPETENT (please

Student:

Zayed Syavir A.
Name

22 - 05 - 2026
Date


Signature

Assessor:

Dzulfiqar
Name

22 - 05 - 2026
Date


Signature

Supervisor:

Name

Date

Signature

Data Recorded:

Name

Date

Signature