

**Demonstrate Selecting, Using and Maintaining Various Special Tools Correctly**

Skill Number CO-OP15GN104

Full Name: SRIWIRU

No ID: \_\_\_\_\_

Validation Date: 09 December 2025

School: Sriku 01 Smp Dossari

**PERFORMANCE TASK:**

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

- Selecting, using, maintaining various Special Tools in the installation of Engine or other system components.
- Perform close the job by ensuring all systems or conditions is in the standard condition.

Safety and Contamination Control must be applied to this process. All literatures will be available.

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

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
<b>Preparation</b>				
Prepare related literature	✓			
Prepare required equipment	✓			
Prepare related tools	✓			
Prepare Safety & Contamination Control equipment	✓			

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
<b>Perform etiquette/manner when starting the job</b>				
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	
<b>Selecting, Using and Maintaining Various Special Tools</b>				
1. Inspect the Special Tool before using	✓			
2. Calibrate the special tool before using	✓			
3. Remove and install or disassemble and assemble conducted according to correct procedures	✓			
4. Tasks completed without damage to equipment and tools	✓			
5. Equipment and tooling is cleaned and returned to its correct location	✓			
6. Work area left clean and tidy	✓			
<b>Documentation:</b>				
Take picture if needed				

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
<b>Perform close the job by ensuring all systems or conditions is in the standard condition</b>				
Ensure all systems or conditions are in standard condition.	✓			

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order of procedure



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: **COMPETENT**  NOT YET COMPETENT   
 Student: **SARIYAH** Date: **09/12/2025** (please check (N))  
 Assessor: **Falkri** Date: **09/12/25**

Supervisor: \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_

Data Recorded: \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_

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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"> <li>Perform smile &amp; greetings.</li> <li>Introduce Student's identity</li> </ul>
Explain the purpose of Student's activity.	✓			
Ask permission to perform the job.	✓			

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
<b>Selecting, Using and Maintaining Various Special Tools</b>				
1. Inspect the Special Tool before using	✓			Visual inspection of the Special Tool for wear, cracks, damage
2. Calibrate the special tool before using	✓			<ul style="list-style-type: none"> <li>Torque wrench</li> </ul>
3. Remove and install or disassemble and assemble conducted according to correct procedures	✓			Equipment and tooling are identified and checked for safe and effective operation and must refer to Service manual or SIS procedures
4. Tasks completed without damage to equipment and tools	✓			Component and tooling are cleaned and stored on the right place
5. Equipment and tooling is cleaned and returned to its correct location	✓			Cleaned and stored equipment tools on the right place.
6. Work area left clean and tidy	✓			Area cleaned from spills and wastes.
<b>Documentation:</b>				
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"> <li>Find the improper condition.</li> <li>Communicate the finding to the customer/assessor.</li> </ul>

**Demonstrate Selecting, Using and Maintaining Various Special T Correctly**

Skill Number CO-OP15GN104

Full Name: SAKUNH

No ID: \_\_\_\_\_

Validation Date: 09 Desember 2023

School: SMK N 01 SINDANG

**PERFORMANCE TASK:**

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

- Selecting, using, maintaining various Special Tools in the installation of Engine or other system co
- Perform close the job by ensuring all systems or conditions is in the standard condition.

Safety and Contamination Control must be applied to this process. All literatures will be available.

Prerequisite	Yes	No	N/A	Hint
The student must complete the knowledge assessment. Minimum passing grade 80%.	✓			Score speci Course or st

Tasks	Completed			Observation /
	Yes	No	N/A	
Preparation				
Prepare related literature	✓			
Prepare required equipment	✓			
Prepare related tools	✓			
Prepare Safety & Contamination Control equipment	✓			



Tasks	Complete			Observation / Hints
	Yes	No	N/A	
Environmental Practices & Housekeeping	✓			<ol style="list-style-type: none"> <li>1. Waste is minimized, waste material, including sludge, solids and other wastes are sorted and stored in bins for recycling or disposal</li> <li>2. Packaging of goods received is sorted and reused or disposed of by recycling</li> <li>3. Materials that can be reused are cleaned and stored</li> <li>4. Waste and scrap are removed following workplace procedures</li> <li>5. All fluids are disposed of in accordance with enterprise policies and procedures</li> </ol>

Tasks	Complete			Observation / Hints
	Yes	No	N/A	
Perform etiquette/manner after completing the job	✓			<ul style="list-style-type: none"> <li>• Perform smile &amp; greetings.</li> <li>• Ask permission to leave or end the interaction.</li> </ul>

Tasks	Complete			Observation / Hints
	Yes	No	N/A	
Reporting All relevant documentation completed correctly and approved by customer (if required).	✓			<ul style="list-style-type: none"> <li>• Completing the Task List</li> <li>• Completing Measurement Form/R Check Sheet, if required</li> <li>• Create Service Report (SIMS), if required</li> <li>• Create SPR, if required</li> <li>• Documenting the failed or damage required</li> <li>• Provide Technical Analysis Report</li> <li>• Provide Analysis Report, if required.</li> </ul>

Tasks	Complete			Observation / Hints
	Yes	No	N/A	
Safety Using APD related to the job	✓			
Follows relevant workplace safety guidelines (tag out, safety equipment)	✓			<ul style="list-style-type: none"> <li>• Comply with safety regulations applied on the workplace</li> </ul>
State and follow safety precautions	✓			<ul style="list-style-type: none"> <li>• Create Job Safety Analysis</li> <li>• Student must follow safety refer to service manual or S to job</li> </ul>
Service man completes job without accident due to incorrect procedure using hand tools.	✓			<ul style="list-style-type: none"> <li>• Correct working position.</li> <li>• Correct hand tool related to</li> </ul>
Tasks completed without damage equipment and tools	✓			



General Comments

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RESULT: **COMPETENT**  **NOT YET COMPETENT**

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Student: SAFIYAH Date: 09/12/2025

Signature

Assessor: Fakhrizza Date: 09/12/25

Signature

Supervisor: Name \_\_\_\_\_ Date \_\_\_\_\_

Signature

Data Recorded: Name \_\_\_\_\_ Date \_\_\_\_\_

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FRONT AXLE AND REDUCTION DIFFERENTIAL

REMOVAL AND INSTALLATION

Front Wheels

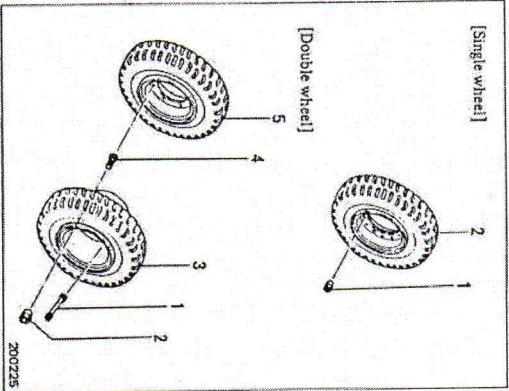
Removal

[Single wheels]

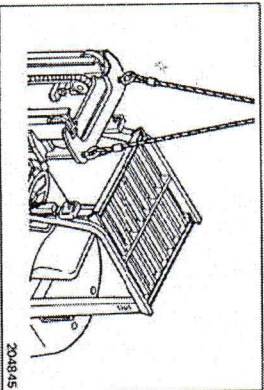
- 1 Wheel nuts
- 2 Front wheel

[Double wheels]

- 1 Extension valve
- 2 Outer wheel nuts
- 3 Front wheel (outer)
- 4 Inner wheel nuts
- 5 Front wheel (inner)



- Suggestions
1. Block the rear wheels.
  2. Pull the parking brake lever, and loosen the wheel nuts 1 to 2 turns.
  3. Raise the front end of the truck by jacking or hoisting.
- (1) Method using a hoist
- Attach a sling to the round holes in the top crossmember, and lift the front end with a hoist.



(2) Method using hydraulic system

Tilt the mast all the way backward. Put wood blocks under the mast, and tilt the mast forward to raise the front end.

**NOTE**

After raising the front end, securely support it by blocking properly.

4. In case of the double wheels, remove the outer wheel nuts and inner wheel nuts in that order.

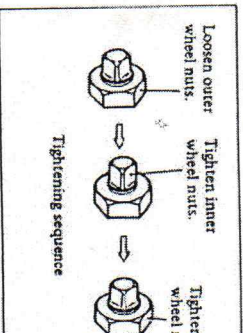
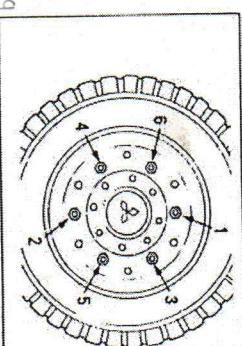
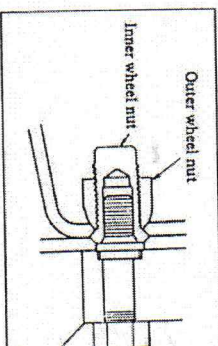
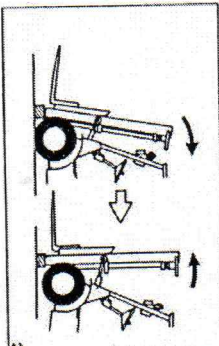
Installation

To install, follow the reverse of removal sequence, and do the following steps:

1. Tighten the wheel nuts to the specified torque so that the wheels will not wobble during operation.

	FG(D)10 thru 18	FG(D)20 thru 35 A
Tightening torque for wheel nuts	157 Nm (16 kg·m) (116 lbf·ft)	378 Nm (38.5 kg·m) (278 lbf·ft)

2. When retightening the wheel nuts for the double wheels, be careful not to forget tightening the inner wheel nuts.





**ANALISIS LINGKUNGAN KESELAMATAN KERJA / JOB SAFETY ENVIRONMENT ANALYSIS**

Pekerjaan / Task	Remove Instal Forklift wheel	Nomor JSEA / JSEA Number	Halaman / Page	1	Dari / Of	2
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Tanggal Pembuatan JSEA / Date of JSEA	09 Desember 2025	Departemen / Dept	Service	Tempat Kerja / Work Location	Workshop TAB
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Disusun Oleh / Compiled By	SAKINAH	TTD / Sign	Jaki	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 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	cerah	Medan / Terrain	Rata
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Pengendalian Sumber Bahaya / Hazardous Energy Control	<input 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 .....

**Hal 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 terjepit, 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 : bloodbone 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
A	ERP/MERP		
	1. Saat pekerjaan terjadi gempa	tertimpa reruntuhan	1.1 Segera evakuasi menuju master point baru ditetapkan/ tempat terbuka 1.2 Melaporkan kejadian kepada atasan
	2. Saat pekerjaan ada teknisi yang pingsan	Cidera kepala, tangan tergores	2.1 Lakukan protokol P3K 2.2 Segera evakuasi korban menuju fasilitas kesehatan terdekat 2.3 Melaporkan kejadian kepada atasan
B	Langkah Pekerjaan		
	1. walk around inspection	Tersandung komponen berserakan Tangan terkena oli	1.1 rapikan komponen 1.2 lap dengan absorbent pad 1.3 gunakan safety gloves karet
	2. Prepare tools	Tools rusak Tools tergelincir saat dipegang	2.1 lakukan inspeksi pada tools 2.2 Perbaiki klik pegang tool yang benar 2.3 Pastikan tangan kering
	3. doing remove wheel & bearing	Posisi kerja yang salah tangan terjepit kaki tertimpa wheel	3.1 perbaiki penempatan tubuh 3.2 hindari klik jepit 3.3 pasang wood block 3.4 Gunakan safety shoes
	4. doing wash fastener	terpeleket lantai licin Fastener terkontaminasi	4.1 Perbaiki pijakan kaki saat melangkah 4.2 lap lantai supaya kering 4.3 beri tanda jika lantai basah 4.4 cuci dengan solar

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