

Demonstrate Inspecting and Servicing Various Bearing, Seal and Gasket Used in Heavy Equipment

Skill Number CO-OP15GN106

Full Name: SAKINAH

No ID: _____

Validation Date: 15/12/2025

School: SMAN 01 SINGOLARI

PERFORMANCE TASK:

Given assorted bearings, seals and gaskets, the student is requested to perform the following tasks on the components:

- Removing
- Inspection
- Installing

The student must be able to perform the following task:

- Demonstrate removing, inspection and installing Bearing, Seals and Gasket.

It is recommended that assessor put questions to student regarding the findings of their inspections and subsequent report. Literature and measuring tools will be made available but will not be provided directly to the student.

Safety and Contamination Control must be always applied to this process.

Prerequisite	Yes	No	N/A	Hints
The student must complete the knowledge assessment. Minimum passing grade 80%.	✓			Score seal, bearing, gasket course or subject.

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Preparation				
Prepare related literature	✓			Observe if the candidate is referring to the Manufacturer's Literature
Prepare required equipment	✓			Observe if the candidate is preparing bearings, seals, and gaskets
Prepare related tools	✓			Observe if the candidate is preparing related tools (e.g.: Hand tools, bearing puller, Bearing heater, Infrared Thermometer, etc.)
Prepare Safety & Contamination Control equipment	✓			Observe if the candidate is preparing related Safety & CC Equipment (e.g.: PPE, Blue Towel, Plastic Wrap, etc.)

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	
Remove, Inspect and Install Bearings, Seals and Gaskets				
1. Accessing Information	✓			Observe if the candidate is accessing information relating task from manufacturer's literature
2. Bearing, Seals & Gasket Removal	✓			Observe if the candidate is removing bearings, seals and gasket following instruction on manufacturer's literature
3. Determine bearing reusability of bearings, seals, and gasket	✓			Observe if the candidate is inspecting bearings, seals and gasket following instruction on manufacturer's literature
4. Bearing, Seals & Gasket Installation	✓			Observe if the candidate is installing bearings, seals and gasket following instruction on manufacturer's literature
5. Equipment and tooling are used in the correct way	✓			
6. Equipment and tooling are cleaned and returned to its correct location	✓			
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 (LOTO, 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
Serviceman 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 are 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

RESULT: **COMPETENT** **NOT YET COMPETENT** (please check (√))

Student: SAKINAH 15/10/2025 
Name Date Signature

Assessor:  TB 15/12/2025 
Name Date Signature

Supervisor: _____ _____ _____
Name Date Signature

Data Recorded: _____ _____ _____
Name Date Signature

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Skill Number CO-OP15GN106

Full Name: SAKINAH

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Validation Date: 15/12/2025

School: SMKN 01 PINOASARI

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- Installing

The student must be able to perform the following task:

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It is recommended that assessor put questions to student regarding the findings of their inspections and subsequent report. Literature and measuring tools will be made available but will not be provided directly to the student.

Safety and Contamination Control must be always applied to this process.

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

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	
Remove, Inspect and Install Bearings, Seals and Gaskets				
1. Accessing Information	✓			
2. Bearing, Seals & Gasket Removal	✓			
3. Determine bearing reusability of bearings, seals, and gasket	✓			
4. Bearing, Seals & Gasket Installation	✓			
5. Equipment and tooling are used in the correct way	✓			
6. Equipment and tooling are cleaned and returned to its correct location	✓			
Documentation:				
Take picture if needed				

Tasks	Completed			Observation / Hints
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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 (LOTO, 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	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.	✓			

General Comments

RESULT: **COMPETENT** **NOT YET COMPETENT** (please check (√))

Student: SAKINAH 15/12/2025 
Name Date Signature

Assessor: Schianon TID 16/12/2025 
Name Date Signature

Supervisor: _____ _____ _____
Name Date Signature

Data Recorded: _____ _____ _____
Name Date Signature