

**Demonstrate Carrying Out Jacking, Blocking and Lifting of Heavy Equipment and Components Safely**

Skill Number CO-OP15GN108

Full Name: SAEWAH

SNSAP ID: \_\_\_\_\_

Job Title: LEAD /AOS

Branch/Area: SWC01 PWD001

**PERFORMANCE TASK:**

Given a large machine component, the necessary lifting equipment and lifting chains/slings, the student is to lift and move the component from one location to another. The component is to be correctly supported once placed on the ground or workbench. The component is to be supported in a manner that will enable service work to be carried out.

The student must be able to:

- Selecting tools used and identify SWL correctly
- Jack and block Heavy Equipment correctly and safely
- Lift and support engine or machine component correctly
- Follow service procedure on Service Manual correctly
- Follow standard safety & contamination control procedure related to the job
- Perform communication & etiquette manner

Students are to be given a copy of TCCLO05 Practical Activity 2 - Student Performance sheet and fill out appropriate areas. It is recommended that Facilitators put questions to students regarding the findings of their inspections and the subsequent report. The student will also be required to complete relevant workplace documentation and is to observe Safety and Contamination Control must be applied to this process at all times.

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	
<b>Preparation</b>				
Prepare related literature	✓			
Work instructions are used to determine job requirements, including method, process and equipment	✓			
Job specifications are read and interpreted. Information is accessed from manufacturer/component supplier specifications and correctly incorporated.	✓			
Information is accessed from manufacturer/component supplier specifications and correctly incorporated.	✓			
Prepare required equipment	✓			
Prepare related tools	✓			
Materials, components, equipment and tooling are identified and checked for safe and effective operation	✓			
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	
Visual Check				
Pre-inspection procedures	✓			
Cranelifting apparatus inspection	✓			
Lifting equipment	✓			
Support materials	✓			

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Visual Check				
Site location selected	✓			
Supports in place	✓			
Jacking and Blocking				
Jacking procedures	✓			
Jack conducted	✓			
Blocking procedure	✓			
Blocking conducted	✓			
Blocking allows for service work to be conducted	✓			
Lifting				
Hook up procedures	✓			
Lift conducted				
Load moved to chosen site				
Load lowered and supported				
Support allows for service work to be conducted				

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Use of Tools and Equipment				
Tests and adjustments carried out according to manufacturer's specifications and procedures				
Service is completed without damage to equipment and tools				
Equipment and tooling is cleaned and returned to its correct location				
Work area left clean and tidy				

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	✓			
Follows relevant Workplace Safety Guidelines (LOTO, 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.	✓			

General Comments

lakuin inspeksi part dan attachment for sebelum UPRNY kompenan

RESULT:

COMPETENT

NOT YET COMPETENT

(please check (✓))

Serviceman:

NAME: SRIWATI

DATE: 15/12/2025

SIGNATURE: *[Signature]*

Assessor:

NAME: *[Signature]*

DATE: 15/12/2025

SIGNATURE: *[Signature]*

Supervisor:

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

Date Recorded:

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**Demonstrate Carrying Out Jacking, Blocking and Lifting of Heavy Equipment and Components Safely**

Skill Number CO-OP15GN108

Full Name: SHAKIRAH

SNSAP ID: \_\_\_\_\_

Job Title: STILLAGE

Branch/Area: STEN 01 MUDYAR

**PERFORMANCE TASK:**

Given a large machine component, the necessary lifting equipment and lifting chains/slings, the student is to lift and move the component from one location to another. The component is to be correctly supported once placed on the ground or workbench. The component is to be supported in a manner that will enable service work to be carried out.

The student must be able to:

- Selecting tools used and identify SWL correctly
- Jack and block Heavy Equipment correctly and safely
- Lift and support engine or machine component correctly
- Follow service procedure on Service Manual correctly
- Follow standard safety & contamination control procedure related to the job
- Perform communication & etiquette manner

Students are to be given a copy of TCL005 Practical Activity 2 – Student Performance sheet and fill out appropriate areas. It is recommended that Facilitators put questions to students regarding the findings of their inspections and subsequent report. The student will also be required to complete relevant workplace documentation and is to observe the correct safety procedures at all times

Safety and Contamination Control must be applied to this process at all times.

Prerequisite	Yes	No	N/A	Hints
The Student must complete the knowledge assessment. Minimum passing grade 80%.	✓			Score/jacking, blocking, and lifting course or subject.

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
<b>Preparation</b>				
Prepare related literature	✓			Practical Activity 1 Worksheet
Work instructions are used to determine job requirements, including method, process and equipment	✓			Observe if candidate is referring to Manufacturer's specifications and/ or service intervals.
Job specifications are read and interpreted. Information is accessed from manufacturer/ component supplier specifications and correctly incorporated.	✓			Observe if candidate is referring to and observing Manufacturer's specifications and/ or service intervals
Information is accessed from manufacturer/ component supplier specifications and correctly incorporated	✓			
Prepare required equipment	✓			
Prepare related tools	✓			Refer to MOD resources list. Material, components, tooling and equipment to complete work are identified, selected and prepared in accordance with site procedures
Materials, components, equipment and tooling are identified and checked for safe and effective operation	✓			
Prepare Safety & Contamination Control equipment	✓			
<b>Perform etiquette/manner when starting the job</b>				
Meet the customer / assessor	✓			
Perform etiquette/manner when opening the interaction.	✓			• 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	
Lift conducted	✓			points checked, position of hooks, hook-up secure.
Load moved to chosen site	✓			Checked security of hook up points, load lifted slightly, check center of gravity, slings not twisted, kinked, binding, easy/lift and not jerky, lift straight up and down - no angle on crane
Load lowered and supported	✓			Minimum distance off the ground to complete task, other personnel considered, swaying of the load controlled.
Support allows for service work to be conducted	✓			Lowered correctly, supports in place, load secured and not moving once placed on ground or bench, lifting tackle removed and moved out of the way
				Job supported to allow work to be conducted.
				Use of Tools and Equipment

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Use of Tools and Equipment				
Tests and adjustments carried out according to manufacturer's specifications and procedures	✓			
Service is completed without damage to equipment and tools	✓			Tooling is checked for serviceability and reported if found unserviceable
Equipment and tooling is cleaned and returned to its correct location	✓			Unserviceable equipment and/or tooling is tagged and faults identified in accordance with workshop requirements
Work area left clean and tidy	✓			

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Visual Check				
Pre-inspection procedures	✓			Location of site to move component, personnel in the area, support material available at site
Crane/Lifting apparatus inspection	✓			Inspection of crane or lifting apparatus
Lifting equipment	✓			Inspection of chains/slings or other lifting apparatus.
Support materials	✓			Serviceable and will complete the task safely.

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Visual Check				
Site location selected	✓			Safe and secure area, will not affect other Personnel
Supports in place	✓			Tail rope, if required
Jacking and Blocking				
Jacking procedures	✓			Type of load, center of gravity, jacking points, SWL equipment and jacking tool, area ideal for jacking procedure.
Jack conducted	✓			Jack in correct position
Blocking procedure	✓			Type of blocking that use, SWL, Blocking points.
Blocking conducted	✓			Lowered correctly, supports in place, load secured and not moving once placed on ground or bench, jacking tool removed and moved out of the way
Blocking allows for service work to be conducted	✓			Job supported to allow work to be conducted.
Lifting				
Hook up procedures	✓			Check as per 10 steps of safe lifting in Student/Facilitator Guide, type of load, center of gravity, hook up points, hook up

Tasks	Completed		Observation / Hints
	Yes	No	
<b>Contamination Control</b>  Environmental Practices & Housekeeping	✓		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	
<b>Perform etiquette/manner after completing the job</b>  Perform etiquette/manner when closing the communication.	✓		<ul style="list-style-type: none"> <li>• Perform smile &amp; greetings.</li> <li>• Ask permission to leave or end the interaction.</li> </ul>

Tasks	Completed		Observation / Hints
	Yes	No	
<b>Reporting</b>  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/Related Check Sheet, if required</li> <li>• Create Service Report (SIMS), if required</li> <li>• Create SPR, if required</li> <li>• Documenting the failed or damaged parts, if required</li> <li>• Provide Technical Analysis Report/failure Analysis Report, if required.</li> </ul>


Tasks	Completed		Observation / Hints
	Yes	No	
<b>Safety</b>  Using PPE related to the job	✓		<ul style="list-style-type: none"> <li>• Comply with safety regulation that applied on the workplace</li> </ul>
Follows relevant Workplace Safety Guidelines (LOTO, Safety Equipment)	✓		<ul style="list-style-type: none"> <li>• Create Job Safety Analysis</li> <li>• Student must follow safety procedure refer to service manual or SIS related to job</li> </ul>
State and follow Safety Precautions	✓		<ul style="list-style-type: none"> <li>• Correct working position</li> <li>• Correct hand tool related to the job</li> </ul>
Student completes job without accident due to incorrect procedure using hand tools.	✓		
Tasks completed without damage equipment and tools	✓		

General Comments

La cutcan bus pelain parts dan  
Attachment JS C se belan  
upby komponen.

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

Service man: SAKUNAH Name 15/12/2025 Date  Signature

Assessor: Sitiawan Name 9/12/2025 Date  Signature

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

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