

Demonstrate Selecting, Using and Maintaining Various Special Tools Correctly

Skill Number CO-OP15GN104

Full Name: Suda Adi Pratama

No ID: _____

Validation Date: 26/10/2025

School: SMKN 1 Singaperi

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			Hints
	Yes	No	N/A	
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	
Selecting, Using and Maintaining Various Special Tools				
1. Inspect the Special Tool before using	✓			
2. Calibrate the special tool before using			N/A	
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	✓			
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.	✓			

Reporting	Completed			Observation / Hints
	Yes	No	N/A	
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	✓		
Service man 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

Blank area for general comments.

RESULT: **COMPETENT**

NOT YET COMPETENT

(please check (✓))

Student:

Toda Adi Pratama
Name

30 Oktober 2015
Date

[Signature]
Signature

Assessor:

Selawar TB
Name

28/10 2015
Date

[Signature]
Signature

Supervisor:

Name

Date

Signature

Data Recorded:

Name

Date

Signature

Demonstrate Selecting, Using and Maintaining Various Special Tools Correctly

Skill Number CO-OP15GN104

Full Name: Arnoldo Adli P. No ID: _____
 Validation Date: 30/10/2025 School: SMAN 6 NU C S G S.

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			Hints
	Yes	No	N/A	
The student must complete the knowledge assessment. Minimum passing grade 80%.				Score special tools Course or subject.
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.	✓			• 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	
Selecting, Using and Maintaining Various Special Tools				
1. Inspect the Special Tool before using	✓			Visual inspection of the Special Tool for wear, cracks, damage
2. Calibrate the special tool before using			✓	• Torque wrench
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
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.
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.	✓			• 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	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"> • 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
Service man 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	Complete			Observation / Hints
	Yes	No	N/A	
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	Complete			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

Sadar dapat menggunakan alat.
meny kalibrasi special tools.
dengan baik. Tingkatkan kepeluasan
terhadap tools terutama untuk
sebelum digunakan

RESULT:

COMPETENT

NOT YET COMPETENT

(Please check (s))

Student:

Name Tida Adi Pratama

Date 30/10/2025

Signature



Assessor:

Name Straen

Date 30/10/25

Signature



Supervisor:

Name

Date

Signature

Data Recorded:

Name

Date

Signature

ANALISIS KESELAMATAN KERJA / JOB SAFETY ANALYSIS

Pekerjaan / Task	Retorque Bolt Cylinder Head D333		Nomor JSA / JSA Number		Halaman Page		dari of	
Tgl Pembuatan JSA Date of JSA	30 Oktober 2015		Departemen / Department	Service		Tempat Kerja / Work Location	Workshop TAB	
Disusun oleh / Compiled By	Yuda	TTD / Sign	Review oleh / Reviewed by		TTD / Sign	Atasan / Superior		TTD / Sign

Apakah anda terlatih untuk melakukan pekerjaan ini? / Are you properly trained to complete this task Ya Tidak/ No
 Apa yang anda perlukan untuk memastikan bahwa pekerjaan selesai tanpa adanya kecelakaan kerja? / What do you need to ensure this job is completed without **Menjaga dan selalu berkomunikasi dengan baik, perencanaan pekerjaan mengacu pada service manual caterpillar.**
 Siapa yang bertanggung jawab untuk menghentikan pekerjaan jika terjadi perubahan pekerjaan atau gangguan kondisi lingkungan kerja? / Who is responsible for Stop Work authority if change job or workplace distraction
 Siapa saja yang melihat jika ada potensi bahaya.
 Apakah anda memerlukan peralatan LOTO? / Are you need LOTO equipments? Ya Tidak/ No

Kondisi Lingkungan/ Environmental Condition	Normal	Cuaca/ Weather	Cerimis	Medan/ Terrain	Rata
Pengendalian Sumber Bahaya/ Hazardous Energy Control	<input type="checkbox"/> Listrik/ Electric	<input checked="" type="checkbox"/> Gravitasi (benda jatuh, tertimpa)	<input type="checkbox"/> Pneumatik/ Pneumatic	<input type="checkbox"/> Hidrolik/ Hydraulic	<input type="checkbox"/> Panas/ Thermal
APD yang diperlukan/ Required PPE	<input checked="" type="checkbox"/> Helm/ Safety Helmet	<input checked="" type="checkbox"/> Sarung Tangan/ Hand Gloves	<input type="checkbox"/> Pelindung Muka/ Face Shield	<input checked="" type="checkbox"/> Sepatu/ Safety Shoes	<input type="checkbox"/> Pelindung Telinga/ Hearing Protection
	<input checked="" type="checkbox"/> Kacamata/ Safety Glasses	<input type="checkbox"/> Pelindung Pernafasan/ Respiratory Protection	<input type="checkbox"/> Lain-Lain/ Others		

Hal yang perlu dipertimbangkan dalam mengidentifikasi bahaya/ These to consider in identify hazards

1. Bahaya Kimia : Tertelan, terkena kulit, terhirup, terserap Chemical Hazard : Ingestion, skin contact, inhalation, absorption	3. Bahaya Fisik : Listrik, Api, Ledakan, Kebisingan, Radiasi, Panas, Stress, Terjepit, Tersandung, Terjatuh, Tertimpa, Getaran Physical Hazard : Electric, Fire, Explosion, Noise, Radiation, Thermal, Stress, Pinch, Slipp, Falls, Struck by, Vibration
2. Bahaya Biologi : Patogen yang ditularkan melalui darah, lalat, tanaman, serangga, hewan Biological Hazard : Bloodbone pathogen, mole, valley fever plant, insect, animals	4. Bahaya Ergonomi : Gerakan berulang, Beban berlebih, Postur Janggal, Durasi Kerja, Desain area kerja Ergonomic Hazard : Repetition, Forcefull extention, awkward posture, duration, work area design

NO	Urutan Dasar Langkah Tugas / Job Step (Maksimum 15 Langkah / Maximum 15 Steps)	Bahaya Yang Terkait / Potential Hazard	Tindakan Pengendalian/ Recommended Action
1.	Walk Around Inspection	2.2 Tersandung komponen yang menghalangi jalan	1.1.1 Rapiakan komponen 1.1.2 Perhatikan lingkungan sekitar 1.2.3 Menggunakan Safety Shoes
2.	Prepare Tools	2.1 Tools Terjatuh mengenai kaki	2.1.1 Fokus saat bekerja 2.2.2 Gunakan safety gloves yang sesuai
3.	Doing Retorque Bolt Cylinder Head	3.1 Postur Badan Yang Salah	3.1.1 Pastikan saat Retorque posisi badan menarik 3.1.2 Gunakan kaki yang kuat sebagai tumpuan 3.1.3 Gunakan APD yang lengkap
4.	Housekeeping	4.1 Tools Terjatuh	4.1.1 Perhatikan kontak fisik pada tool

