Demonstrate Selecting, Using and Maintaining a range of Precision and Non-Precision Tools to Accurately Measure

Skill Number CO-OP15GN105

Full Name: Yuda Adi P. No ID: _____

Validation Date: 28 November 2025 School: SMKN 1 Jangarsi

PERFORMANCE TASK:

Given some measuring tools, the student is requested to perform the following tasks on various measuring tools:

- Selecting
- Using
- Recording
- Maintaining

The student will be instructed to measure with a non-precision gauge such as. steel ruler, feeler gauge and precision tools such as vernier calipers, outside, inside and depth micrometer the dimension of some given parts. Literature and measuring tools will be made available but will not be provided directly to the student.

The student must be able to perform the following task:

- Demonstrate using various measuring tools on an engine or other system components.

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

The student must complete the knowledge assessment. Minimum passing grade 80%.	✓			

Preparation				
Prepare related literature	✓			
Prepare required equipment	✓			
Prepare related tools	✓			
Prepare Safety & Contamination Control equipment	✓			

	Candidate			
	Yes	No	N/A	Observation / Hints
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.	✓			

	Candidate			
	Yes	No	N/A	Observation / Hints
Selecting, Using and Maintaining a range of Precision and Non-Precision Tools				
1. Inspect the measuring tool before using	✓			
2. Clean tool and component	✓			
3. Calibrate measuring tools before using	✓			
4. Measure component use measuring tools with tolerance allowance 0.5 mm (0.02" or 1/25") for non-precession measuring tools and 0.025 mm (0.001") for precision measuring tools.	✓			
5. Tasks completed without damage to equipment and tools	✓			
6. Equipment and tooling are cleaned and returned to its correct location	✓			
7. Record the reading of the measurements	✓			
Documentation:				
Take picture if needed				

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				
All relevant documentation completed correctly and approved by customer (if required).	✓			

Safety			
Using PPE 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	✓		

Contamination Control			
Environmental Practices & Housekeeping	✓		

Perform etiquette/manner when closing the communication.				
Perform etiquette/manner when closing the communication.	✓			

General Comments

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

Student: Yuda Adi Pratama (Name) 28 November 2025 (Date) (Signature)

Assessor: Ikhawan TR (Name) 28/11/2025 (Date) (Signature)

Supervisor: (Name) (Date) (Signature)

Data Recorded: (Name) (Date) (Signature)

Tasks	Completed Yes	No	N/A	Observation / Hints
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 Yes	No	N/A	Observation / Hints
Selecting, Using and Maintaining a range of Precision and Non-Precision Tools				
1. Inspect the measuring tool before using	✓			Visual inspection of the measuring tool for wear, cracks, damage
2. Clean tool and component	✓			Using of consumables CC tools
3. Calibrate measuring tools before using	✓			Tools should be calibrated as given procedure
4. Measure component use measuring tools with tolerance allowance 0.5 mm (0.02" or 1/25") for non-precession measuring tools and 0.025 mm (0.001") for precision measuring tools.	✓			Thread identification gauge and tire pressure gauge without tolerance
5. Tasks completed without damage to equipment and tools	✓			Component and tooling are cleaned and assembled as given procedure
6. Equipment and tooling are cleaned and returned to its correct location	✓			Cleaned and stored equipment tools on the right place.
7. Record the reading of the measurements	✓			Write the actual reading on the paper given by the assessor
Documentation:				
Take picture if needed				

Demonstrate Selecting, Using and Maintaining a range of Precision and Non-Precision Tools to Accurately Measure

Skill Number CO-OP15GN105

Full Name: Yuda Adr P. **No ID:** _____

Validation Date: 28 November 2025 **School:** SMKN 1 Singosari

PERFORMANCE TASK:

Given some measuring tools, the student is requested to perform the following tasks on various measuring tools:

- Selecting
- Using
- Recording
- Maintaining

The student will be instructed to measure with a non-precision gauge such as: steel ruler, feeler gauge and precision tools such as vernier calipers, outside, inside and depth micrometer the dimension of some given parts. Literature and measuring tools will be made available but will not be provided directly to the student.

The student must be able to perform the following task:

- Demonstrate using various measuring tools on an engine or other system components.

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

Procedure	Yes	No	N/A	Hints
The student must complete the knowledge assessment. Minimum passing grade 80%.	✓			Score measuring tools Course or subject.

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

Tasks	Completed Yes	Completed No	Observation / Hints
Contamination Control			
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 are removed following workplace procedures 5. All fluids are disposed of in accordance with enterprise policies and procedures

Tasks	Completed Yes	Completed No	Completed N/A	Observation / Hints
Perform etiquette/manner after completing the job				
Perform etiquette/manner when closing the communication.	✓			• Perform smile & greetings. • Ask permission to leave or end the interaction.

Tasks	Completed Yes	Completed No	Completed N/A	Observation / Hints
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 Yes	Completed No	Completed N/A	Observation / Hints
Reporting				
All relevant documentation completed correctly and approved by customer (if required).	✓			• 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 Yes	Completed No	Observation / Hints
Safety			
Using PPE related to the job	✓		
Follows relevant Workplace Safety Guidelines (LOTO, Safety Equipment)	✓		Comply with safety regulation that applied on the workplace
State and follow Safety Precautions	✓		• 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.	✓		• Correct working position • Correct hand tool related to the job
Tasks completed without damage equipment and tools	✓		

General Comments

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

Student:	Name: Yuda Adi P.	Date: 28 November 2025	Signature:
Assessor:	Name: [illegible]	Date: 28/11/2025	Signature:
Supervisor:	Name:	Date:	Signature:
Data Recorded:	Name:	Date:	Signature:

Trakindo CAT

Nomor Formulir / Form Number	SHE.SHE.FRM.005.R04

ANALISIS LINGKUNGAN KESELAMATAN KERJA / *JOB SAFETY ENVIRONMENT ANALYSIS*

Pekerjaan / Task	DA Engine Oil Pump	Nomor JSEA / JSEA Number		Halaman / Page	1	Dari / Of	2

Tanggal Pembuatan JSEA / Date of JSEA	28 November 2025	Departemen / Dept	SERVICE	Tempat Kerja / Work Location	Workshop TAB

Disusun Oleh / Compiled By	Yuda Adi P.	TTD / Sign		Review Oleh / Reviewed By	SHE	TTD / Sign		Atasan / Superior		TTD / Sign	

Apakah Anda sudah terlatih untuk melakukan pekerjaan ini ? / *Are you properly trained to complete these task ?* ☑ Ya / Yes ☐ 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 incident free ?*

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 could ?*

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*	Normal	Cuaca / *Weather*	Mendung	Medan / *Terrain*	Rata

Pengendalian Sumber Bahaya / *Hazardous Energy Control*					
	☐ Listrik / *Electrical*	☑ Gravitasi (Benda jatuh,tertimpa) / *Gravitation (Falling objects, struck down)*	☐ Pneumatik / *Pneumatic*
	☐ Hidraulik / *Hydraulic*	☑ Mekanis / *Mechanical*	☐ Panas / *Thermal*

APD yang diperlukan / *Required PPE*			
☑ Helm / *Safety Helm*	☐ Pelindung Muka / *Face shield*	☑ Kacamata / *Safety Glass*
☑ Sarung Tangan / *Hand Gloves*	☐ Pelindung Pernafasan / *Respiratory Protection*	☐ Perlindungan Kejatuhan / *Fall Protection*
☑ Sepatu / *Safety Shoes*	☐ Pelindung Telinga / *Hearing Protection*	☐ Lain-Lain / *Other .....*

Hal yang perlu dipertimbangan 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, Forceful 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	Prepare APD	1.1 Posisi tidak Ergonomis	1.1.1 Cari Posisi yang Nyaman
			1.1.2 Lakukan sesuai prosedur
2.	Walk Around Inspection	2.1 Tempat Ramai	2.1.1 Memasang Safety Line
		2.2 Tempat Penyimpanan berantakan	2.2.1 Disapikan & dikembalikan ke Rak
		2.3 Fluida Berserakan	2.3.1 Perhatikan lingkungan sekitar
			2.3.2 Lap dengan Absorbent Pad
3.	Prepare Tools & Component	3.1 Terlindas pada Tool Box	3.1.1 Membawa toolbox dengan didorong bukan ditarik
		3.2 Tertimpa Komponen	3.2.1 Bawa komponen sesuai prosedur
4.	Doing ~~Assembly~~ Oil Pump	4.1 Terjepit Komponen	4.1.1 Hindari titik Jepit
		4.2 Komponen Terjatuh	4.2.1 Perhatikan kontak fisik
			4.2.2 Gunakan Safety Gloves yang sesuai
			4.2.3 Lap komponen dengan white towel
		4.3 Tersayat permukaan gear yg tajam	4.3.1 Hindari kontak langsung dengan gear
			4.3.2 Perhatikan titik Pegang

Bagian Dari / *Part Of*	SHE.SHE.SOP.003.R04

Trakindo CAT

Nomor Formulir / Form Number	SHE.SHE.FRM.005.R03

ANALISIS LINGKUNGAN KESELAMATAN KERJA / JOB SAFETY ENVIRONMENT ANALYSIS

Pekerjaan / Task	DA Engine Oil Pump	Nomor JSEA / JSEA Number		Halaman / Page	2	Dari / Of	2

No.	Urutan Dasar Langkah Tugas / Job Steps	Bahaya Yang Terkait / Potential Hazard(s)	Tindakan Perbaikan / Recommended Action
5.	Measure Component	5.1 Tertusuk Jaw Vernier	5.1.1 Gunakan alat ukur sesuai prosedur
		5.2 Alat Ukur Kotor	5.2.1 Lap alat ukur dengan majun
6.	Cleaning & Lubricate Component	6.1 Mata terciprat caran pembersih	6.1.1 Gunakan Safety Glass
		6.2 Tangan iritasi kulit "	6.2.1 Gunakan Safety Glove karet
7.	Doing Assembly Component	7.1 Terjepit Komponen	7.1.1 Hindari titik jepit
		7.2 Komponen Terjatuh	7.2.1 Perhatikan kontak fisik
			7.2.2 Gunakan Safety Gloves yang sesuai
			7.2.3 Cek komponen dengan White towel
		7.3 Tersayat Permukaan gear yg tajam	7.3.1 Hindari kontak langsung dengan gear
			7.3.2 Perhatikan titik Pegang
8.	Housekeeping	8.1 Tersandung kabel berserakan	8.1.1 Perhatikan Lingkungan Sekitar
		8.2 Terpleset Fluida tergenang	8.2.1 Lap dengan Absorbent Pad.

Bukti sosialisasi / Evidence of socialization :

No	Nama / Name	TTD / Sign
1	Fritski	
2	Ega	
3	Saka Alzena	
4		
5		

No	Nama / Name	TTD / Sign

No	Nama / Name	TTD / Sign

Bagian Dari / Part Of	SHE.SHE.SOP.003.R04