

**CO-OP**

CO-OP15GN119 - Candidate Performance Guide

**Demonstrate Using Caterpillar Service Software**

Skill Number CO-OP15GN119

Full Name: Vashti Maulikara

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

Validation Date: 29/11/25

School: \_\_\_\_\_

**PERFORMANCE TASK:**

For Polytechnic, given an electronic machine/engine and Computer contain SIS & ET. For Vocational high school, given a computer contain SIS.

The student must be able to complete the following tasks:

- Open SIS and find information required for a service/repair process.
- Print out the document required.
- Make a connection and communication ET tools to machine. (Polytechnic only)
- Access some menu on ET tools (information menu, diagnostic menu, service menu, flash programming menu). (Polytechnic only)
- Print out the product status report. (Polytechnic only)
- Perform communication & etiquette manner.

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



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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>Demonstrate using SIS to find required information</b>				
Connect the computer to the network or internet	✓			
Open SIS and find information required for service/repair.	✓			
<b>Documentation:</b>				
Take picture if needed				

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
<b>Demonstrate using ET to service and repair machine (for Polytechnic only)</b>				
Make a connection and communication ET tools to machine				
Access some menu on ET tools				
<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.	✓			



Tasks	Completed			Observation / Hints
	Yes	No	N/A	
<b>Reporting</b> All relevant documentation completed correctly and approved by customer (if required).	✓			

Tasks	Complete		Observation / Hints
	Yes	No	
<b>Safety</b> 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	Completa		Observation / Hints
	Yes	No	
<b>Contamination Control</b> Environmental Practices & Housekeeping	✓		

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
<b>Perform etiquette/manner after completing the job</b> Perform etiquette/manner when closing the communication.	✓			

General Comments

RESULT:  COMPETENT  NOT YET COMPETENT  (Please check (N))

Student: Vashti wadhwa 29/11/25 Signature: 

Assessor: Saharwa TB 29/11/25 Signature: 

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

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

Demonstrate Using Caterpillar Service Software

Skill Number CO-OP15GN119

Full Name: Vashti Maralinda

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

Validation Date: 29/11/25

School: \_\_\_\_\_

PERFORMANCE TASK:

For Polytechnic, given an electronic machine/engine and Computer contain SIS & ET. For Vocational high school, given a computer contain SIS.

The student must be able to complete the following tasks:

- Open SIS and find information required for a services/repair process.
- Print out the document required.
- Make a connection and communication ET tools to machine. (Polytechnic only)
- Access some menu on ET tools (Information menu, diagnostic menu, service menu, flash programming menu). (Polytechnic only)
- Print out the product status report. (Polytechnic only)
- Perform communication & etiquette manner.

Prerequisite	Yes	No	N/A	Observation / Hints
The student must complete the knowledge assessment. Minimum passing grade 80%.	<input checked="" type="checkbox"/>			Score SIS course or subject (for Polytechnic including ET course or subject).

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Prepare related literature	<input checked="" type="checkbox"/>			Candidate should be aware to check all literature such as SIS, Service Manual
Prepare required equipment	<input checked="" type="checkbox"/>			Electronic Machine/Engine
Prepare related tools	<input checked="" type="checkbox"/>			Computers contain SIS & ET, and Communication Adapter
Prepare Safety & Contamination Control equipment	<input checked="" type="checkbox"/>			

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Perform etiquette/manner when starting the job	<input checked="" type="checkbox"/>			
Meet the customer / assessor	<input checked="" type="checkbox"/>			
Perform etiquette/manner when opening the interaction.	<input checked="" type="checkbox"/>			• Perform smile & greetings. • Introduce Student's Identity
Explain the purpose of Student's activity.	<input checked="" type="checkbox"/>			
Ask permission to perform the job.	<input checked="" type="checkbox"/>			

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Demonstrate using SIS to find required information	<input checked="" type="checkbox"/>			Setting to the network or Internet
Connect the computer to the network or Internet	<input checked="" type="checkbox"/>			<ul style="list-style-type: none"> <li>• Access SIS menu</li> <li>• Input specified serial number.</li> <li>• Find below information refer to specified serial number.</li> <li>• Specified system operation.</li> <li>• Specified testing &amp; adjusting.</li> <li>• Specified remover/install.</li> <li>• Specified Assemble/Disassemble</li> <li>• Specified specification.</li> <li>• Specified part number/group number.</li> <li>• Maintenance interval schedule.</li> </ul>
Open SIS and find information required for service/repair.				
Documentation:				
Take picture if needed				

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Demonstrate using ET to service and repair machine (for Polytechnic only)				
Make a connection and communication ET tools to machine				Setting preference on ET menu and PC / Laptop
Access some menu on ET tools				<ul style="list-style-type: none"> <li>Access to menu for performance test purpose on engine / machine, file management, and service purpose.</li> <li>Print out the product status report</li> </ul>
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"> <li>Find the improper condition.</li> <li>Communicate the finding to the customer/assessor.</li> </ul>
Reporting	Completed			Observation / Hints
	Yes	No	N/A	
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	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 regulation that 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 procedure refer to service manual or SIS related 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 the job</li> </ul>
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"> <li>Waste is minimized, waste material, including sludge, solids and other wastes are sorted and stored in bins for recycling or disposal</li> <li>Packaging of goods received is sorted and reused or disposed of by recycling</li> <li>Materials that can be reused are cleaned and stored</li> <li>Waste and scrap are removed following workplace procedures</li> <li>All fluids are disposed of in accordance with enterprise policies and procedures</li> </ol>
Tasks	Completed			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>

General Comments

pelajari Btknasaलग्न's Petunjuk yang ada di SIS

RESULT: COMPETENT  NOT YET COMPETENT  (please check (X))

Student: Vashh Mawihna 29/12/25  
Name Date Signature

Assessor: Saharwan TB 29/12/25  
Name Date Signature

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

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