

**Demonstrate Selecting, Using and Maintaining Various Power Tools Correctly**

Skill Number CO-OP15GN103

Full Name: Sultan Adam Alfaridi No ID: 20  
 Validation Date: 16-3-2026 School: SMKN 1 Singasari

**PERFORMANCE TASK:**

Given some power tools, the student is requested to perform the following tasks:

- Selecting, using, maintaining various Power Tools in 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 literature will be available.

| Prerequisite   | Yes | No | N/A | Hints                                |
|--|-----|----|-----|--------------------------------------|
| The student must complete the knowledge assessment. Minimum passing grade 80%. |     |    |     | Score power tools course or subject. |

| 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. |           |    |     | <ul style="list-style-type: none"> <li>• Perform smile &amp; greetings.</li> <li>• Introduce Student's identity</li> </ul> |
| Explain the purpose of Student's activity.             |           |    |     |  |
| Ask permission to perform the job.                     |           |    |     |  |

| Tasks   | Completed |    |     | Observation / Hints   |
|---|-----------|----|-----|---|
|   | Yes       | No | N/A |   |
| <b>Selecting, Using and Maintaining Various Power Tools</b>                                 |           |    |     |   |
| 1. Inspect the Power Tool before using  |           |    |     | Visual inspection of the Power Tool for wear, cracks, damage  |
| 2. Remove and install or disassemble and assemble conducted according to correct procedures |           |    |     | Equipment and tooling are identified and checked for correct, safe, and effective operation and must refer to the Literatures |
| 3. Tasks completed without damage to equipment and tools                                    |           |    |     | Component and tooling are cleaned and stored on the right place   |
| 4. Equipment and tooling is cleaned and returned to its correct location                    |           |    |     | Cleaned and stored equipment tools on the right place.  |
| 5. Work area left clean and tidy  |           |    |     | Area cleaned from spills and wastes.  |
| <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.                                     |           |    |     | <ul style="list-style-type: none"> <li>• Find the improper condition.</li> <li>• Communicate the finding to the customer/assessor.</li> </ul> |

| Tasks   | Completed |    |     | Observation / Hints   |
|---|-----------|----|-----|---|
|   | Yes       | No | N/A |   |
| Reporting<br>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 | N/A |  |
| Safety<br>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>  |
| Slate 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> |
| Serviceman 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                                  | Completed |    | Observation / Hints   |
|--|-----------|----|---|
|  | Yes       | No |   |
| 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 is 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        |           |    |     |   |
| 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> |

General Comments

[Redacted area]

RESULT:  COMPETENT  NOT YET COMPETENT (please check (✓))  
 Student: Sultan Adam Alfarisi 16-3-2026  
Name Date

[Signature]  
Signature

Assessor: \_\_\_\_\_  
Name Date

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

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

**Demonstrate Selecting, Using and Maintaining Various Power Tools Correctly**

Skill Number CO-OP15GN103

Full Name: Sulton Adam Alfarisi No ID: 20  
 Validation Date: 16-3-2026 School: SMKN 1 Singosari

**PERFORMANCE TASK:**

Given some power tools, the student is requested to perform the following tasks:

- Selecting, using, maintaining various Power Tools in 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 literature will be available.

| 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 |                     |
| <b>Selecting, Using and Maintaining Various Power Tools</b>                                 |           |    |     |                     |
| 1. Inspect the Power Tool before using  |           |    |     |                     |
| 2. Remove and install or disassemble and assemble conducted according to correct procedures |           |    |     |                     |
| 3. Tasks completed without damage to equipment and tools                                    |           |    |     |                     |
| 4. Equipment and tooling is cleaned and returned to its correct location                    |           |    |     |                     |
| 5. Work area left clean and tidy  |           |    |     |                     |
| <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 |                     |
| Reporting<br>All relevant documentation completed correctly and approved by customer (if required). |           |    |     |                     |

| Tasks  | Completed |    | Observation / Hints |
|--|-----------|----|---------------------|
|  | Yes       | No |                     |
| Safety<br>Using APD related to the job   |           |    |                     |
| Follows relevant workplace safety guidelines (tag out, 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<br>Environmental Practices & Housekeeping |           |    |                     |

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

General Comments

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

Student: Sultan Adom Alfarisbi. Name 16-3-2026 Date

Assessor: \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_

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

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