

Demonstrate Selecting, Using and Maintaining Various Special Tools Correctly

Skill Number CO-OP15GN104

Full Name: Rifai Putra A

No ID: 24203

Validation Date: 24 / 10 / 25

School: SMKN 1 Singosari

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

Safety	Tasks	Complete		Observation/ Hints
		Yes	No	
	Using A-PPD related to the job			
	Follows relevant workplace safety guidelines (tag out, safety equipment)			
	State and follow safety precautions			
	Serviceperson completes job without accident due to incorrect procedure using hand tools.			
	Tasks completed without damage equipment and tools			

Contamination Control	Tasks	Complete		Observation/ Hints
		Yes	No	
	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

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

Student: Rupai putra A Date: 29/10/25

Assessor: Falchriza Date: 29/10/25

Supervisor: _____ Date: _____ Signature: _____

Data Recorded: _____ Date: _____ Signature: _____



Demonstrate Selecting, Using and Maintaining Various Hand Tools Correctly

Skill Number TDP15GN102

Full Name: Rifqi Purta A SNISAP ID: 24203
 Job Title: Ri Turbocharge Branch/Area: W GRTshop TAB

PERFORMANCE TASK:

Given some common hand tools, the mechanic is requested to perform the following tasks:

- Selecting, using, maintaining various hand tools in the installation of machine components.
- Perform close the job by ensuring all systems or conditions are in the standard condition.
- Perform communication & etiquette manner.

Safety and contamination control must be applied in this process. All literatures will be available.

Time allowed: Standard Hours (Refer to Standard Time Pricing) 1 Hours 15 Minutes

Prerequisite	Completed			Remarks
	Yes	No	N/A	
The Student must complete the knowledge assessment. Minimum passing grade 80%.	✓			

Siswa harus menyelesaikan penilaian pengetahuan - nilai kelulusan minimal 80%

Tugas	Completed			Remarks
	Yes	No	N/A	
Preparation Persiapan				
Prepare related literature siapkan literatur terkait	✓			
Prepare required equipment siapkan peralatan yang diperlukan	✓			
Prepare related tools siapkan alat yang sesuai	✓			
Prepare Safety & Contamination Control equipment	✓			

siapkan peralatan safety dan gc

Tugas	Completed			Remarks
	Yes	No	N/A	
Perform equipment/manner when starting the job lakukan cara kerja ketika memulai pekerjaan	✓			
Meet the customer.	✓			

temui pelanggan



Tugas	Completed			Remarks
	Yes	No	N/A	
Selecting, Using and Maintaining Various Hand Tools memilih menggunakan dan memelihara berbagai peralatan yang akan digunakan	✓			
1. Inspect hand tools before using	✓			
2. Remove and install or disassemble and assemble concluded 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	✓			

Memilih, menggunakan, memelihara berbagai macam hand tool dalam insi komponen mesin

melepas & memasang atau membongkar & merakit dilakukan dengan prosedur yang benar

peralatan dan tool di bersihkan dan dikembalikan ke tempat yang benar

area kerja dibersihkan & rapi

Data masukan tersederajat ET dengan menulis menu yang benar

lakukan prosedur penerjaan dengan memastikan semua sistem/kondisi berada dalam standar

semua dokumentasi pekerjaan diselesaikan dengan benar dan disetujui oleh pelanggan

Tugas	Completed			Remarks
	Yes	No	N/A	
Perform close the job by ensuring all systems or conditions are in the standard condition	✓			
Ensure all systems or conditions are in standard condition.	✓			
fashtan semua sistem / kondisi dalam keadaan standar				
Reporting laporan	✓			
All relevant documentation completed correctly, and approved by customer (if required).	✓			



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1. Menggunakan APD yang berbongkang dengan pekerjaan
2. Mengikuti Pedoman Safety tempat kerja yang relevan
3. nyatakan Etwi tindakan pencegahan keselamatan

Tasks	Completed		Remarks
	Yes	No	
Safety Keamanan			
1. Using APD related to the job	✓		
2. Follows relevant workplace safety guidelines (tag out, safety equipment)	✓		
3. State and follow safety precautions	✓		
4. Serviceman completes job without accident due to incorrect procedure using hand tools	✓		
5. Tasks completed without damage equipment and tools	✓		

Tasks	Completed		Remarks
	Yes	No	
Contamination Control Purganda dan Isotamirya			
Environmental Practices & Housekeeping	✓		

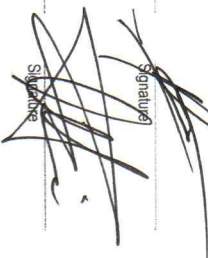
Praktek lingkungan & house keeping

Tasks	Completed		Remarks
	Yes	No	
Perform etiquette/manner after completing the job			
1. Explain the action taken (from content of report) and also the result of the job activity.	✓		
2. Advice customer the tips or method for future maintenance and operation.	✓		
3. Clarify or ensure that customer understands clearly.	✓		
4. Ask customer if they have additional concerns or problems to be supported.	✓		
5. Perform etiquette/manner when closing the communication.	✓		

melakukan ekspresi dan komunikasi nonverbal

4. Petugas menyelesaikan pekerjaan tanpa kecelakaan akibat prosedur yang salah saat menggunakan hand tool
5. tugas diselesaikan tanpa kerusakan peralatan dan perangkat

Notes/Comments

Serviceman: **Riqai Purta A** Date: **21/10/25**
 Assessor: **Shawana TB** Date: **21/10/25**
 Signature: 

1. Jelaskan tindakan yang diambil (dari isi laporan) dan juga hasil kegiatan pekerjaan.
2. Saran khusus Hp atau metode untuk pemeliharaan dan perawatan dimasa mendatang
3. Memperjelas atau memastikan bahwa pelanggan memahami dengan jelas
4. Tanyakan kepada pelanggan apakah mereka memiliki masalah / kendala tambahan yang perlu dibantu
5. Lakukan etika / tata krama saat menutup komunikasi non verbal.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 08/13/04 BY 60322/UC

Demonstrate Contamination Control Implementation on the Workplace

Skill Number CO-OP15GN101

Full Name: Rifai putra Aldriansyah

No ID: 24999

Validation Date: 14 Agustus 2025

School: smkn 1 singasari

PERFORMANCE TASK:

Whilst working in a workshop environment the student is requested to perform the following tasks:

- Maintain a clean workplace.
- Maintain an orderly workplace (including storage of parts, tools, literature, and consumables) whilst following standard Contamination Control procedures.

Safety and contamination control must be applied in this process. All literatures will be available.

Prerequisite	Yes	No	Hints
The student must complete the Contamination Control knowledge assessment.	✓		

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	
Perform Contamination Control Implementation on the Workplace				
1. Environmental Practices & Housekeeping	✓			
2. Plug the hole to all opened components or holes such as lines and hoses	✓			
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.	✓			

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	
Safety			
Using APD related to the job	✓		
Follows relevant workplace safety guidelines (tag out, 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	
Perform etiquette/manner after completing the job			
Perform etiquette/manner when closing the communication.	✓		

General Comments

[Redacted comment area]

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

Student: Riqi putra Aldriansyah 14 agustus 2025 [Signature]
Name Date Signature

Assessor: Fakhrizza 14-8-25 [Signature]
Name Date Signature

Supervisor: _____ _____ _____
Name Date Signature

Data Recorded: _____ _____ _____
Name Date Signature

