Demonstrate Selecting and Using Caterpillar Service Literature

Skill Number CO-OP15GN109

Full Name: Rifqi putra ALDRIANSYAH **No ID:** _____

Validation Date: _____ **School:** SMKN 1 singosari

PERFORMANCE TASK:

Given an Engine / Machine and service literatures. The Student must be able to perform task selecting and using Caterpillar service literature.

The student must be able to complete the following tasks:

- Select the correct service manual related to the job
- Find out some information about specification related to the job
- Find out some information about system operation related to the job
- Find out some information about disassembly & assembly related to the job
- Find out some information about testing & adjusting related to the job
- Select the correct part manual related to the job
- Find out correct part number using the component name index page
- Find out correct component name using the part number index page
- Explain some notification on the illustration page
- Order the part using Service Part Request form
- Return the part using Service Part Return form
- 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 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%.	✓			Score Caterpillar Literature Course or subject.

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Preparation				
Prepare related literature	✓			Service Manual & Parts Manual related to an actual job Service Parts Request Form Service Parts Return Form
Prepare required equipment	✓			Engine or Machine
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 and using correct service manual & part manual related to the job				
Select Service Manual & Part book	✓			Select the correct Service Manual & Parts Book for a given Machine according the : - Sales model - Serial number - Arrangement number
Find information from service manual & parts book	✓			This should be demonstrated by looking up various service information and components as instructed.
Demonstrate understanding of explanation in the service manual and illustration in the Parts Book by answering assessor questions	✓			Such as (for sample only) : - Service Manual "What should we do to remove water pump" or

	✓			"How to remove the cylinder head of the engine" - Part Book "How many clutch disc in the #3 clutch" or "Please point out the location of final drive bearings in parts book illustration."
Documentation:				
Take picture if needed				

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Demonstrate ordering and returning the part using correct form				
Ordering part by requesting assessor	✓			Given ordering part of the selection part/group components (engine/machine)
Returning part by requesting assessor	✓			Given returning part of the selection part/group components (engine/machine)
Documentation:				
Take picture if needed				

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Perform final inspection				
Ensuring all systems or conditions are in the standard condition	✓			• Find arrangement of the modules in the service manual is match, no folded sheet in service literature, service literature neat (for skill assessment purposes only) • Communicate the finding to the customer and modules in the service manual is match, no folded sheet in service literature, service literature neat (for skill assessment purposes only) • The action can be done at anytime

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
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		Observation / Hints
	Yes	No	
Safety			
Using APD related to the job	✓		
Follows relevant workplace safety guidelines (tag out, 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	✓		

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

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
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.

General Comments

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

Student:	Rizqi putra A Name	Date	Signature
Assessor:	Fakhrizza Name	16/12 2015 Date	Signature
Supervisor:	Name	Date	Signature
Data Recorded:	Name	Date	Signature

Demonstrate Selecting and Using Caterpillar Service Literature

Skill Number CO-OP15GN109

Full Name: Rifqi putra Aldriansyah **No ID:** _____

Validation Date: _____ **School:** SMKN 1 Singosari

PERFORMANCE TASK:

Given an Engine / Machine and service literatures. The Student must be able to perform task selecting and using Caterpillar service literature.

The student must be able to complete the following tasks:

- Select the correct service manual related to the job
- Find out some information about specification related to the job
- Find out some information about system operation related to the job
- Find out some information about disassembly & assembly related to the job
- Find out some information about testing & adjusting related to the job
- Select the correct part manual related to the job
- Find out correct part number using the component name index page
- Find out correct component name using the part number index page
- Explain some notification on the illustration page
- Order the part using Service Part Request form
- Return the part using Service Part Return form
- 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 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				
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 and using correct service manual & part manual related to the job				
Select Service Manual & Part book	✓			
Find information from service manual & parts book	✓			
Demonstrate understanding of explanation in the service manual and illustration in the Parts Book by answering assessor questions	✓			
Documentation:				
Take picture if needed				

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Demonstrate ordering and returning the part using correct form				
Ordering part by requesting assessor	✓			
Returning part by requesting assessor	✓			
Documentation:				
Take picture if needed	✓			

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Perform final inspection				
Ensuring all systems or conditions are in the 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	✓		
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			
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 (√))

	Name	Date	Signature
Student:	Rifqi putra A		
Assessor:	Fakhrizza	16/12/2026	
Supervisor:			
Data Recorded:			