

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

Skill Number CO-OP15GN102

Full Name: Sultan Rayhan zaki.A

No ID: 0095151658

Validation Date: 14 - 11 - 2015

School: SMK N 1 SINGOSARI

PERFORMANCE TASK:

Given some common hand tools, the student 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 is in the standard condition.

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

| Prerequisite | Yes | No | Hints |
|--|-----|----|-------|
| The student must complete the Hand Tools 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 | |
| Selecting, Using and Maintaining Various Hand Tools | | | | |
| 1. Inspect hand tools 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 are cleaned and returned to its correct location | ✓ | | | |
| 5. 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. | ✓ | | | |

| 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 | | |
| 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

Taru Cognate

RESULT:

COMPETENT

NOT YET COMPETENT

(please check (✓))

Student:

Sultan Rayhan Zaki A

Name

14 - 11 - 2025

Date



Signature

Assessor:

Arsan Hardi W., S.Pd., Gr.NIP. 19840822 202221 1 012

Name

14 NOV 2025

Date



Signature

Supervisor:

Name

Date



Signature

Data Recorded:

Name

Date



Signature