

### Demonstrate Using SIMS Report Correctly

Skill Number CO-OP15GN117

Full Name: Arsan Hardi W. No ID: \_\_\_\_\_  
 Validation Date: 19 JAN 2026 School: SMKH 1 SINGOPARI

**PERFORMANCE TASK:**

The student with self-support must be able to fill up all the form below correctly and apply this form to daily operation activity.

- Perform filling out the SIMS Report completed and correctly in English.
- Follow standard safety & contamination control procedure related to the job.

| Prerequisite   | Yes | No | N/A | Observation / Hints |
|--|-----|----|-----|---------------------|
| The student must complete the knowledge assessment. Minimum passing grade 80%. | ✓   |    |     |                     |

| Tasks  | Check |    | N/A | Observation / Hints |
|--|-------|----|-----|---------------------|
|  | Yes   | No |     |                     |
| <b>Preparation</b>                               |       |    |     |                     |
| Prepare related literature                       | ✓     |    |     |                     |
| Prepare required equipment                       | ✓     |    |     |                     |
| Prepare related tools                            | ✓     |    |     |                     |
| Prepare Safety & Contamination Control equipment | ✓     |    |     |                     |

| 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 SIMS Report</b> |           |    |     |                     |
| Collect the related service job data | ✓         |    |     |                     |
| Fill SIMS Report Form                | ✓         |    |     |                     |

| 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  | ✓        |    |                     |
| Serviceman completes job without accident due to incorrect procedure using hand tools. | ✓        |    |                     |
| Tasks completed without damage equipment and tools                                     | ✓        |    |                     |

| Tasks                                  | Complete |    | 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**

[Three large shaded rectangular areas for general comments]

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

**Student:**      Arsan Hardi      \_\_\_\_\_      [Signature]  
Name      Date      Signature

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

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

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