

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Perform etiquette/manner when starting the job				
Meet the customer / assessor	<input checked="" type="checkbox"/>			
Perform etiquette/manner when opening the interaction.	<input checked="" type="checkbox"/>			
Explain the purpose of Student's activity.	<input checked="" type="checkbox"/>			
Ask permission to perform the job.	<input checked="" type="checkbox"/>			

Demonstrate Selecting, Using and Maintaining Various Power Tools Correctly

Skill Number CO-OP15GN103

Full Name: Erica Helen Eckstein No ID: _____
 Validation Date: 11 December 2022 School: SMVH I SINIGLAGRI

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%.	<input checked="" type="checkbox"/>			

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Preparation	<input checked="" type="checkbox"/>			
Prepare related literature	<input checked="" type="checkbox"/>			
Prepare required equipment	<input checked="" type="checkbox"/>			
Prepare related tools	<input checked="" type="checkbox"/>			
Prepare Safety & Contamination Control equipment	<input checked="" type="checkbox"/>			

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.	<input checked="" type="checkbox"/>			

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Selecting, Using and Maintaining Various Power Tools				
1. Inspect the Power Tool before using	<input checked="" type="checkbox"/>			
2. Remove and install or disassemble and assemble conducted according to correct procedures	<input checked="" type="checkbox"/>			
3. Tasks completed without damage to equipment and tools	<input checked="" type="checkbox"/>			
4. Equipment and tooling is cleaned and returned to its correct location	<input checked="" type="checkbox"/>			
5. Work area left clean and tidy	<input checked="" type="checkbox"/>			
Documentation:				
Take picture if needed	<input checked="" type="checkbox"/>			

General Comments

Tom Complete

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

Student: Kara Hanson Feltham 11 December 2015
 Name Date Signature

Assessor: _____
 Name Date Signature

Supervisor: _____
 Name Date Signature

Data Recorded: _____
 Name Date Signature



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	✓		
Service man 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.	✓			



Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Perform etiquette/manner when starting the job	<input checked="" type="checkbox"/>			
Meet the customer / assessor	<input checked="" type="checkbox"/>			
Perform etiquette/manner when opening the interaction.	<input checked="" type="checkbox"/>			<ul style="list-style-type: none"> Perform smile & greetings. Introduce Student's identity
Explain the purpose of Student's activity.	<input checked="" type="checkbox"/>			
Ask permission to perform the job.	<input checked="" type="checkbox"/>			

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Selecting, Using and Maintaining Various Power Tools				
1. Inspect the Power Tool before using	<input checked="" type="checkbox"/>			Visual inspection of the Power Tool for wear, cracks, damage
2. Remove and install or disassemble and assemble conducted according to correct procedures	<input checked="" type="checkbox"/>			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	<input checked="" type="checkbox"/>			Component and tooling are cleaned and stored on the right place
4. Equipment and tooling is cleaned and returned to its correct location	<input checked="" type="checkbox"/>			Cleaned and stored equipment tools on the right place.
5. Work area left clean and tidy	<input checked="" type="checkbox"/>			Area cleaned from spills and wastes.
Documentation:				
Take picture if needed	<input checked="" type="checkbox"/>			

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.	<input checked="" type="checkbox"/>			<ul style="list-style-type: none"> Find the improper condition. Communicate the finding to the customer/assessor.

Demonstrate Selecting, Using and Maintaining Various Power Tools Correctly

Skill Number CO-OP15GN103

Full Name: Fritz Hosen Fuchelkin No ID: _____
 Validation Date: 11 Desember 2025 School: SATWIK I GUBUKAN

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%.	<input checked="" type="checkbox"/>			Score power tools course or subject.

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Preparation				
Prepare related literature	<input checked="" type="checkbox"/>			
Prepare required equipment	<input checked="" type="checkbox"/>			
Prepare related tools	<input checked="" type="checkbox"/>			
Prepare Safety & Contamination Control equipment	<input checked="" type="checkbox"/>			

Tasks	Completed		Observation / Hints
	Yes	No	
<p>Contamination Control</p> <p>Environmental Practices & Housekeeping</p>	✓		<ol style="list-style-type: none"> 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	
<p>Perform etiquette/manner after completing the job</p> <p>Perform etiquette/manner when closing the communication.</p>	✓		<ul style="list-style-type: none"> • Perform smile & greetings. • Ask permission to leave or end the interaction.

Tasks	Completed		Observation / Hints
	Yes	No	
<p>Reporting</p> <p>All relevant documentation completed correctly and approved by customer (if required).</p>	✓		<ul style="list-style-type: none"> • 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	
<p>Safety</p> <p>Using APD related to the job</p>	✓		
<p>Follows relevant workplace safety guidelines (tag out, safety equipment)</p>	✓		<ul style="list-style-type: none"> • Comply with safety regulation that applied on the workplace
<p>State and follow safety precautions</p>	✓		<ul style="list-style-type: none"> • Create Job Safety Analysis • Student must follow safety procedure refer to service manual or SIS related to job
<p>Service man completes job without accident due to incorrect procedure using hand tools.</p>	✓		<ul style="list-style-type: none"> • Correct working position • Correct hand tool related to the job
<p>Tasks completed without damage equipment and tools</p>	✓		

General Comments

Tare Complete

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

Student: Fara Hasan Fakhri Name 11 Desember 2020 Date

Assessor: Arsan Hardi W. S.Pd, Gr. Name 11/12/25 Date NIP. 19840822 202221 1 012 Signature 

Supervisor: Name _____ Date _____ Signature _____

Data Recorded: Name _____ Date _____ Signature _____

ANALISIS LINGKUNGAN KESELAMATAN KERJA / JOB SAFETY ENVIRONMENT ANALYSIS

Pekerjaan Task	Wall Drilling	Nomor JSEA JSEA Number	1	Halaman Page	1	Dari Of	
Tanggal Pembuatan JSEA Date of JSEA	22/12/2025	Departemen Dept	SMUN 1505	Tempat Kerja Work Location			
Disusun Oleh Compiled By	Fair	TTD Sign		Review Oleh Reviewed By	TTD Sign	Atasan Superior	TTD Sign

Apakah Anda sudah terlatih untuk melakukan pekerjaan ini? / Are you properly trained to complete these task? Ya / Yes Tidak / No

Apakah Anda memerlukan peralatan LOTO? / Are you need LOTO Equipments? Ya / Yes Tidak / No

Apakah Anda mengetahui ERP/MERP dari pekerjaan yang sedang dilakukan? Ya / Yes Tidak / No *Jika tidak, silahkan tambahkan dalam urutan langkah tugas diawal*

Kondisi Lingkungan / Environmental Conditions	Cuaca / Weather	Mendung	Medan / Terrain	Berongkang / tidak rata
Pengendalian Sumber Bahaya / Hazardous Energy Control	<input checked="" type="checkbox"/> Listrik / Electrical	<input type="checkbox"/> Hidraulik / Hydraulic	<input type="checkbox"/> Gravitasi (Benda jatuh, tertimpa) / Gravitation (Falling objects, struck down)	<input type="checkbox"/> Mekanis / Mechanical
APD yang diperlukan / Required PPE	<input checked="" type="checkbox"/> Helm / Safety Helm	<input checked="" type="checkbox"/> Sarung Tangan / Hand Gloves	<input checked="" type="checkbox"/> Sepatu / Safety Shoes	<input type="checkbox"/> Pelindung Muka / Face shield
				<input checked="" type="checkbox"/> Kacamata / Safety Glass
				<input type="checkbox"/> Pelindung Pernafasan / Respiratory Protection
				<input type="checkbox"/> Pelindung Telinga / Hearing Protection
				<input type="checkbox"/> Lain-Lain / Other

Hal yang perlu dipertimbangkan dalam mengidentifikasi bahaya / These to consider in identify hazards :

1. **Bahaya Keselamatan** : Kondisi tidak aman yang dapat menyebabkan injury atau kematian seperti terpeleceh, terpeleset/terjatuh, tertimpa dll.
Safety Hazard : unsafe conditions that can cause injury or even death, such as spill/falls, pinch point, struck by, etc.

2. **Bahaya Fisik** : Listrik, Api/ledakan, Kebisingan, Radiasi, Panas, Tekanan, Terjepit, Tersandung/Terjatuh, Tertimpa, Getaran.
Physical Hazards : Electrical, Fire/Explosion, Noise, Radiations, Thermal, Pressure, Pinch Point, Slips/Falls, Struck by, Vibration.

3. **Bahaya Kimia** : Terhirup, terkena kulit, injeksi, tertelan, terserap.
Chemical Hazards : Inhalation, skin contact, injection, ingestion, absorption.

4. **Bahaya Biologi** : Patogen yang ditularkan melalui darah, jamur, tanaman/serangga/hewan.
Biological Hazards : bloodborne pathogens, mold, Plant/Insect/Animals

5. **Bahaya Ergonomi** : Gerakan berulang-ulang, beban yang berlebihan, Postur Janggal, Durasi kerja, Desain area kerja.
Ergonomic Hazards : Repetitions, Forcefull extention, Awkward Posture, Duration, Work area desain.

6. **Bahaya Organisasi** : stres atau bahaya terkait dengan masalah tempat kerja yang menyebabkan efek jangka panjang atau pendek, beban kerja yang berat dan kekerasan ditempat kerja.
Organizational hazards: stressors or hazards associated with workplace issues that cause long or short term effects heavy workloads, stressful interactions and workplaces violence.

No	Urutan Dasar Langkah Tugas / Job Steps (* Maksimal 15 Langkah / Maximum 15 Steps)	Bahaya Yang Terkait / Potential Hazard(s)	Tindakan Perbaikan / Recommended Action
1	Inspeksi	1.1 Terpeleceh tanah basah 1.2 Terdampar benda tajam	1.1.1 Gunakan safety shoes 1.1.2 Hindari tanah yang basah 1.2.1 Perhatikan langkah 1.2.2 Gunakan safety shoes
2	Prafire Tools	2.1 Tool rusak	2.1.1 Ganti dengan tool yang baru
3	Demig Job	3.1 Tersejutur aliran listrik 3.2 Drill ba lepas 3.3 Drill tertekuk 3.4 Mata terbea debu 3.5 safety gloves terstim drill	3.1.1 Jaga jarak listrik dengan tangan basah 3.1.2 Gunakan rubber gloves 3.2.1 Keluarkan drill 3.2.2 Gunakan APD 3.3.1 Pegang drill dengan kuat 3.4.1 Gunakan safety glasses 3.4.2 Jaga kea saat melakukan drilling 3.5.1 Gunakan gunaman yang linin 3.5.2 Gunakan rubber gloves 3.5.3 Perhatikan gerakan saat demig Job
4	House keeping	4.1 Tersejutur aliran listrik 4.2 Terdehit tool	4.1.1 Jaga jarak listrik dengan tangan basah 4.2.1 Hindari tangan jepit