

**Demonstrate Selecting and Using Caterpillar Service Literature**

Skill Number CO-OP15GN109

Full Name: Dafa Hanif Islami

No ID: 04

Validation Date: 12 Maret 2026

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%.	<input checked="" type="checkbox"/>			Score Caterpillar Literature Course or subject.

Tasks	Completed			Observation /
	Yes	No	N/A	
Preparation				
Prepare related literature	<input checked="" type="checkbox"/>			Service Manual Manual related to an Service Parts Request Service Parts Return Engine or Machine
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 /
	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"/>			• Perform smile & greeting • Introduce Student
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 and using correct service manual & part manual related to the job	<input checked="" type="checkbox"/>			Select the correct Service Manual Book for a given Machine according to: - Sales model - Serial number - Arrangement number
Select Service Manual & Part book	<input checked="" type="checkbox"/>			
Find information from service manual & parts book	<input checked="" type="checkbox"/>			This should be demonstrated by up various service information a components as instructed.
Demonstrate understanding of explanation in the service manual and illustration in the Parts Book by answering assessor questions	<input checked="" type="checkbox"/>			Such as (for sample only): - Service Manual -What should we do to remove 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."
<b>Documentation:</b>				
Take picture if needed	<input checked="" type="checkbox"/>			

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Demonstrate ordering and returning the part using correct form				
Ordering part by requesting assessor	<input checked="" type="checkbox"/>			Given ordering part of the selection part/group components (engine/machine)
Returning part by requesting assessor	<input checked="" type="checkbox"/>			Given returning part of the selection part/group components (engine/machine)
<b>Documentation:</b>				
Take picture if needed	<input checked="" type="checkbox"/>			

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
<b>Perform final inspection</b>				
Ensuring all systems or conditions are in the standard condition	<input checked="" type="checkbox"/>			<ul style="list-style-type: none"> <li>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)</li> <li>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)</li> <li>The action can be done at anytime</li> </ul>

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
<b>Reporting</b>				
All relevant documentation completed correctly, and approved by customer (if required).	<input checked="" type="checkbox"/>			<ul style="list-style-type: none"> <li>Completing the Task List</li> <li>Completing Measurement Form Check Sheet, if required</li> <li>Create Service Report (SMS), required</li> <li>Create SPR, if required</li> <li>Documenting the failed or dam parts, if required</li> <li>Provide Technical Analysis Report/Failure Analysis Report required.</li> </ul>

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
<b>Safety</b>				
Using APD related to the job	<input checked="" type="checkbox"/>			
Follows relevant workplace safety guidelines (tag out, safety equipment)	<input checked="" type="checkbox"/>			<ul style="list-style-type: none"> <li>Comply with safety regulate applied on the workplace</li> </ul>
State and follow safety precautions	<input checked="" type="checkbox"/>			<ul style="list-style-type: none"> <li>Create Job Safety Analysis</li> <li>Student must follow safety refer to service manual or S to job</li> </ul>
Service man completes job without accident due to incorrect procedure using hand tools.	<input checked="" type="checkbox"/>			<ul style="list-style-type: none"> <li>Correct working position</li> <li>Correct hand tool related to</li> </ul>
Tasks completed without damage equipment and tools	<input checked="" type="checkbox"/>			

Tasks	Completed		Observation / Hints
	Yes	No	
Contamination Control	✓		
Environmental Practices & Housekeeping	✓		<ol style="list-style-type: none"> <li>1. Waste is minimized, waste material, including sludge, solids and other wastes are sorted and stored in bins for recycling or disposal</li> <li>2. Packaging of goods received is sorted and reused or disposed of by recycling</li> <li>3. Materials that can be reused are cleaned and stored</li> <li>4. Waste and scrap is removed following workplace procedures</li> <li>5. All fluids are disposed of in accordance with enterprise policies and procedures</li> </ol>

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Perform etiquette/manner after completing the job	✓			
Perform etiquette/manner when closing the communication.				<ul style="list-style-type: none"> <li>• Perform smile &amp; greetings.</li> <li>• Ask permission to leave or end the interaction.</li> </ul>

General Comments

RESULT:  COMPETENT  NOT YET COMPETENT (please ch

Student: Data Hamid I 12/03/2026

Arsan Hardi W., S.Pd., Gr. Date

NIP. 19840822 2022221 1 012 12/2

Assessor: \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_

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

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

Demonstrate Selecting and Using Caterpillar Service Literature

Skill Number CO-OP15GN109

Full Name: Dafa Hanif Islami

No ID: 04

Validation Date: 12 Maret 2026

School: SMKN 2 SINEOSARI

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
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- 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 /
	Yes	No	N/A	
Preparation				
Prepare related literature	✓			
Prepare required equipment	✓			
Prepare related tools	✓			
Prepare Safety & Contamination Control equipment	✓			

Tasks	Completed			Observation /
	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	N/A	
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	N/A	
Contamination Control				
Environmental Practices & Housekeeping	✓			
Tasks				
Perform etiquette/manner after completing the job	✓			
Perform etiquette/manner when closing the communication.				



General Comments

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

Student:

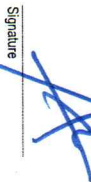
Daqa Hamif I

12/03/2026

  
Signature

Arsan Hardi W., S.Pd., Gr.

12/12/2026

  
Signature

Assessor:

NIP. 19840822 202221 1 012

12/12/2026

  
Signature

Supervisor:

Name \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Data Recorded:

Name \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_