

Demonstrate Using SIMS Report Correctly

Skill Number CO-OP15GN117

 Full Name: Faz Hasn Fakhri

No ID: _____

 Validation Date: 5/3/26

 School: SMKI 1 SINGOSARI
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%.	✓			Score Preventive Maintenance course or subject.

Tasks	Check		N/A	Observation / Hints
	Yes	No		
Preparation				
Prepare related literature	✓			SIMS Report
Prepare required equipment	✓			If required
Prepare related tools	✓			If required
Prepare Safety & Contamination Control equipment	✓			If required

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.	✓			

Taska	Completed			Observation / Hints
	Yes	No	N/A	
Demonstrate using SIMS Report				
Collect the related service job data	✓			Find any data required
Fill SIMS Report Form	✓			Fill in the column in Trakindo service work paper completely based on actual job progress

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.	✓			• Find the improper condition. • Communicate the finding to the customer/assessor.

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Reporting				
All relevant documentation completed correctly and approved by customer (if required).	✓			• Completing the Task List

Tasks	Complete		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	Complete		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 are 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:
check (✓)

COMPETENT



NOT YET



COMPETENT (please

Student:

Faiz Hasan F.
Name

6/3/26
Date

Signature

Assessor:

Priyo Bagus
Name

6/3/26
Date

Signature

Supervisor:

Name

Date

Signature

Data Recorded:

Name

Date

Signature