

Demonstrate Selecting, Using and Maintaining Various Special Tools Correctly

Skill Number CO-OP15GN104

Full Name: M Arikhan Azka No ID: 8M 6N 1565
 Validation Date: 20/10/2025 School: SMK N 1565

PERFORMANCE TASK:

Given some special tools, the student is requested to perform the following tasks:

- Selecting, using, maintaining various Special Tools in the 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 literatures will be available.

Prerequisite	Completed		Hints
	Yes	No	
The student must complete the knowledge assessment. Minimum passing grade 80%.			Score special tools Course or subject.

Tasks	Completed		Observation / Hints
	Yes	No	
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 smile & greetings. • Introduce Student's identity
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 Special Tools				
1. Inspect the Special Tool before using	✓			Visual inspection of the Special Tool for wear, cracks, damage
2. Calibrate the special tool before using			N/A	• Torque wrench
3. Remove and install or disassemble and assemble conducted according to correct procedures	✓			Equipment and tooling are identified and checked for safe and effective operation and must refer to Service manual or SIS
4. Tasks completed without damage to equipment and tools	✓			Component and tooling are cleaned and stored on the right place
5. Equipment and tooling is cleaned and returned to its correct location	✓			Cleaned and stored equipment tools on the right place.
6. Work area left clean and tidy	✓			Area cleaned from spills and wastes.
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.	✓			• 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).	✓			<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	N/A	
Safety				
Using APD related to the job	✓			
Follows relevant workplace safety guidelines (tag out, safety equipment)	✓			<ul style="list-style-type: none"> • Comply with safety regulation that applied on the workplace
State and follow safety precautions	✓			<ul style="list-style-type: none"> • 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.	✓			<ul style="list-style-type: none"> • 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	✓		<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 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.	✓			<ul style="list-style-type: none"> • Perform smile & greetings. • Ask permission to leave or end the interaction.

General Comments

sudah dapat menggunakan dan mengganti brass special tools dengan baik. Tinggatkankan keperdulian terhadap tools terutama inspeksi sebelum digunakan.

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

Student: **M. Arkan Azka I. U.** **30/10/25**
Name Date

Assessor: **Setiawan TB** **30/10 25**
Name Date

Supervisor: _____
Name Date

Data Recorded: _____
Name Date

Signature

Signature

Signature

Demonstrate Selecting, Using and Maintaining Various Special Tools Correctly

Skill Number CO-OP15GN104

Full Name: M. Arkan Atka I.Y. No ID: SMKN 1 Singosari
 Validation Date: 30/10/2025 School: SMKN 1 Singosari

PERFORMANCE TASK:

Given some special tools, the student is requested to perform the following tasks:

- Selecting, using, maintaining various Special Tools in the 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 literatures will be available.

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

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 Special Tools				
1. Inspect the Special Tool before using	✓			
2. Calibrate the special tool before using			N/A	
3. Remove and install or disassemble and assemble conducted according to correct procedures	✓			
4. Tasks completed without damage to equipment and tools	✓			
5. Equipment and tooling is cleaned and returned to its correct location	✓			
6. 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	Complete		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	✓		
Serviceperson completes job without accident due to incorrect procedure using hand tools.	✓		
Tasks completed without damage equipment and tools	✓		

Tasks	Complete		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

[Blurred area for general comments]

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

Student: M. Arkan Azka I.U. **Date:** 30/10/2025

Assessor: Shansun T P **Date:** 30/10/2025

Supervisor: _____ **Date:** _____

Data Recorded: _____ **Date:** _____

Signature: *[Signature]*

Signature: *[Signature]*

ANALISIS KESELAMATAN KERJA / JOB SAFETY ANALYSIS

Pekerjaan / Task	Retorque Bolt Cylinder Head D333	Nomor JSA / JSA Number	1	Halaman / Page	1	dari / of	1
Tgl Pembuatan JSA / Date of JSA	30/10/2025	Departemen / Department	Service	Tempat Kerja / Work Location	Workshop TAB		
Disusun oleh / Compiled By	Arkan	TTD / Sign		Review oleh / Reviewed by	TTD / Sign	Atasan / Superior	TTD / Sign

Apakah anda terlatih untuk melakukan pekerjaan ini? / Are you properly trained to complete this task Ya Tidak/ No

Apa yang anda perlukan untuk memastikan bahwa pekerjaan selesai tanpa adanya kecelakaan kerja? / What do you need to ensure this job is completed without incident

Menjaga dan selalu berkomunikasi dengan baik, perencanaan pekerjaan mengacu pada service manual caterpillar.

Siapa yang bertanggung jawab untuk menghentikan pekerjaan jika terjadi perubahan pekerjaan atau gangguan kondisi lingkungan kerja? / Who is responsible for Stop Work authority if change job or workplace distraction

Siapa saja yang melihat jika ada potensi bahaya.

Apakah anda memerlukan peralatan LOTO? / Are you need LOTO equipments? Ya Tidak/ No

Kondisi Lingkungan/ Environmental Condition	Normal	Cuaca/ Weather	Gerimis	Medan/ Terrain	Rata
Pengendalian Sumber Bahaya/ Hazardous Energy Control	<input type="checkbox"/> Listrik/ Electric	<input checked="" type="checkbox"/> Gravitasi (benda jatuh, tertimpa)	<input type="checkbox"/> Pneumatik/ Pneumatic	<input type="checkbox"/> Hidrolik/ Hydraulic	<input type="checkbox"/> Panas/ Thermal
APD yang diperlukan/ Required PPE	<input checked="" type="checkbox"/> Helm/ Safety Helmet	<input checked="" type="checkbox"/> Sarung Tangan/ Hand Gloves	<input type="checkbox"/> Pelindung Muka/ Face Shield	<input checked="" type="checkbox"/> Sepatu/ Safety Shoes	<input type="checkbox"/> Pelindung Telinga/ Hearing Protection
	<input checked="" type="checkbox"/> Kacamata/ Safety Glasses	<input type="checkbox"/> Pelindung Pernafasan/ Respiratory Protection	<input type="checkbox"/> Lain-Lain/ Others		

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

1. Bahaya Kimia : Tertelan, terkena kulit, terhirup, terserap
Chemical Hazard : Ingestion, skin contact, inhalation, absorption

2. Bahaya Biologi : Patogen yang ditularkan melalui darah, alat, tanaman, serangga, hewan

3. Bahaya Fisik : Listrik, Api, Ledakan, Kebisingan, Radiasi, Panas, Stress, Terjepit, Tersandung, Terjatuh, Tertimpa, Getaran
Physical Hazard : Electric, Fire, Explosion, Noise, Radiation, Thermal, Stress, Pinch, Slipp, Falls, Struck by, Vibration

4. Bahaya Ergonomi : Gerakan berulang, Beban berlebih, Postur Janggal, Durasi Kerja, Desain area kerja
Ergonomic Hazard : Repetition, Forcefull extention, awkward posture, duration, work area design

NO	Urutan Dasar Langkah Tugas / Job Step (Maksimum 15 Langkah / Maximum 15 Steps)	Bahaya Yang Terkait / Potential Hazard	Tindakan Pengendalian/ Recommended Action
1.	Walk Around Inspection	1.1 Persendang komponen yang menghalangi jalan	1.1.1 Rapiakan komponen 1.1.2 Perhatikan langkah kaki saat berjalan
2.	Prepare tools	2.1 Tools terjatuh mengenai kaki	2.1.1 Pegang tools dengan benar dan aman juga fokus 2.1.2 Gunakan safety shoes
3.	Doing Retorque Bolt Cylinder Head D333	3.1 Posisi badan yang salah saat retorque	3.1.1 Pakai posisi yang aman dan nyaman saat retorque 3.1.2 Gunakan kaki yang kuat sebagai tumpuan 3.1.3 Gunakan safety gloves agar tangan tidak licin saat retorque
4.	House Keeping	4.1 Tangan tergores sudut tajam saat house keeping 4.2 Persendang tools yang berantakan	4.1.1 Perhatikan titik tajam dan ber-hati-hati saat kerja 4.2.1 Rapiakan tools dan kembalika di tool box



SERVICE REPORT

ROUTING

1

DEALER CODE J221	WORK ORDER	SEG	CUSTOMER NAME SMKN 1 Singosari
DATE 10 / 30 / 2015 mo / da / yr	EMPLOYEE IDENTIFICATION ARKAN	EQUIPMENT LOCATION SMKN 1 Singosari	
CATERPILLAR MODEL	CATERPILLAR SERIAL NO.	INSTRUCTION Retorque Bolt Cylinder Head P333	
HOURS 5 2000H	MILES	KILOMETERS	

PART NUMBER RESPONSIBLE	PART NAME	QTY	DESC* CODE	GROUP NUMBER CONTAINING PART	GROUP NAME	DID THIS INCIDENT MAKE THE PRODUCT INOPERABLE?	DESCRIPTIVE COMMENTS (20 SPACES MAXIMUM PER INCIDENT)
						Yes <input type="checkbox"/> No <input type="checkbox"/>	
						Yes <input type="checkbox"/> No <input type="checkbox"/>	
						Yes <input type="checkbox"/> No <input type="checkbox"/>	

DESCRIPTION CODES * A - Structural C - Leaks E - System Malfunction G - General Repair K - Serviceability X - OPERATION
 B - Surface D - Factory Assembly F - Factory Shipping H - Adjustment N - Abuse COMPLAINT

RELATED SERIAL NUMBERS			COMPONENT ARRANGEMENT / TEST / SERIAL NUMBERS		LABOR CODE	DESCRIPTION	MAN HOURS
CATERPILLAR MODEL	CATERPILLAR SERIAL NO.	OEM PRODUCT MAKE / MODEL	COMPONENT	NUMBER			
		VEHICLE CONFIGURATION					
		DELIVERY DATE					
					DATE OF LAST LABOR		

WHAT WAS THE CUSTOMER COMPLAINT

drive adaptor stuck (macet), & extension cannot be entered (tidak dapat terpasang)

ADDITIONAL COMMENT ON THE CAUSE OF FAILURE ?

Drive Adaptor twisted (melintir)

WHAT WAS THE RESULTANT DAMAGED ?

Drive adaptor torque wrench stuck / tidak dapat keluar, sehingga extension & socket tidak dapat dipasang pada torque wrench dengan prosedur yg aman (standart juga tidak dapat mentorki dgn aman & benar)

HOW DID YOU REPAIR IT ?

- 1 - Inspect torque wrench
- 2 - fix it drive adaptor if you can
- 3 - Change drive adaptor / torque wrench

CUSTOMER SIGNATURE _____ SERVICEMAN SIGNATURE _____

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