

**CO-OP**

CO-OP15GN102 – Candidate Performance Guide

**Demonstrate Selecting, Using and Maintaining Various Hand Tools Correctly**

Skill Number CO-OP15GN102

Full Name: Tiude Arik Ratnomo No ID: \_\_\_\_\_  
 Validation Date: 16 Oktober 2015 School: SMK N 1 Singaperbangsa

**PERFORMANCE TASK:**

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

- Selecting, using, maintaining various hand tools in the installation of machine components.
- Perform close the job by ensuring all systems or conditions is in the standard condition.

Safety and contamination control must be applied in this process. All literatures will be available.

Prerequisite	Yes			No			Hints
	Yes	No	N/A	Yes	No	N/A	
The student must complete the Hand Tools knowledge							

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
<b>Selecting, Using and Maintaining Various Hand Tools</b>				

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
<b>Selecting, Using and Maintaining Various Hand Tools</b>				
1. Inspect hand tools before using	✓			
2. Remove and install or disassemble and assemble conducted according to correct procedures	✓			
3. Tasks completed without damage to equipment and tools	✓			
4. Equipment and tooling are cleaned and returned to its correct location	✓			
5. Work area left clean and tidy	✓			
<b>Documentation:</b>				
Take picture if needed	✓			

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Tasks	Completed	Observation / Hints
Yes	No	N/A
<b>Select the customer / assessor</b>		
Meet the customer / assessor	✓	
<b>Perform etiquette/manner when starting the job</b>		
Perform etiquette/manner when opening the interaction	✓	
<b>Explain the purpose of Student's activity</b>		
Explain the purpose of Student's activity	✓	
<b>Ask permission to perform the job</b>		
Ask permission to perform the job	✓	

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
<b>Select the customer / assessor</b>				
Meet the customer / assessor	✓			
<b>Perform etiquette/manner when starting the job</b>				
Perform etiquette/manner when starting the job	✓			
<b>Explain the purpose of Student's activity</b>				
Explain the purpose of Student's activity	✓			
<b>Ask permission to perform the job</b>				
Ask permission to perform the job	✓			

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
<b>Reporting</b>				
All relevant documentation completed correctly and approved by customer (if required).	✓			

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
<b>Safety</b>				
Using APD related to the job	✓			
Follows relevant workplace safety guidelines (tag out, safety equipment)	✓			
State and follow safety precautions	✓			
Student 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	
<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

Task Completed

RESULT:  COMPETENT  NOT YET COMPETENT (please check (✓))  
 Student: Yuda Adi Pratama 16 October 2025  
 Name Date Signature

Assessor: Arsan Hardi W., S.Pd.,G. 16 Oct 2025  
 NIP. 19840822 202221 1 012  
 Name Date Signature

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

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