

CO-OP

CO-OP15GN102 – Candidate Performance Guide

Demonstrate Selecting, Using and Maintaining Various Hand Tools Correctly

Skill Number: CO-OP15GN102

Full Name: Tyde Ash Prinsloo

No ID: _____

Validation Date: 16 October 2015

School: SMKN 1 Singapore

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
The student must complete the Hand Tools knowledge assessment.	<input checked="" type="checkbox"/>		

Tasks	Completed			Observation/Hints
	Yes	No	N/A	
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"/>			

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Tasks	Yes	No	N/A	Observation/Hints
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"/>			
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 Hand Tools				
1. Inspect hand tools 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 are 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"/>			

Tasks	Completed			Observation/Hints
	Yes	No	N/A	
Perform close the job by ensuring all systems or conditions is in the standard condition	<input checked="" type="checkbox"/>			
Ensure all systems or conditions are in standard condition.	<input checked="" type="checkbox"/>			

Task	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	✓		
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	
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

Task Completed

RESULT: COMPETENT



NOT YET COMPETENT



(please check (✓))

Student:

Yuda Adi Pratama

16 Oktober 2025

Name

Date

Signature

Assessor:

Arsan Hardi W., S.Pd., G.

NIP. 19840822 202221 1 012

Name

Date

Signature

Supervisor:

Name

Date

Signature

Data Recorded:

Name

Date

Signature