

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

Skill Number CO-OP15GN102

Full Name: M. Arkan Azka i.u.

No ID: \_\_\_\_\_

Validation Date: 23 / 10 / 2025

School: JMKM 1 Singosari

### 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"/>	<input type="checkbox"/>	

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
<b>Preparation</b>				
Prepare related literature	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Prepare required equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Prepare related tools	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Prepare Safety & Contamination Control equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
<b>Perform etiquette/manner when starting the job</b>				
Meet the customer / assessor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Perform etiquette/manner when opening the interaction.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Explain the purpose of Student's activity.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ask permission to perform the job.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	


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






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




## CO-OP

CO-OP15GN102 – Candidate Performance Guide

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	
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.	<input checked="" type="checkbox"/>			

## CO-OP

CO-OP15GN102 – Candidate Performance Guide

## General Comments

RESULT:

COMPETENT ☒NOT YET COMPETENT ☐

(please check (√))

Student:

Name

Date

Signature

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

23/10/25

Assessor:

Name

Date

Signature

NIP. 19840822 202221 1 012

Supervisor:

Name

Date

Signature

Data Recorded:

Name

Date

Signature