Australian Government

# MEM20006 Maintain and service mechanical locking devices

**Release: 1**

# MEM20006 Maintain and service mechanical locking devices

## Modification History

Release 1. Supersedes and is equivalent to MEM20006A Maintain and service mechanical locking devices

## Application

This unit of competency defines the skills and knowledge required to carry out maintenance of a range of mechanical locks and locking systems in commercial, industrial and domestic environments.

Where maintenance and servicing of safes is required unit MEM20011 Service and repair fire and security containers should also be selected.

Where maintenance and servicing of automotive locks is required unit MEM20012 Service and repair mechanical automotive locking systems and unit MEM20013 Service automotive transponder systems, should also be selected as appropriate.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

**Band**: **A**

**Unit Weight**: **6**

## Pre-requisite Unit

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| MEM11011 | Undertake manual handling |
| MEM13015 | Work safely and effectively in manufacturing and engineering |
| MEM16006 | Organise and communicate information |
| MEM18001 | Use hand tools |
| MEM18002 | Use power tools/hand held operations |

## Competency Field

Locksmithing

# Elements and Performance Criteria

| Elements describe the essential outcomes. | Performance criteria describe the performance needed to demonstrate achievement of the element. | |
|---|---|---|
| 1 **Determine job requirements** | 1.1 | Follow standard operating procedures (SOPs) |
| | 1.2 | Comply with work health and safety (WHS) requirements at all times |
| | 1.3 | Select and use appropriate personal protective equipment (PPE) in accordance with SOPs |
| | 1.4 | Identify job requirements from specifications, drawings, job sheets or work instructions |
| | 1.5 | Review work order and clarify with appropriate person(s), as required |
| 2 **Prepare for maintenance** | 2.1 | Identify mechanical locks/locking systems to be serviced or repaired and confirm in accordance with work order |
| | 2.2 | Select tools, equipment and materials appropriate to job requirements and check for operational effectiveness in accordance with manufacturers' specifications |
| | 2.3 | Identify faulty or unsafe tools and segregate for repair or replacement in accordance with SOPs |
| | 2.4 | Identify potential and existing risks and hazards associated with maintenance activities and control in accordance with SOPs |
| 3 **Maintain mechanical lock/locking system** | 3.1 | Access mechanical locks/locking systems identified for maintenance with minimal disruption to client, services or normal work routines |
| | 3.2 | Conduct checks on mechanical locks/locking systems and components to identify any damage, friction or sticking in accordance with manufacturers' specifications |
| | 3.3 | Service mechanical locks/locking systems and components and repair in accordance with manufacturers' specifications and work order |
| | 3.4 | Identify worn keys and replace, as required, to ensure |

| Elements describe the essential outcomes. | Performance criteria describe the performance needed to demonstrate achievement of the element. | |
|---|---|---|
| | | effective operational capability in accordance with work order, legislative requirements and SOPs |
| | 3.5 | Report complex faults or repair requirements outside area of responsibility or competence to appropriate person(s) for specialist advice in accordance with SOPs |
| 4    **Complete maintenance** | 4.1 | Reassemble serviced and repaired mechanical locks/locking systems and check for correct operation and serviceability in accordance with manufacturers' specifications |
| | 4.2 | Make notification of work completion to appropriate person(s) in accordance with SOPs |
| | 4.3 | Complete and process documentation in a prompt and accurate manner in accordance with industry and legislative requirements and SOPs |
| | 4.4 | Clean work area, tools and equipment and store in accordance with SOPs |
| | 4.5 | Report malfunctions, faults, wear or damage to tools for repair or replacement in accordance with SOPs |
| | 4.6 | Collect waste from service and repair activities, treat and dispose or recycle in accordance with organisational and environmental requirements |

# Foundation Skills

This section describes those required skills (reading, writing, oral communication and numeracy) that are essential to workplace performance in this unit of competency.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

# Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

**PPE includes one (1) or more of the following:**
- face shields, goggles and safety glasses
- hearing protection
- dust masks and respirators
- high visibility vests or clothing
- head protection
- sun protection, hats and sun screen
- gloves and knee pads
- safety footwear
- witches hats
- warning signs and warning tapes
- temporary safety barriers
- fire extinguisher
- first aid kit

**Work order includes one (1) or more of the following:**
- work schedules, completion dates, job requirements and tasks
- specific client requirements
- access to site and specific site requirements
- resource requirements
- WHS requirements and compliance with relevant legislation
- budget allocations and warranties
- service information

**Appropriate person(s) includes one (1) or more of the following:**
- installer
- subcontractor
- technician
- supervisor
- manager/director
- client

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| **Mechanical locks/locking systems include one (1) or more of the following:** | • night latches<br>• deadlocks<br>• lever and cylinder mortice locks<br>• tubular deadbolts<br>• key in knob<br>• key in lever<br>• tie bolts<br>• exit devices<br>• door control devices<br>• lockable bolts<br>• window locks<br>• high security cylinders for commercial applications<br>• exposed wheel combination locks<br>• mechanical digital<br>• Lockwood digital<br>• tubular locks |
|---|---|
| **Tools and equipment include one (1) or more of the following:** | • hand tools<br>• fixing tools<br>• strippers<br>• router<br>• file<br>• drill and power saw<br>• spirit level<br>• soldering iron and welder<br>• ladder and hoist<br>• drop sheet<br>• batteries<br>• masterkey plans<br>• personal protective equipment<br>• communications equipment<br>• cleaning equipment |

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| **Materials include one (1) or more of the following:** | <ul><li>solder</li><li>insulation tape</li><li>wire and cable</li><li>screws, springs, split pins and masonry fasteners</li><li>graphite powder and lockease</li><li>oil, silicon, dry lube and grease</li><li>adhesives</li><li>paint, patch materials</li><li>electronic components</li><li>cleaning compounds</li><li>key blanks</li></ul> |
| **Risks and hazards include one (1) or more of the following:** | <ul><li>non-compliance with building codes and regulations</li><li>exposed electrical wiring</li><li>manual handling</li><li>exposure to asbestos, dust, noise, live power, vermin, water, glass fibre, building debris, natural and other gas build-up</li></ul> |
| **Maintenance includes one (1) or more of the following:** | <ul><li>cleaning</li><li>inspection</li><li>lubrication</li><li>routine repairs</li><li>identification of worn parts</li><li>confirming operation</li><li>adjustments</li><li>key cutting</li><li>replacement of worn parts</li></ul> |
| **Access includes one (1) or more of the following:** | <ul><li>disassembly</li><li>use of access code</li><li>disablement of system</li><li>removal of housing</li><li>access token</li><li>keys</li><li>phone line access</li></ul> |

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| **Disruptions include one (1) or more of the following:** | • security<br>• time<br>• access<br>• noise<br>• use of communications equipment<br>• business operations |
| **Safe operating practices include one (1) or more of the following:** | • working safely around electrical wiring, cables and overhead power lines<br>• working safely around tools and equipment<br>• hazard recognition and emergency procedures<br>• awareness of electrical hazards<br>• following confined spaces procedures<br>• administering first aid |
| **Documentation includes one (1) or more of the following:** | • completion of work log<br>• mechanical lock/locking system problems/faults<br>• warranty conditions and allowances<br>• recommendation for repairs<br>• operational checks and maintenance conducted testing/commissioning results<br>• parts/components replaced<br>• materials used<br>• masterkey plans:<br>   • code matrix<br>   • key and door schedules<br>• recommendations for future operation and maintenance<br>• costings |

# Unit Mapping Information

Release 1. Supersedes and is equivalent to MEM20006A Maintain and service mechanical locking devices

# Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b7050d37-5fd0-4740-8f7d-3b7a49c10bb2

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