



Australian Government

Department of Education, Employment and Workplace Relations

CPPSEC2022A Install mechanical lock and locking system

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit of competency specifies the outcomes required to install a range of mechanical locks and locking systems for door and window applications. It requires the ability to select and use materials, tools and equipment to install mechanical locks and locking systems using approved methods and procedures.

This unit may form part of the licensing requirements for persons responsible for installing mechanical locks and locking systems in those states and territories where these are regulated activities.

Application of the Unit

Application of the unit

This unit of competency has application in those work roles involving the installation of mechanical locks and locking systems. Competency requires legal and operational knowledge applicable to relevant sectors of the security industry. The knowledge and skills described in this unit are to be applied within relevant legislative and organisational guidelines.

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Not Applicable

Employability Skills Information

Employability skills This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the required performance needed to demonstrate achievement of the element. Where <i>bold italicised</i> text is used, further information is detailed in the required skills and knowledge section and/or the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Prepare for installation.	1.1 Applicable provisions of legislative and organisational requirements relevant to installing mechanical lock and locking systems are identified and complied with. 1.2 Assignment instructions are obtained, reviewed and confirmed as required with relevant persons. 1.3 Mechanical lock and locking system to be installed is identified and confirmed. 1.4 Tools, equipment and materials needed to carry out the work are selected and checked for correct operation and safety. 1.5 Potential and existing risks and hazards in the work area are identified and controlled in accordance with Occupational Health and Safety (OHS) requirements and own role, competence and authority.
2 Install mechanical lock and locking system.	2.1 Personal protection equipment is selected and used in accordance with OHS requirements. 2.2 Locks are safely fitted to windows, doors and jams in accordance with manufacturer's instructions and assignment instructions. 2.3 Door control devices are fitted in accordance with manufacturer's instructions to allow correct operation of doors. 2.4 Hollow doors are upgraded or strengthened as required to increase security in accordance with organisational procedures. 2.5 Mechanical lock and locking system is installed without damage or distortion to the surrounding environment or services. 2.6 Safe workplace practices are applied throughout installation process in accordance with OHS requirements. 2.7 Changing circumstances and factors affecting achievement of assignment instructions are identified and recommendations for variation to installation plans approved.
3 Complete installation.	3.1 Installed mechanical lock and locking system is inspected to confirm operational effectiveness in accordance with assignment instructions. 3.2 Work area is restored to original condition, waste disposed of and tools and equipment cleaned and stored in accordance with organisational requirements. 3.3 Malfunctions, faults, wear or damage to tools or

ELEMENT**PERFORMANCE CRITERIA**

- equipment is documented and reported for repair or replacement in accordance with organisational procedures.
- 3.4 Notification of work completion is made to relevant persons in accordance with organisational procedures.
- 3.5 Relevant **documentation** is completed and securely maintained in accordance with organisational procedures.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge and their level required for this unit.

Required skills

- apply safe and environmentally aware work practices
- carry out basic carpentry
- carry out welding and drilling
- communicate in a clear and concise manner
- complete documentation
- estimate and organise materials, tools and equipment requirements
- identify and comply with applicable legislative requirements including licensing
- identify and control workplace hazards
- identify and follow routine workplace safety procedures
- identify and report faulty equipment
- install a range of mechanical lock and locking systems
- organise and prioritise work tasks
- read and interpret plans and specifications
- restore work area to pre-installation condition
- solve routine problems
- test and confirm operational effectiveness of mechanical lock and locking system
- use suitable tools and equipment, including hand and power tools
- work in confined spaces.

Required knowledge

- applicable legislative requirements including licensing and client confidentiality
- emergency procedures
- general principles of locksmithing
- installation methods and procedures relevant to mechanical locks and locking systems
- procedures for accessing and storing tools, equipment and materials

REQUIRED SKILLS AND KNOWLEDGE

- procedures for reporting malfunctioning or faulty tools and equipment
- reporting and documentation requirements
- requirements for compliance with Australian building codes and regulations
- requirements for working in a confined space
- requirements for working with ground glass
- risks and hazards associated with installation procedures
- safe workplace procedures
- technical terminology
- types of doors and window suitable for mechanical lock applications
- types, functions and features of mechanical locks and locking systems
- waste disposal procedures.

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

A person who demonstrates competency in this unit must be able to provide evidence of:

- applying appropriate methods and using suitable tools and equipment to accurately mark out lock positions and follow installation procedures to fit locks and door control devices
- cleaning and storing tools and equipment and reinstate work site to a clean and safe condition
- completing documentation relevant to the installation
- interpreting and complying with all applicable legislative and licensing requirements and Australian Standards
- methodically organising own work tasks
- safely following installation procedures and carrying out checks to ensure integrity and security of mechanical lock and locking system.

Context of and specific resources for assessment

Context of assessment includes:

- a setting in the workplace or environment that simulates the conditions of performance described in the elements, performance criteria and range statement.

Resource implications for assessment include:

- access to plain English version of relevant statutes and procedures
- access to a registered provider of assessment services
- access to a suitable venue and equipment
- assessment instruments including personal planner and assessment record book
- work schedules, organisational policies and duty statements.

Reasonable adjustments must be made to assessment processes where required for people with disabilities. This could include access to modified equipment and other physical resources, and the provision of appropriate assessment support.

Method of assessment

This unit of competency could be assessed using the following methods of assessment:

- observation of processes and procedures
- questioning of underpinning knowledge and skills.

Guidance information for assessment

Assessment processes and techniques must be culturally appropriate and suitable to the language, literacy and numeracy capacity of the candidate and the competency being assessed. In all cases where practical assessment is used, it should be combined with targeted questioning to assess the underpinning knowledge.

Oral questioning or written assessment may be used to assess underpinning knowledge. In assessment situations where the candidate is offered a choice between oral questioning and written assessment, questions are to be identical.

Supplementary evidence may be obtained from relevant authenticated correspondence from existing supervisors, team leaders or specialist training staff.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Legislative requirements may

- applicable commonwealth, state and territory legislation which affects work such as:

relate to:

- workplace safety
- environmental issues
- equal employment opportunity
- industrial relations
- anti-discrimination and diversity
- Australian building codes and regulations
- Australian Communications Authority cabling standards
- Australian standards and quality assurance requirements
- award and enterprise agreements
- evidence collection
- freedom of information
- licensing arrangements and certification requirements
- privacy requirements
- relevant industry codes of practice
- telecommunications
- trade practices.

Organisational requirements may relate to:

- access and equity policies, principles and practices
- business and performance plans
- client service standards
- code of conduct, code of ethics
- communication and reporting procedures
- complaint and dispute resolution procedures
- emergency and evacuation procedures
- employer and employee rights and responsibilities
- OHS policies, procedures and programs
- own role, responsibility and authority
- personal and professional development
- privacy and confidentiality of information
- quality assurance and continuous improvement processes and standards
- resource parameters and procedures
- roles, functions and responsibilities of security personnel
- storage and disposal of information.

Assignment instructions may include:

- access to site and specific site requirements
- equipment, tools and material requirements
- mechanical lock and locking systems information:
 - features, functions and capabilities
 - installation procedures
 - manufacturer's instructions
 - service and maintenance requirements
 - type

- warranties and guarantees
- mechanical lock and locking systems location and positioning information
- personal protection clothing and equipment requirements
- reporting requirements
- specific client requirements
- timeframes
- work schedules
- work tasks and procedures.

Relevant persons may include:

- clients
- colleagues
- engineers and technicians
- mechanical lock and locking systems manufacturers
- security consultants
- security personnel
- site managers or project managers
- supervisor.

Tools and equipment may include:

- communications equipment
- drop sheet
- file
- fixing tools
- hand tools
- insulation mega
- ladder
- multimeter
- personal protection equipment
- power tools
- router
- soldering iron
- spirit level
- welder.

Materials may include:

- cleaning rags
- glue and patch materials
- graphite powder
- lock ease
- oil, grease, silicon and dry lube
- pins
- sealing compounds
- springs
- wire and cable.

Risks and hazards

- chemical hazards eg battery corrosion
- exposed electrical wiring

may relate to:

- exposure to
 - asbestos
 - building debris
 - dust
 - glass fibre
 - live power
 - natural and other gas build-up
 - noise
 - vermin
 - water
- manual handling
- non-compliance with building codes and regulations.

Occupational Health and Safety (OHS) requirements may relate to:

- emergency procedures
- following confined spaces procedures
- implementation of safety policies and procedures
 - chemicals, gas and vapour
 - isolation procedures
 - monitoring and testing procedures
 - use of personal protection equipment and clothing
 - work clearance procedures
- risk and hazard recognition
- safety training
- working with electrical wiring and cables
- working with tools and equipment.

Personal protection equipment may include:

- breathing apparatus
- fire extinguisher
- first aid kit
- gloves
- head protection
- hearing protection
- knee pads
- masks
- safety boots
- safety glasses.
- warning signs and tapes
- witches hats.

Factors may relate to:

- budget constraints
- codes of practice
- environment eg time, weather
- health, safety and welfare
- non-availability of resources and materials

Documentation may include:

- regulations and limitations
- risks and hazards
- site conditions
- technology, tools or equipment breakdowns.
- adjustments to original installation plan
- faulty or malfunctioning tools and equipment
- materials used, parts and components replaced
- mechanical lock and locking system positioning
- testing and inspection results
- written and electronic reports.

Unit Sector(s)

Unit sector Security

Competency field

Competency field Technical security