



Australian Government

MEM20001 Produce keys

Release: 1

MEM20001 Produce keys

Modification History

Release 1. Supersedes and is equivalent to MEM20001A Produce keys

Application

This unit of competency defines the skills and knowledge required to produce and duplicate keys for mechanical locking devices and systems. It applies to the production of keys across a range of locksmithing areas, including automotive, domestic, commercial, security containers and ancillaries.

Where other programming of high-security transponders is required unit MEM20013 Service automotive transponder systems should also be selected.

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

Band: A

Unit Weight: 4

Pre-requisite Unit

MEM13015	Work safely and effectively in manufacturing and engineering
MEM16006	Organise and communicate information
MEM18001	Use hand tools

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	Use appropriate personal protective equipment (PPE) in

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
		accordance with SOPs	
		1.4	Determine job requirements from specifications, drawings, work instructions or existing samples
		1.5	Select appropriate method for cutting/duplicating according to key type and system, and other applicable factors
		1.6	Confirm signatories, as required
2	Prepare materials and equipment	2.1	Select appropriate tools and equipment
		2.2	Select correct key blank for the given application
		2.3	Set up equipment and accessories in an appropriate manner for cutting/duplicating
3	Produce and duplicate keys	3.1	Ensure key fits and operates lock in a correct manner
		3.2	Ensure key dimensions meet manufacturer specifications
		3.3	Use hand tools and equipment safely and in accordance with SOPs
		3.4	Finish key according to SOPs

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.

Method for cutting/duplicating includes one (1) or more of the following:

- hand
- machine
- computer and book code equipment
- programming of read/write transponders

Key types include one (1) or more of the following:

- inline pin tumbler
- single and double sided wafer
- 2 and 4 track
- lever:
 - pin
 - pipe
 - mortice
 - flat steel
 - double bitted
- warded
- pre-cut
- rotating pin
- rotating disc
- axial pin (dimple)
- tubular
- cruciform

Key systems include one (1) or more of the following:

- restricted, semi-restricted and non-restricted system numbers
- manufacturer restricted
- factory restricted
- locksmith restricted/managed
- association restricted

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Requirements for key production includes one (1) or more of the following:

- specific client requirements and quantities
- completion times and dates
- job requirements and tasks
- signature authorities
- WHS requirements
- company requirements
- compliance with relevant manufacturer requirements
- warranties and service information

Tools and equipment include one (1) or more of the following:

- manual and computerised code machines
- milling machines, tubular machines and duplicating machines
- crimpers, hand files and bridge support
- measuring equipment, including standard gauges and vernier callipers

Unit Mapping Information

Release 1. Supersedes and is equivalent to MEM20001A Produce keys

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b7050d37-5fd0-4740-8f7d-3b7a49c10bb2>

Assessment Requirements for MEM20001 Produce keys

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria on at least two (2) occasions and include:

- following work instructions, standard operating procedures (SOPs) and safe work practices
- interpreting conversion charts, reference books and samples to identify blank requirements for keys used across a wide range of industries
- selecting appropriate cutting/duplicating method for key type and system
- measuring key dimensions and identifying key type appropriate to the task
- setting up and safely using cutting and duplicating equipment to produce keys
- testing and adjusting key operation, checking calibration and finishing keys.

Knowledge Evidence

Evidence required to demonstrate the required knowledge for this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include knowledge of:

- safe work practices and procedures and use of personal protective equipment (PPE)
- different techniques for cutting and duplicating
- tools and equipment for hand and machine key cutting
- key systems and blanks
- spacings, depths, angles, shapes and other measurements relevant to cutting keys
- terminology for key production
- requirements of key restrictions
- workplace method for confirming signatory to key order
- key blank storage and classification systems
- identification marking procedures
- key storage and packaging procedures.

Assessment Conditions

- Assessors must:
 - have vocational competency in producing keys at least to the level being assessed with relevant industry knowledge and experience

- satisfy the assessor requirements in the *Standards for Registered Training Organisations 2015* or its replacement and comply with the *National Vocational Education and Training Regulator Act 2011*, its replacement or equivalent legislation covering VET regulation in a non-referring state/territory as the case requires
- Where possible assessment must occur in operational workplace situations. Where this is not possible or where personal safety or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment that reflects realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

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