



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

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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

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Links

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