



Australian Government

Assessment Requirements for MEM20003 Install and upgrade locks and hardware

Release: 1

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Modification History

Release 1. Supersedes and is equivalent to MEM20003A Install and upgrade locks and hardware

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
- communication with clients as required throughout the installation/upgrading process
- establishing access and maintaining safe worksite
- identifying existing fixtures and fittings, including type and quality of construction, and establishing customer requirements for installing and upgrading locks and hardware
- measuring and marking out with tape measures, rules, squares and templates in an accurate manner
- selecting and safely using appropriate tools for the type of products, materials and conditions whilst identifying and assessing hazards associated with installing locks and hardware
- identifying problems affecting the installation and discussing and resolving variations with appropriate persons
- assessing potential for unforeseen problems and incidents to affect the installation and testing and confirming the function of locks and hardware to meet customer requirements
- cleaning worksite in accordance with original presentation, client requirements, industry standards and SOPs
- completing and processing all documentation in accordance with SOPs.

Knowledge Evidence

Essential knowledge required to effectively install and upgrade locks and hardware outlined in elements and performance criteria of this unit includes:

- safe work practices and procedures and use of personal protective equipment (PPE)
- utility and application of locks, hardware and accessories
- fixtures (doors, frames and windows) and their type of construction, including foam fill, hollow, clad, steel, aluminium and other materials
- types and functions of locks, hardware and accessories to suit different fixtures and materials

- factors for determining suitable options to meet customer requirements, including intended use, cost and compatibility with existing hardware
- installation procedures for locks, hardware and accessories
- terminology relating to lock products and installation
- tools and equipment for installing locks, hardware and lock furniture
- materials, parts and components for installation of locks and lock furniture
- applicable legislation and local regulations
- individual responsibilities and duty of care
- access and installation factors and potential issues
- procedures for measuring, marking lock and lock furniture positions and installation procedures
- effects of incorrect installation and common installation problems
- troubleshooting and lock testing methods
- strategies for resolving problems and incidents
- manufacturer specifications, uses, limitations and warranties for relevant product/s
- procedures to complete and process relevant documentation
- environmentally safe disposal procedures for packaging and other waste
- procedures and organisational requirements for final inspection and client notification and acceptance of job completion
- hazards and control measures associated with installing and upgrading locks and hardware, including housekeeping.

Assessment Conditions

- Assessors must:
 - have vocational competency in installing and upgrading locks and hardware 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.

Links

Companion Volume implementation guides are found in VETNet -

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