



Australian Government

MEM20004 Gain entry

Release: 1

MEM20004 Gain entry

Modification History

Release 1. Supersedes and is equivalent to MEM20004A Gain entry

Application

This unit of competency defines the skills and knowledge required to gain entry and the straightforward return-to-service of general types of commercial and domestic mechanical locks. The basis for entry includes lockout (keys inside), lost keys (rekeys) and malfunction of locks in doors and windows.

Where specialised skills are required to gain entry and to reinstate both mechanical and electronic locking systems in automotive or fire and security containers, appropriate units 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

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
MEM20001	Produce keys
MEM20002	Assemble and test lock mechanisms
MEM20003	Install and upgrade locks and hardware

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	Establish entry requirements, authorisation and ownership	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	Establish reason for entry, nature and urgency of problem
		1.5	Verify evidence relating to ownership and/or legal possession and authenticity of request
		1.6	Provide company and individual identifications to the customer
		1.7	Identify construction and mechanism information, including lock type, manufacturer, model, date, restrictions and limitations
		1.8	Confirm entry requirements and process with customer
2	Gain entry to mechanical locking system	2.1	Select appropriate tools, equipment and entry methods for the given mechanism, problem, conditions, customer and organisational requirements
		2.2	Establish a safe and secure working environment according to industry, organisational and legislative requirements
		2.3	Use selected tools to gain entry with minimal damage using appropriate industry practices
		2.4	Identify limitations and problems and seek advice or assistance as appropriate
		2.5	Replace locks and components, as necessary
		2.6	Manufacture keys, as required
3	Finalise and	3.1	Check functioning of locking system and adjust as

Elements describe the essential outcomes.

document entry process

Performance criteria describe the performance needed to demonstrate achievement of the element.

- necessary for correct operation
- 3.2 Identify operational problems for further service or repair
 - 3.3 Fit temporary or replacement lock, if necessary
 - 3.4 Give customer job details and recommendations for any further action according to SOPs
 - 3.5 Instruct customer on use of new components, if necessary
 - 3.6 Ensure completed documentation is accurate and process in accordance with legislative, industry and organisational 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.

Evidence for legal possession includes one (1) or more of the following:

- photo identification
- letters of authority
- proof of ownership papers

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

- pin tumbler (4.5.6.7 pin)
- wafer tumbler – e.g. L + F
- warded lock
- lever tumbler
- mechanical digital, exposed wheel combination
- axial pin tumbler
- radial pin tumbler
- rotating pin tumbler
- disc tumbler

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

- specialised files and impression tools
- pick gun
- hand tools relating to gaining access
- picks, including:
 - curved, rake and hooks
 - tension wrenches (turning)
 - lever lock picks
 - tubular lock picks
- custom tools
- scope

Entry methods include one (1) or more of the following:

- pick
- impressioning
- reading
- bypass
- manipulation
- drilling

Keys include one (1) or more of the following:

- blank recognition
- keys to code
- keys to sample
- use of key machines
- use of computer code programs
- use of book codes

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Documentation includes one (1) or more of the following:

- disclaimer documents
- receipt/invoice
- job sheets

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>

Assessment Requirements for MEM20004 Gain entry

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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
- communicating with the customer as require throughout the process
- establishing legal possession of property prior to commencing gaining entry
- identifying construction and mechanism of the lock type and confirming entry requirements and process with the customer
- selecting and using the appropriate tools and equipment to gain access
- gaining entry with causing minimal damage and in accordance with SOPs
- reading assembly drawings and using catalogues and resources
- manufacturing keys, as required
- completing all documentation.

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)
- products and product identification
- methods of gaining access to mechanical locks
- tools and equipment for gaining access to mechanical locks
- operation and assembly of mechanical locks
- procedures to establish legal possession and legal obligations and ethical requirements
- procedures to deal with fraudulent requests
- requirements and procedures for fitting temporary locks
- hazards and control measures associated with gaining entry.

Assessment Conditions

- Assessors must:
 - have vocational competency in gaining entry 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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