



Australian Government

MEM20009 Gain entry and reinstate fire and security containers

Release: 1

MEM20009 Gain entry and reinstate fire and security containers

Modification History

Release 1. Supersedes and is equivalent to MEM20009A Gain entry and reinstate fire and security containers

Application

This unit of competency defines the skills and knowledge required to gain entry to fire and security containers that are fitted with mechanical and electronic safe locking systems. It covers straightforward reinstatement of the locking system by removal and replacement of component parts. Containers may be used for commercial or domestic use.

Where welding skills are required then see the appropriate units.

Where the use of fuel gas cutting equipment is required, unit MEM05007 Perform manual heating and thermal cutting should also be selected.

Where repairs to fire and security containers are required see unit MEM20011 Service and repair fire and security containers.

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
MEM20004	Gain entry

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 | Select and use appropriate personal protective equipment (PPE) in accordance with SOPs |
| | | 1.4 | Identify job requirements from specifications, job sheets or work instructions |
| 2 | Establish entry requirements, authorisations and ownership | 2.1 | Establish safe ownership, contents and ownership of contents and verify in accordance with organisational and industry procedures |
| | | 2.2 | Establish safe type, locking mechanism and other relevant information from appropriate sources and in accordance with organisational and customer requirements |
| | | 2.3 | Establish nature of problem and circumstances of prior operation in accordance with SOPs, inspection/diagnostic techniques and original specifications |
| | | 2.4 | Select appropriate entry method in accordance with specific circumstances, customer requirements and SOPs |
| | | 2.5 | Determine appropriate location of work and arrange safe removal, as necessary |
| 3 | Gain entry to fire and security containers | 3.1 | Identify site access requirements and make appropriate arrangements |
| | | 3.2 | Identify potential and existing risks and hazards and manage, make area secure, and ensure privacy/security of environment in accordance with organisational and legislative requirements |
| | | 3.3 | Observe safe work practices to minimise risk of injury to self or others in accordance with procedures and organisational requirements |

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
	3.4 Select appropriate tools, equipment, materials and consumables for entry requirements and check for serviceability in accordance with manufacturers' specifications and SOPs 3.5 Gain entry in accordance with applicable legislation, codes, regulations and standards
4 Reinstate fire and security container	4.1 Select, where applicable, replacement and/or repaired parts as appropriate for reassembly 4.2 Dismantle/remove lock assemblies and components using appropriate SOPs, industry practices, tools and equipment 4.3 Inspect sub-assemblies, test and adjust for compliance to original factory assembly and function 4.4 Prepare components, assemble and adjust using fastening equipment and methods that ensure conformance to specifications, correct functioning, quality and safety of the completed assembly 4.5 Select lubrication, packing, sealing materials and apply correctly in accordance with job specifications 4.6 Inspect locking system, test and adjust as necessary for compliance to original factory assembly and functioning
5 Finalise entry and reinstatement process	5.1 Complete documentation and process in accordance with legislative and organisational requirements 5.2 Clean work area, tools and equipment and store in accordance with SOPs 5.3 Clean safe and return to serviceable condition 5.4 Advise customer of work undertaken and further recommended actions and any other relevant information 5.5 Instruct customer, as necessary, in accordance with organisational procedure and manufacturer

Elements describe the essential outcomes.

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

recommendations

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.

PPE includes one (1) or more of:

- face shields, goggles and safety glasses
- hearing protection
- dust masks and respirators
- high visibility vests or clothing
- head protection
- sun protection, hats and sun screen
- gloves and knee pads
- safety footwear
- woggles hats
- warning signs and warning tapes
- temporary safety barriers
- fire extinguisher
- first aid kit

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.

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

- plate safes
- slab safes
- fire
- data
- cash and/or jewellery
- under-floor
- wall
- free standing
- bank safes and vaults

Appropriate sources of information include one (1) or more of the following:

- catalogues
- manufacturer manuals
- drawings
- detailed/technical sketches
- associated data sheets
- colleague/industry expert
- specifications
- charts

Basis for entry includes one (1) or more of the following:

- lost combination
- lockout (keys inside)
- lost keys (rekeys)
- malfunction
- damage caused by burglary or user
- requirement to safely remove, replace and reinstate original and replacement components and locking systems

Customer requirements include one (1) or more of the following:

- function and capabilities
- access issues
- service and maintenance requirements
- product operation and warranty information
- costings

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.

Entry method includes one (1) or more of the following:

- mechanical drilling and cutting
- safe lever lock - impressioning reading
- safe lever lock - picking
- safe lock picking
- manipulation of mechanical combination locks
- manipulation of electro-mechanical combination locks
- alternative methods

Risks and hazards include one (1) or more of the following:

- safe construction
- chemical, environmental and material hazards
- lifting and handling
- use of mechanical and fuel gas cutting equipment
- electrical wiring
- exposure to asbestos, dust, noise, live power, vermin, water and glass fibre

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

- hand and power tools and accessories specific to gaining entry:
 - hardened drill bits
 - special-purpose equipment
 - borescope, flexi-light and fibre optical scope
 - automatic dialler (soft drill)
 - listening devices and manipulation aids
 - magnetic or vacuum based drills and lever rigs
- measuring equipment:
 - vernier callipers
 - rules
 - squares
 - templates
 - gauges

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.

Materials and consumables include one (1) or more of the following:

- lubricants:
 - machine oil
 - general purpose grease
 - graphite powder
 - lithium grease
- adhesives and sealants
- cleaning materials
- wire and cable
- security seals and replacement barrier materials
- replacement parts

Lock assemblies and components include one (1) or more of the following:

- keylocks
- keyless combination locks
- electronic digital
- electronic and mechanical time delay

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

- historical records
- procedures and measurements for opening specific safes
- job sheets
- invoices
- warranties

Unit Mapping Information

Release 1. Supersedes and is equivalent to MEM20009A Gain entry and reinstate fire and security containers

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 MEM20009 Gain entry and reinstate fire and security containers

Modification History

Release 1. Supersedes and is equivalent to MEM20009A Gain entry and reinstate fire and security containers

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 information specific for gaining entry
- establishing ownership of container and its contents prior to commencing gaining entry
- questioning, confirming and clarifying customer requirements
- communication with the customer as required throughout the entry and reinstatement process
- identifying the safe type and associated equipment and checking function of safe locking systems
- tracing faults and selecting the appropriate entry method
- gaining entry using appropriate tools and equipment
- identifying actual and potential risks and hazards and implementing control measures
- undertaking numerical operations and calculations associated with gaining entry and reinstating fire and security containers
- disassembling/ reassembling lock assemblies and components and selecting materials and consumables
- identifying alternative servicing and repair options in accordance with SOPs
- cleaning worksite in accordance with original presentation, client requirements, industry standards and SOPs
- completing all documentation in accordance with SOPs.

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)
- legislation, codes, regulations and standards applicable to gaining entry to fire and security containers
- sources of specifications and other relevant information for safe locking systems
- types and classes of safes and locks

- barrier materials used
- tools and equipment to suit entry to specific safes
- components of safe locking systems
- principles of safe systems and component function
- operating principles and technical terminology of safes
- ethical considerations in locksmithing work
- operation of specific locks
- common safe design problems and servicing issues and faults arising from vandalism, misuse and wear
- checks and tests to confirm service requirements
- organisational procedures for establishing service requirements
- procedures to establish and verify safe and contents ownership and obligations, responsibilities, disclaimers and reasons for verifying ownership
- factors impacting on feasibility of repair or replacement
- dismantling and assembly procedures for a range of safe locks and reasons for care and precision
- procedures for replacing worn and damaged parts, removing foreign objects and lubricating, packing and sealing components
- SOPs for cleaning and storage
- key blanks to suit model and mechanical/electronic part of lock
- programming and operating procedures for electronic locks
- documentation and recording procedures.

Assessment Conditions

- Assessors must:
 - have vocational competency in gaining entry and reinstating fire and security containers 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>