



Australian Government

MEM20010 Gain entry and reinstate automotive locking systems

Release: 1

MEM20010 Gain entry and reinstate automotive locking systems

Modification History

Release 1. Supersedes and is equivalent to MEM20010A Gain entry and reinstate automotive locking systems

Application

This unit of competency defines the skills and knowledge required to gain entry to all types of automobiles fitted with mechanical and/or electronic locking systems, and covers straightforward reinstatement of the vehicle locking system by removal and replacement of component parts.

Where interpretation of detailed, complex manufacturer information and specifications is required unit MEM16012 Interpret technical specifications and manuals should also be selected.

Where repairs greater than straightforward remove and replace are required unit MEM20012 Service and repair mechanical automotive locking 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
MEM20001	Produce keys
MEM20002	Assemble and test lock mechanisms
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.

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|---|--|-----|---|
| 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 to automotive locking system | 2.1 | Establish the reason for entry |
| | | 2.2 | Verify authenticity of request in accordance with organisational and industry procedures |
| | | 2.3 | Establish nature of problem and circumstances of prior operation in accordance with SOPs, inspection/diagnostic techniques and original specifications |
| | | 2.4 | Identify vehicle, locking system and other relevant information from appropriate sources and in accordance with organisational and customer requirements |
| | | 2.5 | Obtain and interpret specifications for components from appropriate sources of information |
| | | | |
| 3 | Gain entry to vehicle | 3.1 | Select appropriate entry method in accordance with specific circumstances, customer requirements and SOPs |
| | | 3.2 | Select tools, equipment, materials and consumables appropriate to entry requirements and check for serviceability in accordance with manufacturers' specifications and SOPs |
| | | 3.3 | Use selected tools to gain entry using appropriate industry practices |
| | | 3.4 | Gain entry in accordance with applicable legislation, codes, regulations and standards |

Elements describe the essential outcomes.

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

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|---|--|-----|---|
| 4 | Re-instate automotive locking components and system | 4.1 | Select replacement or repaired parts reassembly, where applicable |
| | | 4.2 | Dismantle/remove lock assemblies and components using appropriate organisational procedures, industry practices, tools and equipment |
| | | 4.3 | Inspect sub-assemblies, test and adjust as necessary for compliance to original factory assembly and functioning |
| | | 4.4 | Apply appropriate techniques in the preparation, assembly and adjustment of components parts using fastening equipment and methods that ensure conformance to specifications, operational performance, quality and safety of the completed assembly |
| | | 4.5 | Select correct lubrication, packing, sealing materials and apply correctly in conformance to 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 vehicle 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 procedures and manufacturer 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 the following:

- 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
- witches hats
- warning signs and warning tapes
- temporary safety barriers
- fire extinguisher
- first aid kit

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

- catalogues
- manufacturer manuals
- drawings
- detailed/technical sketches
- colleagues/industry experts
- computer software
- associated data sheets

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

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

- pick
- impressioning
- reading
- manipulating linkages
- alternative methods

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

- hand and power tools specific to gaining entry
- power tools and accessories
- diagnostic specialist equipment
- fixing tools
- special-purpose equipment
- vacuum cleaner

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

- lubricants
- adhesives and sealants
- cleaning materials
- wire and cable

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

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

Unit Mapping Information

Release 1. Supersedes and is equivalent to MEM20010A Gain entry and reinstate automotive locking systems

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 MEM20010 Gain entry and reinstate automotive locking systems

Modification History

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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
- verifying authenticity of request in accordance with organisational and industry procedures
- communication with the customer as required throughout the entry and reinstatement process
- legislation, codes, regulations and standards applicable to gaining entry to vehicles
- interpreting information specific for gaining entry
- questioning, confirming and clarifying customer requirements
- identifying automotive locking components and checking function of 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
- disassembling/reassembling lock assemblies and components and selecting materials and consumables
- applying appropriate techniques to reinstate locking components and system
- testing and adjusting locking system to confirm operation
- cleaning vehicle 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 and reinstatement of automotive locking systems
- types of vehicle locking systems - mechanical and electronic

- attachment methods for window winders, internal handles, snibs, trims, cylinders, locks and external handles
- release positions of ignition lock, air bag, front and side and appropriate safety procedures
- break-off bolts, removal and replacement
- window winders and door trims
- door lock retainers
- central locking
- linkages, cables and springs
- techniques for disassembling, reassembling and reinstating locking systems to return to operation
- techniques for disassembling, reassembling and reinstating locking window winders and door trims including associated wiring
- automotive security electronics, alarms and ignition immobilisers
- hazards and control measures associated with gaining entry to automotive locking systems.

Assessment Conditions

- Assessors must:
 - have vocational competency in gaining entry and reinstating automotive locking systems 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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