



Australian Government

MEM20025 Gain entry

Release: 1

MEM20025 Gain entry

Modification History

Release 1. Supersedes and is equivalent to MEM20004 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.

It covers the basis for entry including 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

MEM20023 Assemble and test lock mechanisms

MEM20024 Install and upgrade locks and hardware

MEM20015 Produce hand cut keys

MEM20016 Produce keys by cutting to code

MEM20017 Produce keys by duplication

Competency Field

Locksmithing

Unit Sector

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Establish entry requirements, ownership and required authorisations	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 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 mechanism, presenting problem, conditions and to meet 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 established industry practices 2.4 Identify limitations and problems and seek advice or assistance for matters unable to be resolved 2.5 Replace locks and components in accordance with job requirements 2.6 Manufacture keys based on job requirements
3. Finalise and document entry process	3.1 Check functioning of locking system and adjust for correct operation 3.2 Identify operational problems for further service or repair 3.3 Identify the need for temporary or replacement lock, and fit in accordance with SOPs 3.4 Give customer job details and recommendations for any further action in accordance with SOPs 3.5 Instruct customer on use of new components based on complexity of

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	operational requirements 3.6 Ensure completed documentation is accurate, and process in accordance with legislative, industry and organisational requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

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 or more of the following:	• photo identification • letters of authority • proof of ownership papers.
Lock types include one or more of the following:	• pin tumbler (4.5.6.7 pin) • wafer tumbler – 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 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 • 2 in 1 lock picks • custom tools • scope.
Entry methods include one or more of the following:	• pick • impressioning • reading • bypass • manipulation • drilling.
Keys include one or more of the following:	• blank recognition • keys to code • keys to sample • use of key machines • use of computer code programs.
Documentation includes one or more of the following:	• disclaimer documents • receipt • invoice • job sheets.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MEM20004 Gain entry.

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 MEM20025 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 and include:

- following work instructions, standard operating procedures (SOPs) and safe work practices
- communicating with the customer as required 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 on at least two occasions
- selecting and using the appropriate tools and equipment to gain access
- gaining entry on at least two occasions, causing minimal damage and in accordance with SOPs
- reading assembly drawings and using catalogues and resources
- manufacturing keys
- completing all documentation in accordance with SOPs.

Note: Where a volume and/or frequency is not specified, demonstration must be provided at least once.

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)
- types of mechanical lock products and how to identify
- methods of gaining access to mechanical locks
- tools and equipment for gaining access to mechanical locks
- types of keys
- 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
- types of documentation requirements.

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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