



Australian Government

MEM20026 Install and maintain door control devices and systems

Release: 1

MEM20026 Install and maintain door control devices and systems

Modification History

Release 1. Supersedes and is equivalent to MEM20005 Install and maintain door control devices/systems.

Application

This unit of competency defines the skills and knowledge required to select, install, fault-find and adjust a range of door control devices and door control systems. It applies to work conducted in commercial, industrial and domestic environments.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Band: A

Unit Weight: 2

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

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. 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 personal protective equipment (PPE) in accordance

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	with SOPs 1.4 Review work order, identify job requirements and follow up with appropriate personnel about items requiring clarification
2. Prepare for installation and service	2.1 Select tools, equipment and materials to meet job requirements and check for operational effectiveness in accordance with manufacturer specification 2.2 Identify faulty or unsafe tools and segregate for repair or replacement in accordance with SOPs 2.3 Identify potential and existing risks and hazards associated with maintenance activities and control in accordance procedures and SOPs
3. Install door control devices or system	3.1 Select the appropriate door control device or system for the given door type and specifications 3.2 Install door control device or system in accordance with manufacturer specifications, work order, legislative requirements and SOPs 3.3 Check door control device or system for correct operation and adjust to meet requirements
4. Service door control devices or system	4.1 Conduct checks on door control devices or systems and/or components to identify any damage, friction or sticking in accordance with manufacturer specifications 4.2 Assess viability for continued operation or replacement of door control device 4.3 Adjust door control devices or systems and/or components in accordance with manufacturer specifications, work order, legislative requirements and SOPs
5. Complete installation or service	5.1 Communicate work completion to appropriate personnel in accordance with SOPs 5.2 Complete documentation, and process in a prompt and accurate manner in accordance with SOPs 5.3 Clean work area, tools and equipment, and store in accordance with SOPs 5.4 Report malfunctions, faults, wear or damage to tools for repair or replacement 5.5 Collect waste from service and repair activities, and comply with organisational and environmental requirements for treatment, disposal

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	or recycling

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.

Personal protective equipment (PPE) includes one 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 sunscreen • gloves and knee pads • safety footwear • witches hats • warning signs and warning tapes • temporary safety barriers • fire extinguisher • first aid kit.
Work order includes one or more of the following:	• work schedules, completion dates, job requirements and tasks • specific client requirements • access to site and specific site requirements • resource requirements • work health and safety (WHS) requirements and compliance with relevant legislation • budget allocations and warranties • service information.
Appropriate	• installer

personnel include one or more of the following:	• subcontractor • technician • supervisor • manager • client.
Materials include one or more of the following:	• solder • insulation tape • screws, springs, split pins and masonry fasteners • graphite powder and lockease • oil, silicon, dry lube and grease • adhesives • paint, patch materials • electronic components • cleaning compounds • key blanks.
Tools and equipment include one or more of the following:	• hand tools • fixing tools • strippers • router • file • drill and power saw • spirit level • soldering iron and welder • ladder and hoist • drop sheet • batteries • master key plans • PPE • communications equipment.
Safe operating practices include one or more of the following:	• working safely around electrical wiring, cables and overhead power lines • working safely around tools and equipment • recognising hazards and following emergency procedures • awareness of electrical hazards • following confined spaces procedures • administering first aid.
Risks and hazards include one or more of the following:	• non-compliance with building codes and regulations • exposed electrical wiring • manual handling • asbestos • dust

	• noise • live power • vermin • water • glass fibre • building debris • natural and other gas build-up.
Maintenance includes one or more of the following:	• cleaning • inspection • lubrication • routine repairs • identification of worn parts • confirming operation • adjustments • key cutting • replacement of worn parts.
Door control devices or systems include one or more of the following:	• surface mounted door closers • semi concealed door closers • concealed closers • semi-automatic or automatic door control devices • exit devices.
Documentation includes one or more of the following:	• completion of work log • mechanical lock or locking system faults • warranty conditions and allowances • recommendation for repairs • operational checks and maintenance conducted • testing and commissioning results • parts and components replaced • materials used • master key plans (code matrix or key and door schedules) • recommendations for future operation and maintenance • costings.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MEM20005 Install and maintain door control devices/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 MEM20026 Install and maintain door control devices and 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 and include:

- following work instructions, standard operating procedures (SOPs) and safe work practices
- interpreting and following specifications, charts and diagrams and communicating in a clear and concise manner when installing and maintaining door control devices or systems
- identifying work health and safety (WHS) hazards and risks and implementing appropriate risk control measures and procedures
- selecting the appropriate tools and equipment to complete the task
- carrying out routine maintenance on door control devices or systems on at least two occasions
- adjusting door control devices in accordance with manufacturer and organisational requirements on at least two occasions
- cleaning worksite in accordance with original presentation, client requirements, industry standards and SOPs
- 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, functions, specifications and operational principles of door control devices or systems
- types of information on work orders and other documentation requirements
- tools, equipment and materials required for installation and maintenance of door control devices or systems
- correct selection of door control devices
- common door control device or system faults
- maintenance requirements of door control devices or systems
- tests to confirm operation of door control devices or systems

- types of doors
- hazards and control measures associated with installing and maintaining door control devices or systems.

Assessment Conditions

- Assessors must:
 - have vocational competency in installing and maintaining door control devices and 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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