



Australian Government

Assessment Requirements for MEM20029 Develop and implement a master key system

Release: 1

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Modification History

Release 1. Supersedes and is equivalent to MEM20008 Develop and implement a masterkey system.

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
- discussing customer access and task requirements and clarifying in accordance with SOPs
- interpreting architectural plans, floor plans and charts when developing and implementing a master key system
- evaluating system and expansion requirements
- determining and designing the required structure of a commercial master keying system and key matrix based on customer requirements on at least two occasions
- recognising personal limitations in assessing requirements for key and master key systems and seeking assistance from appropriate personnel in accordance with SOPs
- undertaking numerical operations and calculations including mathematical patterns associated with developing and implementing a master key system
- developing and reading progression charts for in-line key systems using even cut and rotating constant methods, rotating disc, radial pin and pin sidebar key systems on at least two occasions
- developing and reading progression charts and selecting codes that maximise system security
- identifying incidental masters in a key system, selecting a group of codes to form a maisioned cylinder, determining the maximum number of codes that can be produced and identifying any unused codes in an existing system on at least two occasions
- expanding the existing key system by using multi-broached plugs/barrels and by converting the progression from even cut to rotating constant
- checking system for interchange, including accidental interchange, in accordance with 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)
- ethical considerations in locksmithing work
- record keeping and management
- types of manufacturer standards, Australian Standards and building standards that impact master key work
- product knowledge and limitations
- key matrixes and schedules
- allowances for expansion
- operation and limitations of master key systems
- tiers of systems including:
 - keyed different (KD)
 - keyed alike (KA)
 - master key (MK)
 - grand master key (GMK)
 - great grand master key (GGMK)
- door handing and cylinder types
- principles of construction keying, sub-master keying, cross-keying, selective keying and maison keying
- criteria for key code selection
- strategies for checking key systems for interchange and incidental masters
- strategies for using incidental masters to create sub-master keys, cross-keys and selective keys
- strategies for selecting groups of codes to form a maisonned cylinder.
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Assessment Conditions

- Assessors must:
 - have vocational competency in developing and implementing a master key system 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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Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b7050d37-5fd0-4740-8f7d-3b7a49c10bb2>