



Australian Government

MEM20031 Gain entry and reinstate automotive locking systems

Release: 1

MEM20031 Gain entry and reinstate automotive locking systems

Modification History

Release 1. Supersedes and is equivalent to MEM20010 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. It 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.

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

MEM20023 Assemble and test lock mechanisms

MEM20025 Gain entry

MEM20015 Produce hand cut keys

MEM20016 Produce keys by cutting to code

MEM20017 Produce keys by duplication

MEM20033 Service and repair mechanical automotive locking systems

Competency Field

Locksmithing

Elements and Performance Criteria

Elements	Performance Criteria
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<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 with SOPs 1.4 Identify job requirements from specifications
2. Establish entry requirements to automotive locking system	2.1 Establish the reason for entry based on job requirements 2.2 Establish legal possession in accordance with SOP's 2.3 Establish nature of problem and circumstances of prior operation in accordance with SOPs 2.4 Identify vehicle, locking system and other relevant information from appropriate sources and in accordance with organisational and customer requirements
3. Gain entry to vehicle	3.1 Select entry method based on specific circumstances, customer requirements and in accordance with SOPs 3.2 Select tools, equipment, materials and consumables appropriate to entry requirements and check for serviceability in accordance with manufacturer specifications and SOPs 3.3 Use selected tools to gain entry using established industry practices
4. Reinstall automotive locking components and system	4.1 Determine required replacement and/or repaired parts for reassembly 4.2 Inspect locking system, test and adjust as necessary for compliance with original factory assembly and functioning
5. Finalise entry and reinstatement process	5.1 Clean work area, tools and equipment and store in accordance with SOPs 5.2 Instruct customer in accordance with job needs, organisational procedures and manufacturer recommendations 5.3 Complete documentation, and process in accordance with legislative 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.

Specifications include one or more of the following:	• drawings • job sheets • work instructions • work orders.
Personal protective equipment (PPE) includes one or more of the following:	• face protection • hearing protection • dust masks and respirators • high-visibility clothing • head protection • sun protection • gloves • 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 or more of the following:	• catalogues • manufacturer manuals • drawings • detailed or technical sketches • industry colleagues or experts • computer software • associated data sheets.
Entry method includes one or more of the following:	• pick • impressioning • reading and decoding • manipulating linkages • alternative methods.

Tools and equipment include one or more of the following:	• hand tools specific to gaining entry • special-purpose equipment.
Materials and consumables include one or more of the following:	• lubricants • cleaning materials.
Documentation includes one or more of the following:	• procedures and measurements for opening specific vehicles • job sheets • invoices.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MEM20010 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 MEM20031 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 and include:

- following work instructions, standard operating procedures (SOPs) and safe work practices
- verifying authenticity of request in accordance with organisational and industry procedures
- communicating with the customer 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 on at least two occasions
- gaining entry using appropriate tools and equipment on at least two occasions
- identifying actual and potential risks and hazards and implementing control measures
- disassembling and 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.

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)
- legislation, codes, regulations and standards applicable to gaining entry and reinstatement of automotive locking systems
- sources of specifications and other relevant information for automotive locking systems
- types of vehicle locking systems, mechanical and electronic, and entry methods

- tools and equipment required for gaining entry and reinstating automotive locking systems
- 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
- documentation and recording procedures.
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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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