



Australian Government

Department of Education, Employment and Workplace Relations

MEM20004A Gain entry

Release: 1

MEM20004A Gain entry

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers gaining entry and straightforward return to service of general types of mechanical locks.
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Application of the Unit

Application of the unit	The unit applies to gaining entry into commercial and domestic locks. The basis for entry includes lockout (keys inside), lost keys (rekeys) and malfunction. Applications include locks for doors and windows. It requires an ability to safely gain straightforward entry to mechanical locking devices, taking into account factors that ensure conformance to specifications and operational performance. These include locksmithing principles, ethics, techniques, procedures and safe work practices. Where specialised skills are required to gain entry and to reinstate both mechanical and electronic locking systems in automotive or fire and security containers, the appropriate units should be selected. Band: A Unit Weight: 4
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
Path 1	MEM18001C	Use hand tools
	MEM18002B	Use power tools/hand held operations
	MEM20001A	Produce keys
	MEM20002A	Assemble and test lock mechanisms
	MEM20003A	Install and upgrade locks and hardware

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Establish entry requirements, authorisation and ownership	1.1. Reason for entry, nature and urgency of problem is established. 1.2. Evidence relating to ownership and/or legal possession and authenticity of request is verified. 1.3. Own representation and authorisation is given. 1.4. Construction and mechanism information, including lock type, manufacturer, model, date, restrictions and limitations is identified. 1.5. Entry requirements and process are confirmed with customer.
2. Gain entry to mechanical locking system	2.1. Appropriate tools, equipment and entry methods are selected for the given mechanism, problem, conditions, customer and organisational requirements. 2.2. A safe and secure working environment is established according to industry, organisational and legislative requirements. 2.3. Selected tools are used to gain entry with minimal damage using appropriate industry practices. 2.4. Limitations and problems are identified and advice/assistance is sought as appropriate. 2.5. Locks and components are replaced, if necessary. 2.6. Keys are manufactured as required.
3. Finalise and document entry process	3.1. Functioning of locking system is checked and adjusted as necessary for correct operation. 3.2. Operational problems are identified for further service or repair. 3.3. Temporary or replacement lock is fitted, if necessary. 3.4. Job details and recommendations for any further action are given to customer according to organisational procedures. 3.5. Customer is instructed on use of new components, if necessary. 3.6. Completed documentation is accurate and is processed in accordance with legislative, industry and organisational requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Look for evidence that confirms skills in:

- handpicking
- impressioning
- diagnosing problems
- relating to customers
- questioning
- manipulating locks/latches (bypassing cylinder)

Required knowledge

Look for evidence that confirms knowledge of:

- products
- product identification
- methods of gaining access to mechanical locks
- tools and equipment for gaining access to mechanical locks
- operation and assembly of mechanical locks
- using catalogues and resources
- reading assembly drawings
- procedures to establish legal possession
- legal obligations and ethical requirements
- procedures to deal with fraudulent requests
- requirements and procedures for fitting temporary locks
- workplace hazards and risk minimisation

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

A person who demonstrates competency in this unit must be able to gain entry to a range of mechanical locks across a range of applications. Competency in this unit cannot be claimed until all prerequisites have been satisfied.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the criteria, including required knowledge, and be capable of applying the competency in new and different situations and contexts.

Context of and specific resources for assessment

This unit may be assessed on the job, off the job or a combination of both on and off the job. Where assessment occurs off the job, that is the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by an individual working alone or as part of a team. The assessment environment should not disadvantage the candidate.

This unit could be assessed in conjunction with any other units addressing the safety, quality, communication, materials handling, recording and reporting associated with gaining entry or other units requiring the exercise of the skills and knowledge covered by this unit.

Method of assessment

Assessors should gather a range of evidence that is valid, sufficient, current and authentic. Evidence can be gathered through a variety of ways including direct observation, supervisor's reports, project work, samples and questioning. Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency. The candidate must have access to all tools, equipment, materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials.

EVIDENCE GUIDE**Guidance information for assessment****Range Statement****RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Evidence for legal possession	Photo identification, letters of authority, proof of ownership papers
Lock type	Pin tumbler (4.5.6.7 pin), wafer - E.G. L + F, lever, mechanical digital, exposed wheel combination, tubular locks
Tools and equipment	Specialised files, impression tools, pick gun, hand tools relating to gaining access Picks: curved, rake, hooks, tension wrenches (turning), lever lock picks, custom tools, tubular lock picks, scope
Entry methods	Pick, impressioning, reading, bypass, manipulation, drilling
Keys	Blank recognition, keys to code, keys to sample, use of key machines, use of computer and book code programs
Documentation	Disclaimer documents, receipt/invoice, job sheets

Unit Sector(s)**Unit sector**

Co-requisite units

Co-requisite units		

Competency field

Competency field	Locksmithing
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