



Australian Government

Department of Education, Employment and Workplace Relations

MEM20006A Maintain and service mechanical locking devices

Release: 1

MEM20006A Maintain and service mechanical locking devices

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers carrying out maintenance of a range of mechanical locks and locking systems. This unit has been modified from Unit PRSTS311 Maintain and repair mechanical lock/locking system in the (PRS03) Asset Security Training Package endorsed 19/03/2003.
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Application of the Unit

Application of the unit	This unit applies to maintenance of a range of mechanical locks and locking systems in commercial, industrial and domestic environments. It requires the ability to identify maintenance requirements, use safe and efficient work practices to inspect, service and repair mechanical locks/locking systems, maintain a hazard-free work area and accurately document and maintain information systems. For maintenance and servicing of automotive locks, Unit MEM20012A (Service and repair mechanical automotive locking systems) or MEM20013A (Service automotive transponder systems) should be selected. For maintenance and servicing of safes, Unit MEM20011A (Service and repair fire and security containers) should be selected. Band: A Unit Weight: 6
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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

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. Prepare for maintenance	1.1. Work order is reviewed and clarified with appropriate person(s) as required in accordance with organisational requirements. 1.2. Mechanical locks/locking systems to be inspected, serviced and/or repaired are identified and confirmed in accordance with work order. 1.3. Tools, equipment and materials are selected appropriate to job requirements and checked for operational effectiveness in accordance with manufacturers' specifications. 1.4. Faulty or unsafe tools are identified and segregated for repair or replacement in accordance with organisational procedures. 1.5. Potential and existing risks and hazards associated with maintenance activities are identified and controlled in accordance with OHS policies and procedures and organisational requirements. 1.6. Suitable personal protective equipment is selected and maintained in accordance with OHS and organisational requirements.
2. Maintain mechanical lock/locking system	2.1. All work is conducted using safe operating practices in accordance with OHS and organisational requirements. 2.2. Mechanical locks/locking systems identified for maintenance are accessed with minimal disruption to client, services or normal work routines. 2.3. Checks are conducted on mechanical locks/locking systems and/or components to identify any damage, friction or sticking in accordance with manufacturers' specifications. 2.4. Mechanical locks/locking systems and/or components are serviced and repaired in accordance with manufacturers' specifications, work order and OHS requirements. 2.5. Worn keys are identified and replaced as required to ensure effective operational capability in accordance with work order, legislative and organisational requirements. 2.6. Complex faults or repair requirements outside area of responsibility or competence are reported to appropriate person(s) for specialist advice in

ELEMENT	PERFORMANCE CRITERIA
	accordance with organisational procedures.
3. Complete maintenance	3.1. Serviced and/or repaired mechanical locks/locking systems are reassembled and checked for correct operation and serviceability in accordance with manufacturers' specifications and OHS requirements. 3.2. Notification of work completion is made to appropriate person(s) in accordance with organisational procedures. 3.3. Documentation is promptly and accurately completed and processed in accordance with industry, legislative and organisational requirements. 3.4. Work area, tools and equipment are cleaned and stored in accordance with OHS and organisational requirements. 3.5. Malfunctions, faults, wear or damage to tools are reported for repair or replacement in accordance with organisational policy and procedures. 3.6. Waste from service and repair activities is collected, treated and disposed or recycled in accordance with organisational and environmental 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:

- communicating in a clear and concise manner
- using appropriate tools and equipment
- lubricating mechanical locks and locking systems
- demonstrating basic logic and lateral thinking processes
- disassembling/reassembling mechanical locks/locking systems
- identifying faults
- reading and interpreting specifications, charts and diagrams
- methodically organising and prioritising work tasks
- solving routine problems
- working in confined spaces

REQUIRED SKILLS AND KNOWLEDGE

- accurately estimating materials, tools and equipment requirements
- applying safe and environmentally aware workplace practices

Required knowledge

Look for evidence that confirms knowledge of:

- types, functions and specifications of mechanical locks/locking systems
- operational principles of mechanical locks and locking systems
- common mechanical locking faults
- maintenance requirements of mechanical locks and locking
- common mechanical lock and locking system faults
- tests to confirm lock operation
- procedures to disassemble/reassemble mechanical locks
- technical terminology
- types of doors and windows and mechanical locking system applications
- maintenance risks and hazards
- working in confined space procedures
- duty of care

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 maintain and service mechanical locking devices across a range of locksmithing areas. 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. Where assessment occurs off the job, i.e. the candidate is not in productive work, 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 maintaining and servicing mechanical locking devices, 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.

Work order

Work schedules, completion dates, job requirements and tasks, specific client requirements, access to site and specific site requirements, resource requirements, OHS requirements, compliance with relevant legislation, budget allocations, warranties and service information

Appropriate person(s)

Installer, sub contractor, technician, supervisor, manager, director, client

Organisational requirements

Legal and organisational operational policies and procedures, operations manuals, induction and training materials, insurance policy agreements, client and organisational confidentiality requirements, organisational goals/objectives/plans/systems/ processes, employer and employee rights and responsibilities, own role, responsibility and delegation, quality and continuous improvement processes and standards, client service standards, defined resource parameters, OHS policies/procedures/programs, emergency and evacuation procedures, duty of care, code of conduct, code of ethics, access and equity policy, principles and practice, records and information systems and processes, communication channels and reporting procedures

Mechanical locks/locking

Nightlatches, deadlocks, lever and cylinder mortice

RANGE STATEMENT	
systems	locks, tubular deadbolts, key in knob, key in lever, tie bolts, exit devices, door control devices, lockable bolts, window locks, high security cylinders for commercial applications, exposed wheel combination locks (e.g. briefcases), mechanical digital (e.g. simplex), lockwood digital, tubular locks
Tools and equipment	Hand tools, fixing tools, strippers, router, file, drill, power saw, lockpick, pick gun, spirit level, soldering iron, welder, ladder, hoist, drop sheet, batteries, master key plans, personal protective equipment, communications equipment
Materials	Solder, insulation tape, springs, pins, graphite powder, oil, silicon, dry lube, grease, lockease, glue, paint, patch materials, electronic components, cleaning compounds, key blanks
Risks and hazards	Non-compliance with building codes and regulations, exposed electrical wiring, manual handling, exposure to asbestos, dust, noise, live power, vermin, water, glass fibre, building debris, natural and other gas build-up
OHS policies and procedures	Hazardous and risk assessment mechanisms, implementation of safety regulations, safety training, safety systems incorporating - work clearance procedures, isolation procedures, gas and vapour, monitoring/testing procedures, use of protective equipment and clothing, use of codes of practice
Personal protective clothing and equipment	Masks, safety glasses, head protection, ear muffs, safety boots, knee pads, gloves, warning signs and tapes, first aid kit
Safe operating practices	Working safely around electrical wiring, cables and overhead power lines, working safely around tools and equipment, hazard recognition, emergency procedures, awareness of electrical hazards, following confined spaces procedures, administering first aid
Maintenance	Cleaning, inspection, lubrication, routine repairs, identification of worn parts, confirming operation,

RANGE STATEMENT	
	adjustments, key cutting, replacement of worn parts
Access	Disassembly, use of access code, disablement of system, removal of housing, access token, keys, phone line access
Disruptions	Security, time, access, noise, use of communications equipment, business operations
Applicable legislation, codes and national standards	Compliance with Australian building codes and regulations, compliance with Australian Communications Authority (ACA) cabling standards, EPA noise control regulations, relevant Commonwealth/State/Territory legislation which affect organisational operation - OHS and safe work practices, environmental issues, equal employment opportunity, industrial relations, anti-discrimination and diversity, licensing arrangements, Australian standards, quality assurance and certification requirements, relevant industry codes of practice, trade practices, award and enterprise agreements, privacy requirements and privacy related legislation
Documentation	Completion of work log, mechanical lock/locking system problems/faults, warranty conditions and allowances, recommendation for repairs, operational checks and maintenance conducted, testing/commissioning results, parts/components replaced, materials used, future operation and maintenance recommendations, costings

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units	
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Co-requisite units		

Competency field

Competency field	Locksmithing
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