



Australian Government

Department of Education, Employment and Workplace Relations

MEM20009A Gain entry and reinstate fire and security containers

Release: 1

MEM20009A Gain entry and reinstate fire and security containers

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers gaining entry to fire and security containers fitted with mechanical and electronic locking systems. It also covers straightforward reinstatement of the locking system by removal and replacement of component parts.
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Application of the Unit

Application of the unit	The unit may be applied to fire and security containers for commercial and domestic use. The focus is on both mechanical and electronic safe locking systems. Basis for entry includes lockout (keys inside), lost keys (rekeys), malfunction, and damage caused by burglary or user. It requires an ability to safely remove, replace and reinstate original and replacement components and locking systems. Appropriate factors that ensure conformance to specifications, operational performance, quality and safety must be applied. These include locksmithing principles, ethics, techniques, procedures and safe workshop practices. If welding skills are required, then the appropriate units should be selected. Where manual handling for removal of safe is required, Unit MEM11011B (Undertake manual handling) should also be selected. Where repairs to fire and security containers are required, unit MEM20011A (Service and repair fire and security containers) should also be selected. Band: A Unit Weight: 4
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		
Path 1	MEM18002B	Use power tools/hand held operations
	MEM20001A	Produce keys
	MEM20004A	Gain entry

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, authorisations and ownership	1.1. Safe ownership, contents and ownership of contents are established and verified in accordance with organisational and industry procedures. 1.2. Safe type, locking mechanism and other relevant information is established from appropriate sources and in accordance with organisational and customer requirements. 1.3. Nature of problem and circumstances of prior operation are established in accordance with organisational procedures, inspection/diagnostic techniques and original specifications. 1.4. Appropriate entry method is selected in accordance with specific circumstances, customer requirements and organisational procedures. 1.5. Appropriate location of work is determined and removal of safe is arranged, if necessary.
2. Gain entry to fire and security containers	2.1. Site access requirements are identified and appropriate arrangements are made. 2.2. Potential and existing risks and hazards are identified and managed, area is made secure, and privacy/security of environment are ensured in accordance with organisational and legislative requirements. 2.3. Safe work practices are observed to minimise risk of injury to self or others in accordance with OHS policies and procedures and organisational requirements. 2.4. Suitable personal protective equipment is selected, used and maintained in accordance with OHS and organisational requirements. 2.5. Tools, equipment, materials and consumables are selected appropriate to entry requirements and checked for serviceability in accordance with manufacturers' specifications and organisational procedures. 2.6. Entry is gained in accordance with applicable legislation, codes, regulations and standards.
3. Reinstall fire and security container	3.1. Where applicable, replacement and/or repaired parts are selected as appropriate for reassembly. 3.2. Lock assemblies and components are dismantled/removed using appropriate organisational

ELEMENT	PERFORMANCE CRITERIA
	procedures, industry practices, tools and equipment. 3.3. Sub-assemblies are inspected, tested and adjusted for compliance to original factory assembly and function. 3.4. Components are prepared, assembled and adjusted using fastening equipment and methods that ensure conformance to specifications, correct functioning, quality and safety of the completed assembly. 3.5. Lubrication, packing, sealing materials are selected and applied correctly in accordance with job specifications. 3.6. Locking system is inspected, tested and adjusted as necessary for compliance to original factory assembly and functioning.
4. Finalise entry and reinstatement process	4.1. Documentation is completed and processed in accordance with legislative and organisational requirements. 4.2. Work area, tools and equipment are cleaned and stored in accordance with OHS and organisational requirements. 4.3. Safe is cleaned and returned to serviceable condition. 4.4. Customer is advised of work undertaken, further recommended actions and any other relevant information. 4.5. Customer is instructed, as necessary, in accordance with organisational procedure and manufacturer recommendations.

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:

- interpreting specifications, charts, manuals, diagrams and related information specific to gaining entry
- questioning, confirming and clarifying information

REQUIRED SKILLS AND KNOWLEDGE

- identifying safe locking components and associated equipment
- checking functioning of safe locking systems
- tracing faults
- selecting and using appropriate tools and equipment, materials and consumables
- applying safe work practices
- identifying and acting on actual and potential hazards
- identifying alternative servicing and repair options
- disassembling and assembling components
- documenting information
- housekeeping
- undertaking calculations and measurement within the scope of this unit

Required knowledge

Look for evidence that confirms knowledge of:

- sources of specifications and other relevant information for safe locking systems
- types and classes of safes and locks
- barrier materials used
- tools and equipment to suit entry to specific safes
- components of safe locking systems
- principles of safe systems and component function
- technical terminology relating to safes
- operation of specific locks
- common safe design problems and servicing issues,
- faults arising from vandalism, misuse, wear etc.
- checks and tests to confirm service requirements
- organisational procedures for establishing service requirements
- procedures to establish and verify safe and contents ownership
- obligations, responsibilities, disclaimers and reasons for verifying ownership
- environmental, physical and behavioural hazards in relation to safe and surrounds
- operating principles of safes
- personal liability for safety and duty of care
- personal protective clothing, equipment and safe working procedures
- factors impacting on feasibility of repair or replacement
- dismantling and assembly procedures for a range of safe locks
- documentation and recording procedures
- procedures for replacing worn and damaged parts, removing foreign objects and lubricating, packing and sealing components
- organisational requirements for cleaning and storage
- key blanks to suit model and mechanical/electronic part of lock
- programming and operating procedures for electronic locks

REQUIRED SKILLS AND KNOWLEDGE

- reasons for care and precision

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 and reinstate fire and security containers. 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 to and reinstating fire and security containers, 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.

Safe type	Plate safes, fire, data, cash and/or jewellery, under-floor, wall, bank safes and vaults
Appropriate sources	Catalogues, manufacturer manuals, drawings, detailed/technical sketches and associated data sheets
Organisational requirements	Quality assurance standards and procedures, service standards, safety and OHS practices and obligations, resource storage and use, organisational processes and procedures, documentation processes, product and process training
Customer requirements	Function and capabilities, access issues, service and maintenance requirements, product operation and warranty information, costings
Entry method	Mechanical drilling and cutting, safe lever lock - impressioning reading, picking, manipulation of mechanical combination locks, alternative methods
Risks and hazards	Safe construction, chemical, environmental and material hazards, lifting and handling, use of mechanical and fuel gas cutting equipment
OHS policies, procedures and practices	Assessment of actual and potential risk, identification of hazards, safety practices and

RANGE STATEMENT	
	regulations, safe use of tools and equipment, individual responsibilities and obligations, safety training and procedures, emergency and first aid procedures, working in confined spaces, use of personal protective equipment, industry standards and codes of practice
Personal protective equipment	Safety glasses, earmuffs/plugs, safety vests, hard hats, gloves, knee pads, safety boots, warning signs and tapes, fire extinguisher, first aid kit
Tools and equipment	- Hand and power tools and accessories specific to gaining entry - hardened drill bits, special-purpose equipment e.g. borescope, combination lock automatic dialler (soft drill), listening devices, flexilight, fibre optical scope, vacuum cleaner, magnetic based drills, lever rigs - Measuring equipment includes vernier callipers, rules, squares and templates, gauges
Legislation, codes, regulations and standards	ASIO regulations, industry licensing, industry codes of practice, privacy laws, Australian standards, building codes and those of other regulatory bodies, quality assurance, organisational standards and practices, awards and enterprise agreements, competition, trade and consumer protection laws
Materials and consumables	Lubricants, adhesives and sealants, cleaning materials, wire and cable, replacement parts
Lock assemblies and components	Keylocks, keyless combination locks, electronic digital, electronic and mechanical time delay
Documentation	Historical records, procedures and measurements for opening specific safes, job sheets, invoices, warranties

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	Locksmithing
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