



Australian Government

MSFAH4002 Prepare architectural door hardware schedules

Release: 1

MSFAH4002 Prepare architectural door hardware schedules

Modification History

Release 1 - New unit of competency

Application

This unit of competency covers examining and assessing door hardware and keying requirements across commercial, industrial and residential applications. It requires the ability to source relevant information, determine client requirements and use appropriate assessment methods to ensure an accurate determination of architectural hardware equipment/system options to meet client needs. The unit also includes compiling equipment and system requirements keying into schedules for clients.

Where estimates and quotes specifically for security systems are required, *CPPSEC3047A Provide estimate and quote on security system* should also be selected.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Competency Field

Unit Sector

Architectural hardware

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	Obtain brief from clients	1.1	Job requirements are reviewed and clarified with appropriate persons in accordance with organisational requirements
		1.2	Discussions with customer/client are conducted to establish and clarify scope of work
		1.3	Effective interpersonal techniques are applied when interacting with clients
		1.4	Specific site requirements are identified and details are correctly documented

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| | | 1.5 | Architectural hardware requirements are discussed and applicable legislation, codes and national standards are clarified and agreed upon |
| | | 1.6 | Brief documents and architectural plans are arranged in accordance with organisational requirements or company policies |
| 2 | Gather, interpret and review information for preparation of hardware schedules | 2.1 | Site restrictions, regulations and requirements are identified and complied with in accordance with applicable legislation, codes and national standards, and organisational requirements |
| | | 2.2 | Information is gathered from identified sources and is relevant to assignment requirements in accordance with applicable legislation, codes and national standards, client and organisational requirements |
| | | 2.3 | An assessment is carried out to identify door and frame types and locations to facilitate the accurate determination of architectural hardware requirements |
| | | 2.4 | Clients activities and existing architectural hardware arrangements are reviewed to ensure uniformity throughout project |
| | | 2.5 | Inconsistency and environmental factors affecting the architectural hardware of the site are identified and assessed in accordance with organisational policies and procedures |
| 3 | Produce architectural door hardware schedules | 3.1 | Information is recorded and documented in accordance with computer program and/or organisational template requirements |
| | | 3.2 | Architectural hardware is integrated to reflect building security and electronic requirements |
| | | 3.3 | An architectural hardware schedule is prepared in accordance with industry and organisational standards of style, format and accuracy |
| | | 3.4 | Recommendations for architectural hardware and alternative options are made in accordance with organisational requirements |
| | | 3.5 | Documentation is processed in accordance with applicable legislation, codes and national standards, assignment and organisational requirements |

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| | | 3.6 | A comprehensive assessment of client architectural hardware requirements is completed within designated timeframes and presented for review to appropriate person |
| 4 | Prepare and review keying schedules | 4.1 | Principles of master keying are applied in accordance with industry practice and organisational requirements |
| | | 4.2 | Keying matrix is developed to client requirements, allowing for future system expansion and mechanical capabilities of system |
| | | 4.3 | Client keying requirements are confirmed and clarified according to organisational procedures |
| | | 4.4 | Appropriate levels of security/access are reviewed with respect to clients assets, activities and existing security arrangements |
| | | 4.5 | Information is recorded and documented in accordance with computer program and/or organisational template requirements |
| | | 4.6 | Client requirements are matched to the mechanical possibilities and limitations of master key systems |
| | | 4.7 | Options are identified and client is advised on options and alternatives |
| | | 4.8 | Sources of assistance in assessing requirements for key systems and master key systems are identified and assistance is sought from appropriate person in accordance with organisational procedures |
| 5 | Finalise documentation for submission to client | 5.1 | Final architectural hardware and/or keying requirements are reviewed and confirmed with client in accordance with organisational requirements |
| | | 5.2 | Documentation is accurately prepared and processed and stored in accordance with client, legislative and organisational requirements |
| | | 5.3 | Architectural hardware and keying schedules and other documentation are prepared according to organisational procedures |

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency. Detail on appropriate performance levels for each furnishing unit of competency in reading, writing, oral communication and numeracy utilising the Australian Core Skills Framework (ACSF) are provided in the Furnishing Training Package Implementation Guide.

Range of Conditions

Specifies 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. Range is restricted to essential operating conditions and any other variables essential to the work environment.

Job requirements include:

- instructions from supervisor/management
- work schedules and completion dates
- specific client requirements
- site requirements
- security clearance and access requirements
- reporting and documentation requirements
- budget allocations
- National Construction Code and Australian Standards

Appropriate people include:

- client
- site managers
- project managers
- engineers and technicians
- technical experts
- line managers/supervisors
- colleagues
- regulatory personnel
- security consultants
- locksmiths
- architects and interior designers

Organisational requirements include:

- 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 • work health and safety (WHS) 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 • reporting procedures
Customers/clients include:	• owner • property/other agent • tenant • building supervisor • manager • project manager • architects • interior designers • government and legal instruments/agencies
Scope of work includes:	• personal protection • access requirements • property or assets • conformance with insurance • legislative or other requirements
Interpersonal techniques include:	• verbal or non-verbal language • two-way interaction • constructive feedback • active listening • questioning to clarify and confirm understanding • interpreting non-verbal and verbal messages • observation techniques • use of positive, confident and cooperative language • control of tone of voice and body language • use of language and concepts appropriate to cultural differences • use of clear presentations of options and consequences • demonstrating flexibility and willingness to compromise
Specific site requirements include:	• access and egress points • time of access • access codes • keys

Architectural hardware includes:

- passes
- security clearances
- union requirements
- WHS requirements
- building codes and regulations
- heritage listings
- noise control
- hinges
- pivots
- door track
- locks
- handles
- door furniture
- door closers
- exit devices
- sequence selectors
- cylinders
- keying and master keying
- bolts
- door stops
- door seals
- kick plates
- door protection
- sundry hardware
- sanitary hardware
- automatic operators
- access control devices
- disabled access hardware

Applicable legislation, codes and national standards include:

- relevant commonwealth and state/territory legislation
- WHS
- environmental issues
- equal employment opportunity (EEO)
- 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 related legislation

- Information includes:**
- value or importance of assets
 - insurance policy agreements
 - special rooms or areas requiring higher level of protection
 - current/proposed operating environments
 - assets and systems
 - activities and functions
 - existing security systems/equipment
 - existing management strategies
 - business and operational plans
 - incident history
- Assessment involves:**
- discussions with client
 - visual inspections
 - review of client floor plans and supporting documentation
 - questioning policy/insurance companies/other bodies
- Site assessment includes:**
- type and condition of building structures
 - identification of risk areas/weak points
 - site restrictions, regulations and requirements
 - access and egress patterns
 - floor plan
 - existing security equipment/systems
- Door types include:**
- solid core doors
 - hollow core doors
 - fire rated doors
 - acoustic doors
 - glazed doors
 - sliding doors
 - folding doors
 - frameless doors
 - glass doors
 - automatic doors
 - blast doors
 - ballistic doors
 - security screens
 - other door types
- Frame types include:**
- steel frames
 - aluminium frames
 - timber frames
 - frameless doors
 - cavity frames
 - sliding frames
 - other frames

- Environmental factors include:**
 - physical environment (e.g. climate proximity to salt water, pools, chemical and dusty environments)
- Computer programs include:**
 - general and propriety software programs
- Organisational templates include:**
 - enterprise specific schedules
 - documents or proformas used to document or record schedules or information
- Documentation includes:**
 - checklists
 - reports
 - floor plans
 - client briefs
 - specifications
 - schedules
 - site survey
- Key systems include:**
 - key to differ (KD)
 - key to alike (KA)
 - master keyed (MK)
 - grand master key (GMK)
 - great grand master key (GGMK)
- Master key systems include:**
 - cylinders operated by more than one key, including:
 - restricted, semi-restricted and non-restricted system numbers
 - manufacturer restricted
 - factory restricted
 - locksmith restricted/managed
 - association restricted

Unit Mapping Information

Supersedes and is equivalent to LMFAH4002A Prepare architectural door hardware schedules

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0601ab95-583a-4e93-b2d4-cfb27b03ed73>

Assessment Requirements for MSFAH4002 Prepare architectural door hardware schedules

Modification History

Release 1 - New unit of competency

Performance Evidence

- Identify site requirements through inspection, discussion with clients and identification of relevant legislation, codes and standards
- Accurately identify door and frame locations, existing architectural hardware, current or future client use patterns and environmental considerations
- Match architectural hardware products and systems to a client brief or specification and make recommendations, including alternative options
- Preparation of keying schedules that match to security, access, and current and future use requirements of client and identifying architectural hardware needs
- Observe and assess technical hardware and keying requirements
- Read and interpret plans, designs and specifications
- Apply basic numeracy techniques
- Apply safe and efficient work practices
- Communicate in a clear and concise manner
- Relate to people from different social and cultural backgrounds
- Prepare schedules and other required documentation
- Plan and sequence work tasks
- Enter data using basic keyboarding skills

Knowledge Evidence

- Risk assessment methods and procedures
- Available architectural hardware/keying system options and basic requirements for installation
- Types and functions of architectural hardware/keying system
- Building construction methods and types
- Organisational and client confidentiality requirements
- Basic problem-solving strategies
- Operational principles of information technology
- Principles of effective communication
- Documentation requirements and processes

Assessment Conditions

- Assessors must:

- hold training and assessment competencies as determined by the National Skills Standards Council (NSSC) or its successors
- have vocational competency in the furnishing industry at least to the level being assessed with broad industry knowledge and experience, usually combined with a relevant industry qualification
- be familiar with the current skills and knowledge used and have relevant, current experience in the furnishing industry.
- Assessment methods must confirm consistency of performance over time rather than a single assessment event and in a range of workplace relevant contexts.
- Assessment must be by observation of relevant tasks with questioning on underpinning knowledge and, where applicable, multimedia evidence, supervisor's reports, projects and work samples.
- Assessment is to be conducted on single units of competency or in conjunction with other related units of competency. Foundation skills are integral to competent performance in the unit and should not be assessed separately.
- Assessment must occur on the job or in a workplace simulated facility with relevant process, equipment, materials, work instructions and deadlines.
- Access is required to 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.

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