Draft 0.1

This is our work-in-progress update to CPPSEC3044A Maintain and repair mechanical lock and locking system: https://training.gov.au/Training/Details/CPPSEC3044A.

We are working with industry experts to ensure the updated unit:

- meets current and anticipated industry needs
- complies with current Standards for Training Packages
- is written in clear understandable English.

Information on our training package review and development process is available here: http://www.artibus.com.au/project-stage.

Summary of changes from current endorsed unit

Code and title changed
Elements and performance criteria redeveloped to simplify and better articulate unit structure – new element/PCs added for planning and organising work tasks
Required knowledge updated and rationalised to add specificity and relevance

Updates Feb 2019:
Privacy requirements included in knowledge evidence

Updates May 2019:
Minor updates to apply edits and incorporate feedback, eg to the licensing statement, assessment conditions info, knowledge, implementation guide links etc

Post EE:
Minor edits
Foundation skills modified to clarify requirements

Unit of Competency CPPSEC3044 Conduct routine service of electronic locks and locking systems

Application

This unit specifies the skills and knowledge required to conduct routine servicing to maintain a range of electronic locks and locking systems. It includes identifying damage, friction, sticking or component wear, and making required repairs to ensure the correct operation of electronic locks and locking systems.

A person working at this level would be expected to take responsibility for organising and completing tasks assigned to them without close supervision.

Licensing, legislative or certification requirements apply to advising on, supplying, installing, maintaining, monitoring, repairing and servicing security equipment in some states and territories. For further information, check with the relevant regulatory authority.

Prerequisite Unit

None.

Elements and Performance Criteria

1. Prepare to service electronic locks and locking systems.	1.1	Review work instructions to confirm client and site requirements and routine service timeframes.
	1.2	Confirm type of electronic lock and locking system to be serviced and specific maintenance requirements in consultation with relevant persons.
	1.3	Review and follow workplace policies and procedures including work health and safety (WHS) when carrying out work tasks.
2. Plan and organise work tasks.	2.1	Plan and prioritise work tasks allowing sufficient time to meet work instructions.
	2.2	Select and organise required materials, tools and equipment including personal protective equipment and check for safe and correct operation.
	2.3	Arrange access to electronic lock and locking system in consultation with relevant persons.
	2.4	Identify hazards in the work area and apply risk control measures.
3. Carry out routine service procedures on electronic lock and locking system.	3.1	Use safe work practices when conducting routine service procedures according to WHS requirements.
	3.2	Access electronic lock and locking system requiring servicing with minimal disruption to services and others in the work area.
	3.3	Inspect and check electronic lock and locking system to identify damage, friction, sticking or component wear.
	3.4	Perform routine service procedures on electronic lock and locking system following manufacturers' instructions and WHS requirements.
	3.5	Identify and adjust common faults and replace worn keys to ensure correct

		operation of electronic lock and locking system.
	3.6	Identify complex fault or repair requirements and report to relevant persons for specialist attention.
4. Finalise routine service and complete documentation.	4.1	Check serviced lock and locking system and confirm correct operation.
	4.2	Notify completion of work to relevant persons.
	4.3	Complete routine service documentation detailing service procedures, repairs undertaken and identified faults according to workplace requirements.
	4.4	Check tools and equipment for faults, wear or damage and rectify or report problems.
	4.5	Restore work area to original condition and remove waste caused by routine service tasks.

Foundation skills

Candidates require:

- reading skills to interpret key requirements of:
  - plans and specifications when locating electronic locks and locking systems requiring servicing
  - manufacturers' instructions
- numeracy skills to:
  - measure and calculate volumes, consumption and servicing requirements
  - read and interpret a multimeter.

Unit Mapping Information

Supersedes and equivalent to CPPSEC3044A Maintain and repair mechanical lock and locking system.

Links

Companion Volume Implementation Guide:
https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b

Assessment Requirements for CPPSEC3044 Conduct routine service of electronic locks and locking systems

Performance Evidence

To demonstrate competency, a candidate must meet the performance criteria of this unit by conducting routine servicing of three different electronic locks and locking systems and complete routine service documentation.

Knowledge Evidence

To be competent in this unit, a candidate must demonstrate knowledge of:

- workplace policies and procedures that ensure compliance with legislative and regulatory requirements when conducting routine servicing of electronic locks and locking systems:
    - licensing requirements and limits of own authority
    - privacy requirements
    - reporting and documentation
    - requirements for complying with Australian Communications and Media Authority cabling rules
    - work health and safety
- documentation to be completed when conducting routine servicing of electronic locks and locking systems to ensure compliance with licensing and warranty requirements
- maintenance procedures for a range of electronic locks and locking systems and repairs permitted within scope of own role, authority and competence
- procedures for disassembling and reassembling electronic locks and locking systems
- signs of damage, friction, sticking and component wear and worn keys associated with electronic locks and locking systems
- techniques for recognising routine and complex faults and malfunctions in a range of electronic locks and locking systems
- tools and equipment including personal protective equipment (PPE) used when conducting routine servicing of electronic locks and locking systems
- types, features and operating principles of a range of electronic locks and locking systems
- typical hazards encountered when conducting routine servicing of electronic locks and locking systems and the control measures for each:
    - confined spaces
    - electrical
    - hazardous materials and chemicals
    - hidden utilities
    - people in the work area
    - power tools
    - vermin.

Assessment Conditions

Assessors must meet the requirements for assessors contained in the Standards for Registered Training Organisations.

All individuals engaged by a licensed RTO for security licensing purposes must hold both a security trainers licence (where such a licence exists within the relevant jurisdiction) and the licence for performing the security activities for which the individual is providing training or assessment. Regulators may impose other assessor conditions to meet jurisdictional assessment requirements.

Assessment must be conducted in the workplace or in a simulated workplace environment. Candidates must have access to:

- workplace policies and procedures, work instructions, documentation, electronic locks and locking systems, PPE and tools required to achieve the performance evidence
- manufacturers' instructions for locks and locking systems to be serviced.

Links

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