

Title	Re-key commercial locksets to specifications		
Level	2	Credits	5

Purpose	This unit standard is intended for people re-keying commercial locksets in a manufacturing environment. People credited with this standard are able to: demonstrate knowledge of special keying systems; prepare to re-key cylinders for specially keyed systems; re-pin cylinders; cut, finish, and check new keys for cylinders; and re-assemble, check, and pack re-keyed locksets.
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Classification	Mechanical Engineering > Locksmithing
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Available grade	Achieved
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Guidance Information

- 1 All work practices must meet recognised codes of practice and documented worksite safety procedures (where these exceed code) for personal, product, and worksite safety, and must meet the obligations required under current legislation.
- 2 Legislation relevant to this unit standard includes but is not limited to the: Health and Safety at Work Act 2015.
- 3 Definitions
Special keying systems are keying systems used in the construction industry for commercial premises. They may include but are not limited to: individual, keyed alike, master, grand master, construction keyed systems.
Worksite procedures refers to documents that include: worksite rules, codes, and practices; equipment operating instructions; documented quality management systems; and health and safety requirements.
- 4 Competence is to be demonstrated on three occasions of re-keying special keying systems.

Outcomes and performance criteria

Outcome 1

Demonstrate knowledge of special keying systems.

Performance criteria

- 1.1 Special keying systems are described in terms of their characteristics and components.
- Range may include but is limited to – individual, keyed alike, master, grand master, and construction keyed systems; evidence of three is required.
- 1.2 The characteristics of pin tumbler and wafer cylinders are described in terms of their use.
- 1.3 Terminology relating to special keying systems is used correctly.

Outcome 2

Prepare to re-key cylinders for special keying systems.

Performance criteria

- 2.1 Process method and quality requirements are verified in accordance with worksite procedures.
- 2.2 Components required are verified in accordance with worksite procedures.
- Range cylinder, pins, wafer, keys.
- 2.3 Safety procedures relating to the task are verified in accordance with worksite procedures.

Outcome 3

Re-pin cylinders.

Performance criteria

- 3.1 Equipment safety devices and personal protective equipment are used in accordance with job requirements and worksite procedures.
- 3.2 Componentry fastening the cylinders is removed in accordance with worksite procedures.
- Range may include but is not limited to – circlips, knobs, tailbar.
- 3.3 Cylinders and bottom pins are removed in accordance with worksite procedures.
- 3.4 New pins are selected and loaded in accordance with worksite procedures.
- 3.5 Cylinders are re-assembled and finished in accordance with worksite procedures.

3.6 Quality checks are completed in accordance with worksite procedures.

Outcome 4

Cut, finish, and check new keys for cylinders.

Performance criteria

- 4.1 Lock types are identified in accordance with worksite procedures.
- 4.2 Proprietary software for choosing key codes is used to select codes in accordance with manufacturer's specifications and worksite procedures.
- 4.3 Key blanks are selected, cut, and finished in accordance with worksite procedures.
- 4.4 Keys are checked for accurate duplication and tested in cylinders in accordance with worksite procedures.

Outcome 5

Re-assemble, check, and pack re-keyed locksets.

Performance criteria

- 5.1 Locksets are re-assembled in accordance with worksite procedures.
- 5.2 Locksets are checked and packed in accordance with worksite procedures.
- 5.3 Recording and reporting are carried out in accordance with worksite procedures.

This unit standard is expiring. Assessment against the standard must take place by the last date for assessment set out below.

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	26 July 2005	31 December 2022
Review	2	26 October 2017	31 December 2022

Consent and Moderation Requirements (CMR) reference

0013

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.