

Title	Use and maintain locksmith tools		
Level	2	Credits	6

Purpose	People credited with this unit standard are able to: demonstrate knowledge of locksmith tools; select and use locksmith tools safely; and maintain locksmith tools in safe working order.
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Classification	Mechanical Engineering > Locksmithing
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Available grade	Achieved
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Guidance Information

- 1 References and legislation
Health and Safety at Work Act 2015.
AS/NZS 3760:2003, In-service safety inspection and testing of electrical equipment.
- 2 Definitions
Accepted industry practice refers to codes of practice and standardised procedures accepted by the wider locksmithing industry as examples of best practice.
Electrical safety tag refers to the process of testing and tagging an electrical appliance as required by the Electricity Regulations.
Workplace procedures refer to the procedures used by the organisation carrying out the work and applicable to the tasks being carried out. Examples are – standard operating procedures, safety procedures, equipment operating procedures, codes of practice, quality management practices and standards, procedures to comply with legislative and local body requirements.
- 3 Range
Examples of hand tools – measuring tape, rule, callipers, combination square, chisels, drill bits, hole saw, sharpening stones, screwdrivers (slot, Phillips, Pozidriv, square), adjustable spanners, pliers, hammer, mallet, spirit levels, hacksaw and blades, alignment jigs, templates, files, clamps.
Examples of power tools - power drill, jigsaw, grinder, mortising rig, router.
Evidence is required of 10 hand tools and two power tools including chisels, files, drill bits, screwdrivers, battery drill.
- 4 Assessment information
All activities must comply with applicable workplace procedures, in particular those relating to health and safety, and must be consistent with accepted industry practice.

Outcomes and performance criteria

Outcome 1

Demonstrate knowledge of locksmith tools.

Performance criteria

- 1.1 Use of tools is described in terms of the work operations to be completed.
- 1.2 Care and maintenance of tools are described.
- 1.3 Safe use of tools is described.

Range includes but is not limited to – hazards and risks, injury to users and others, damage to materials and tools.

Outcome 2

Select and use locksmith tools safely.

Performance criteria

- 2.1 Tools are selected to meet identified job requirements.
- 2.2 Tools are used in the manner and purpose for which they were designed.
- 2.3 Tools are used to complete the operation without injury to the user or others, and without damage to materials and property.

Outcome 3

Maintain locksmithing tools in safe working order.

Performance criteria

- 3.1 Cutting edges are sharpened to give maximum cutting efficiency.
- 3.2 Tools are inspected for safety and maintained in working order, clean, and free of corrosion.
- 3.3 Tools are stored in an appropriate location and manner.
- 3.4 Power tools are visually inspected for safety and tagged if found unsafe.
Range current electrical safety tag, undamaged cord, appliance not broken, danger and/or out of order tag, guarding.
- 3.5 Damaged and broken tools are either repaired or replaced.

Planned review date	31 December 2022
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	19 May 2006	31 December 2018
Revision	2	21 September 2007	31 December 2022
Review	3	26 October 2017	N/A

Consent and Moderation Requirements (CMR) reference	0013
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact Competenz qualifications@competenz.org.nz if you wish to suggest changes to the content of this unit standard.