Title	**Demonstrate knowledge of safes, and installation and maintenance practices**		
Level	**3**	**Credits**	**5**

Purpose	People credited with this unit standard are able to demonstrate knowledge of: safes and safe locking mechanisms; safe installation practices; servicing and maintaining safes; and repairing safes.

Classification	Mechanical Engineering> Locksmithing

Available grade	Achieved

Guidance Information

1 References and legislation
New Zealand Building Code.
AS/NZS 3809:1998, *Safes and strongrooms*.
BS EN 1143-1:2012, *Secure storage units. Requirements, classification and methods of test for resistance to burglary. Safes, ATM safes, strongroom doors and strongrooms*.
BS EN 1143-2:2014, *Secure storage units. Requirements, classification and methods of tests for resistance to burglary: Deposit systems*.
BS EN 14450:2017, *Secure storage units. Requirements, classification and methods of test for resistance to burglary. Secure safe cabinets*.
Consumer Guarantees Act 1993.
Fair Trading Act 1986.
Sale of Goods Act 1908.
Private Security Personnel and Private Investigators Act 2010.
Privacy Act 1993.
Master Locksmiths Association (MLA) Code of Ethics.

2 Definition
Safes are a lockable container with increased physical protection levels. They may include in-floor safes, fire resistant safes, wall safes, safety deposit boxes, gun cabinets, domestic safes, commercial safes, strongrooms or porta-vaults.

3 Assessment information
All procedures used in the installation or servicing of safes are to be in accordance with the manufacturer's policy and instruction and meet manufacturer's specifications.

Outcomes and performance criteria

Outcome 1

Demonstrate knowledge of safes and safe locking mechanisms.

Performance criteria

1.1 Safe construction is described.

Range may include but is not limited to – material, box, doors, hinges, locks and keypads, finishing, construction ratings.

1.2 Methods to establish make, model, grade, and quality of safes are described.

1.3 Types, brands, and models of safes and installation practices are described.

Range evidence of a minimum of three different types of safes is required.

1.4 Safe locking and re-locking mechanisms are described.

Range pitfalls and rectification techniques.

1.5 Site surveying technique for best location of a safe is described.

1.6 Safe and its locking mechanism selection criteria are described.

Range criteria may include – client's requirements, the purpose of the safe or strong room, the location where the safe or strong room will be situated, the contents and their value, potential threats, the premises and surroundings, the existing security measures at the premises, the clients specifications, insurance requirements and certified insurance cover, resistance level of safe or strong room, certification details of safe or strong room operational procedures, power supply and back-up systems, maintenance and servicing.

Outcome 2

Demonstrate knowledge of safe installation practices.

Performance criteria

2.1 Safe installation practices are described

Range installation practices include – purpose, tools, and equipment required; moving safes into position, levelling, aligning, and bolting;
types of safe include – safes with key access, mechanical combination locking system, electronic locking system.

Outcome 3

Demonstrate knowledge of servicing and maintaining safes.

Performance criteria

3.1 Servicing requirements and process for safes are described.

3.2 Techniques for disassembling and (re)assembling mechanical combination locks are described.

3.3 Process for re-engineering safes to new keys, combinations, and electronic access codes are described.

Outcome 4

Demonstrate knowledge of repairing safes.

Performance criteria

4.1 Methods for opening safes for residential and commercial requirements are described.

Range includes – manipulation techniques, tools, and resources required.
methods for opening safes – pick, use codes, combination locks, use keypads, use keys;
safe locking system – key locking system, mechanical locking system, electronic locking system.

4.2 Diagnostics and troubleshooting procedures for safes are described.

4.3 Process for changing locks is described.

4.4 Process for re-keying safes is described.

4.5 Process for finding the code of a safe lock is described.

4.6 Process for changing combinations is described. The description includes reasons for not using certain numbers.

4.7 Process for altering electronic safe access codes is described.

4.8 Safe repairs required following opening by penetration is described.

4.9 Safe repairs and maintenance required as a result of user problems excluding lock-out is described.

4.10 Checks and final assembly adjustments, and tests done prior to handing safe back to customer is described.

Planned review date	31 December 2023

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	1 March 2018	N/A

Consent and Moderation Requirements (CMR) reference	0013

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.