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**Overview**

This standard covers the physical care and maintenance procedures required to keep locks in custodial environments working effectively.

It includes the fitting, testing and maintenance of locks, keys and door fixtures.

This standard does not cover ordering parts, writing schedules or changing drawings. For these functions please see SFJ FD4 Manage lock maintenance in custodial environments

**Performance**

**criteria**

You must be able to:

- P1 obtain locking schedule for lock maintenance work from your manager before starting the work in accordance with your organisation's procedures
- P2 use correct resources and equipment to carry out lock maintenance work in accordance with manufacturer's instructions
- P3 diagnose lock faults in accordance with your organisation's procedures, and:
  - P3.1 report these to your manager
- P4 read layout drawings to confirm placement of locks as required by the locking schedule
- P5 check area is safe to begin maintenance work in accordance with your organisation's procedures
- P6 test bolts and locking plates as stated in the locking schedule
- P7 service locks in accordance with your organisation's procedures
- P8 install locks as stated in the locking schedule in line with organisational guidelines
- P9 replace lock handles when required as stated in the locking schedule
- P10 complete visual inspections in accordance with your organisation's procedures, to check for:
  - P10.1 security issues
  - P10.2 damage
  - P10.3 excessive wear
- P11 follow lock-condemn procedures
- P12 complete operational checks as stated in the locking schedule
- P13 complete any required paperwork in accordance with your organisation's procedures

**Knowledge and understanding**

**You need to know and understand:**

- K1 organisational procedures relating to lock maintenance
- K2 organisational guidelines regarding locks
- K3 how to identify parts of a key
- K4 different door and hinge combinations used in custodial environments
- K5 different locks and their different uses
- K6 the range of lock classes
- K7 ways to utilise different levers in locks
- K8 the range of potential faults and their causes
- K9 different lock combinations
- K10 the range of different keys
- K11 the terminology of locks
- K12 the principles of key and lever pack reading
- K13 the inspection procedures used with locks in custodial environments
- K14 the operating specifications of different locks
- K15 methods used to expand lifespan of locks
- K16 custodial security procedures
- K17 who to obtain locking schedules from
- K18 how to read layout drawings
- K19 different tests for bolts and locking plates
- K20 methods for installing different locks
- K21 the types of anti-manipulation devices
- K22 how to replace lock handles
- K23 how to complete visual inspections
- K24 organisational lock-condemn procedures
- K25 what operational checks are required
- K26 what paperwork needs to be completed

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**Additional Information**

**Glossary**

**Organisational procedures** can include prison service instructions, prison policies, legislative policies and any other policies and procedures used across custodial care in the UK.

## SFJFD3

### Maintain locks in custodial environments

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