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**Overview**

This standard covers writing lock schedules, changing drawings, ordering parts and organising the work of those maintaining locks.

This standard does not cover the physical care and maintenance procedures required to keep locks in custodial environments working effectively. For these functions please see SFJFD3 Maintain locks in custodial environments.

**Performance  
criteria**

You must be able to:

- P1 write basic locking schedules in line with organisational guidelines
- P2 review door description information in accordance with your organisation's procedures
- P3 review locking schedule based on door information in accordance with your organisation's procedures
- P4 update layout drawings in line with locking schedules
- P5 upload layout drawings for central approval in accordance with your organisation's procedures
- P6 identify lock part numbers when preparing orders for parts and replacements in line with organisational guidelines
- P7 place order for parts in accordance with your organisation's procedures
- P8 seek feedback from custodial staff to improve operations and security of locks in accordance with your organisation's procedures
- P9 schedule routine maintenance checks in line with organisational guidelines
- P10 provide locking schedules to relevant staff to implement required work in accordance with your organisation's procedures
- P11 oversee lock team work in accordance with your organisation's procedures
- P12 complete any required paperwork in accordance with your organisation's procedures

**Knowledge and understanding****You need to know and understand:**

- K1 organisational guidelines and procedures relating to lock maintenance
- K2 how to identify parts of a key
- K3 different door and hinge combinations used in custodial environments
- K4 different locks and their different uses
- K5 the range of lock classes
- K6 ways to utilise different levers in locks
- K7 the range of potential faults and their causes
- K8 different lock combinations
- K9 the range of different keys
- K10 the terminology of locks
- K11 the principles of key and lever pack reading
- K12 the inspection procedures used with locks in custodial environments
- K13 the operating specifications of different locks
- K14 methods used to expand lifespan of locks
- K15 how to identify lock part numbers
- K16 custodial security procedures
- K17 how to read layout drawings
- K18 how to change layout drawings using relevant software
- K19 how to write and amend locking schedules
- K20 how to upload layout drawings for approval
- K21 organisational processes for placing orders
- K22 methods for obtaining feedback from others regarding locks
- K23 different tests for bolts and locking plates
- K24 methods for installing different locks
- K25 methods for installing anti-manipulation devices
- K26 how to replace lock handles
- K27 how to complete visual inspections
- K28 organisational lock-condemn procedures
- K29 what operational checks are required
- K30 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.

## SFJFD4

### Manage lock maintenance in custodial environments

|                                 |  |
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| <b>Developed by</b>             | Skills for Justice   |
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| <b>Relevant occupations</b>     | Officers; Public Service Professionals; Youth Justice Officers; Youth Offending Team Officers  |
| <b>Suite</b>                    | Custodial Care   |
| <b>Key words</b>                | Locks; maintain; bolts; locking plates; levers; keys; operating; test; faults; security; anti-manipulation; device; combinations; diagnose; inspection; lever pack; drawings; approval; place orders; feedback; schedule |