



ONTARIO COLLEGE OF TRADES
ORDRE DES MÉTIERS DE L'ONTARIO

Apprenticeship Training Standard

Schedule of Training

Locksmith

Trade Code: 259L

Development Date: 2000

NOTICE OF COLLECTION OF PERSONAL INFORMATION

1. At any time during your apprenticeship training, you may be required to show this training standard to the Ministry of Training, Colleges and Universities (the Ministry). You will be required to disclose the signed Apprenticeship Completion form to the Ministry in order to complete your program. The Ministry will use your personal information to administer and finance Ontario's apprenticeship training system, including confirming your completion and issuing your certificate of apprenticeship.
2. The Ministry will disclose information about your program completion and your certificate of apprenticeship to the Ontario College of Trades, as it is necessary for the College to carry out its responsibilities.
3. Your personal information is collected, used and disclosed by the Ministry under the authority of the Ontario College of Trades and Apprenticeship Act, 2009.
4. Questions about the collection, use and disclosure of your personal information by the Ministry may be addressed to the:

Manager, Employment Ontario Contact Centre
Ministry of Training, Colleges and Universities
33 Bloor St. E, 2nd floor, Toronto, Ontario M7A 2S3
Toll-free: 1-800-387-5656; Toronto: 416-326-5656
TTY: 1-866-533-6339 or 416-325-4084.



SCHEDULE OF TRAINING APPRENTICESHIP TRADE

LOCKSMITH - 259L

A. Description/Duties

A Locksmith performs some or all of the following:

- * repairs, installs, and adjusts locks;
- * repairs, installs and adjusts related door & frame hardware;
- * makes keys; and,
- * changes lock combinations.

Is knowledgeable in:

- Occupational Health and Safety Act.
- Fire Codes and Regulations.
- Accident prevention and safe practices.
- Government regulations.
- Building Codes.
- Municipal and Provincial Legislation
- Ontario Fire Code
- NFPA.

**Benchmark/Guideline Total Training Time Frames
(On-The-Job and In-School) (Min/Max)**

5000 - 6000 hours (2 ½ to 3 years)

Company/Sector/IC Name:

Originating TC/IC/PDSU

Date:

District Manager/PDSU Manager

Date:

HEAD OFFICE USE

Program Standards Approval

By _____

Date _____

Director's Approval

By _____

Date _____

**Assigned
Trade
Code**

259L



SCHEDULE OF TRAINING APPRENTICESHIP TRADE

LOCKSMITH - 259L

B. ON-THE JOB TRAINING

| Unit No | PERFORMANCE OBJECTIVES (ON-THE-JOB SKILL SETS) |
|-----------------|--|
| 259L - 1 | <p><u>Demonstrate Safe Working Practices and Techniques</u></p> <p>Recognize and handle potential health and safety hazards and hazardous materials; comply with government safety standards, regulations, policies and procedures; wear personal protective equipment and clothing; operate emergency safety equipment; maintain good housekeeping; use and maintain tools and equipment; assure protection from fire hazards; in accordance with OHSA and company procedures.</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> Date <hr style="border: 0; border-top: 1px solid black; margin-top: 10px;"/> </div> <div style="width: 30%;"> Apprentice's Signature <hr style="border: 0; border-top: 1px solid black; margin-top: 10px;"/> </div> <div style="width: 30%;"> Sponsor's Signature <hr style="border: 0; border-top: 1px solid black; margin-top: 10px;"/> </div> </div> |
| 259L - 2 | <p><u>Communicate Orally and Write Reports</u></p> <p>Communicate by: preparing and delivering oral reports to fellow workers, clients, supervisors, and contractors; preparing written reports for customers, supervisory personnel and other departments; completing inventory requisitions for replacement parts and supplies; handling telephone inquiries; discussing level of security with customers; completing service orders; and, preparing of invoices; ensuring that all communication and written reports are communicated effectively and clearly, in accordance with company procedures and practices, and customer requirements.</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> Date <hr style="border: 0; border-top: 1px solid black; margin-top: 10px;"/> </div> <div style="width: 30%;"> Apprentice's Signature <hr style="border: 0; border-top: 1px solid black; margin-top: 10px;"/> </div> <div style="width: 30%;"> Sponsor's Signature <hr style="border: 0; border-top: 1px solid black; margin-top: 10px;"/> </div> </div> |



SCHEDULE OF TRAINING APPRENTICESHIP TRADE

LOCKSMITH - 259L

B. ON-THE JOB TRAINING (continued)

| Unit No | PERFORMANCE OBJECTIVES (ON-THE-JOB SKILL SETS) |
|----------------|--|
| 259L- 3 | <p><u>Maintain and Use Hand and Power Tools and Equipment</u></p> <p>Maintain and use hand tools and equipment including hammers, pliers, punches, screw drivers (hand and cordless), wrenches, sockets and handles, hacksaws and key hole saws, drills, holding devices, files, rules, tapes, callipers, micrometers, gauges, taps and dies, chisels, electrical test meters, easy outs, pop rivet gun, and rivet nuts, ensuring that hand tool selected is the correct one for the job, in good condition, and is used in a safe manner.</p> <p>Maintain and use power tools and equipment including drills (hand & cordless), bench grinders, drill press, jig, hole, and power circulatory saws, routers and router attachments, buffers, and die grinders, ensuring that power tool selected is the correct one for the job, in good condition, and is used in a safe manner.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 30%;"> Date _____ </div> <div style="width: 30%;"> Apprentice's Signature _____ </div> <div style="width: 30%;"> Sponsor's Signature _____ </div> </div> |
| 259L -4 | <p><u>Maintain and Use Locksmith Specialty Tools and Equipment</u></p> <p>Maintain and use locksmith tools and equipment including key machines, clippers, lock tools and picks, pick guns, followers, tweezers, flash light, auto opening and service tools, number and letter stamps, installation jigs, and impressing files, ensuring that locksmith tool selected is the correct one for the job, in good condition, and is used in a safe manner.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 30%;"> Date _____ </div> <div style="width: 30%;"> Apprentice's Signature _____ </div> <div style="width: 30%;"> Sponsor's Signature _____ </div> </div> |
| 259L -5 | <p><u>Plan and Prepare for Locksmith Job</u></p> <p>Plan and prepare for job by identifying the fire-rating of the door and door hardware; identifying the size, weight, and specifications of door and frame; identifying and selecting required tools and equipment; identifying and selecting new, replacement, or repaired hardware and locks; and, determining installation, repairing, or refurbishing procedures, in accordance with municipal codes, Fire Codes, Building Codes, Accessibility Codes, NFPA, OHSA, and manufacturer's specifications.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 30%;"> Date _____ </div> <div style="width: 30%;"> Apprentice's Signature _____ </div> <div style="width: 30%;"> Sponsor's Signature _____ </div> </div> |



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B. ON-THE JOB TRAINING (continued)

| Unit No | PERFORMANCE OBJECTIVES (ON-THE-JOB SKILL SETS) |
|----------------|---|
| 259L -6 | <p><u>Apply General Work Practices and Procedures</u></p> <p>Perform general work practices and procedures including: laying out measurements; drilling, threading, and tapping; cutting and sawing; filing and chiselling; rivetting; punching and stamping; minor welding tasks; caulking; measuring and checking procedures using measuring tools, squares, bob, and chalk lines; checking electrical applications to verify low voltage/class 2 electrical voltage; and plastering/cementing; to repair, install, adjust, or replace locks using required tools and equipment, in accordance with drawings, sketches, schematics, job specifications, and company procedures or manufacturers' procedures and practices.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 30%;"> Date <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/> </div> <div style="width: 30%;"> Apprentice's Signature <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/> </div> <div style="width: 30%;"> Sponsor's Signature <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/> </div> </div> |
| 259L -7 | <p><u>Set Up and Operate Key Cutting Machines</u></p> <p>Set up and operate key cutting machines including manual, semi-automatic, and automatic machines to duplicate or originate required keys including paracentric, tubular, bit, and double sided, and any other type of key, in accordance with job specifications, engineering drawings, and schematics.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 30%;"> Date <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/> </div> <div style="width: 30%;"> Apprentice's Signature <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/> </div> <div style="width: 30%;"> Sponsor's Signature <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/> </div> </div> |
| 259L -8 | <p><u>Cut and Fit Keys</u></p> <p>Cut and fit keys to lock by: identifying type and material of key; decoding pin tumbler; duplicating keys including paracentric, bit, and double-sided keys by hand or machine; filing to existing lock combination or sample picture; impressioning; verifying duplicated keys using micrometer or callipers or by sight or "go/no go" method of comparison; in accordance with manufacturer's specifications and company procedures.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 30%;"> Date <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/> </div> <div style="width: 30%;"> Apprentice's Signature <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/> </div> <div style="width: 30%;"> Sponsor's Signature <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/> </div> </div> |

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B. ON-THE JOB TRAINING (continued)

| Unit No | PERFORMANCE OBJECTIVES (ON-THE-JOB SKILL SETS) |
|----------|---|
| 259L -9 | <p><u>Install and Maintain Electrically Controlled Hardware</u></p> <p>Install and maintain electrically controlled hardware (low voltage/class 2) including basic electric components and electric hardware, series circuits, parallel circuits, and series-parallel circuits, in accordance with manufacturers' specifications, Building Codes, NFPA, Canadian Electrical Code, and the OHSA.</p> <p> Date Apprentice's Signature Sponsor's Signature _____ _____ _____ </p> |
| 259L -10 | <p><u>Perform Opening and By-Pass Procedures</u></p> <p>Perform opening and by-pass procedures by selecting correct non-destructive or destructive lock- out procedures including loiding, picking, impressioning, ice-picking, and drilling, so that lock is opened safely and efficiently.</p> <p> Date Apprentice's Signature Sponsor's Signature _____ _____ _____ </p> |
| 259L -11 | <p><u>Install, Remove, Refurbish, and Re-Install Door Hardware</u></p> <p>Install, remove, refurbish, and re-install door hardware by: inspecting and identifying type, size, and construction of doors and frames; and, replacing, repairing, installing, or removing hinges, pivots, closers, latches, or bolting mechanisms, in accordance with manufacturers' specifications, Building Codes, NFPA, and the OHSA.</p> <p> Date Apprentice's Signature Sponsor's Signature _____ _____ _____ </p> |



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B. ON-THE JOB TRAINING (continued):

| Unit No | PERFORMANCE OBJECTIVES (ON-THE-JOB SKILL SETS) |
|-----------------|--|
| 259L -12 | <p><u>Re-combine/Re-key Locks</u></p> <p>Re-combine and/or re-key conventional locks by: inspecting and identifying code or combination; changing combination including pin tumbler, wafer/disk, profile, and tubular; identifying master- keyed cylinder; assembling and disassembling; and, verifying re-combination; in accordance with manufacturers' specifications, Building Codes, NFPA, Canadian Electrical Code, and the OHSA.</p> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="text-align: center;"> Apprentice's Signature <hr style="width: 100%;"/> </div> <div style="text-align: center;"> Sponsor's Signature <hr style="width: 100%;"/> </div> </div> |
| 259L -13 | <p><u>Masterkey Locks</u></p> <p>Write a 2-level masterkey system; cut keys and pin up locks to the system; and stamp keys; in accordance with manufacturer's specifications and company procedures.</p> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="text-align: center;"> Apprentice's Signature <hr style="width: 100%;"/> </div> <div style="text-align: center;"> Sponsor's Signature <hr style="width: 100%;"/> </div> </div> |
| 259L -14 | <p><u>Install and Service High Security Lock</u></p> <p>Install and service a high security lock product, in accordance with manufacturers' specifications, Building Codes, NFPA, Canadian Electrical Code, and the OHSA.</p> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="text-align: center;"> Apprentice's Signature <hr style="width: 100%;"/> </div> <div style="text-align: center;"> Sponsor's Signature <hr style="width: 100%;"/> </div> </div> |

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B. ON-THE JOB TRAINING (continued)

| Unit No | PERFORMANCE OBJECTIVES (ON-THE-JOB SKILL SETS) | | |
|----------|--|-------------------------------|----------------------------|
| 259L -15 | <u>Install and Service Automotive Lock Products</u> Install and service automotive lock products not including removal and/or replacement of steering system components , in accordance with manufacturers' specifications, NFPA, Canadian Electrical Code, and OHSA. | | |
| | Date | Apprentice's Signature | Sponsor's Signature |
| | _____ | _____ | _____ |
| 259L -16 | <u>Install and Service Safe Products</u> Install and service safe products, in accordance with manufacturer's specifications, NFPA, Canadian Electrical Code, and the OHSA. | | |
| | Date | Apprentice's Signature | Sponsor's Signature |
| | _____ | _____ | _____ |



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C. Off-the-Job Learning Outcomes:

CONTENT: (To be written in learning outcomes and benchmark timeframes). On successful completion of off-the-job (in-school) training, the apprentice will be demonstrate the ability to:

1. Demonstrates a knowledge of safe working practices by identifying and interpreting OHSA regulations; identifying potential safety hazards; describing WHMIS labelling and product classifications; identifying good housekeeping practices; describing correct protective clothing for work environment; and explaining correct first aid practices; according to the emergency situation presented.
2. Demonstrates an understanding and knowledge of oral and written reports by explaining security requirements re master keying; by writing and speaking in clear, concise, and plain language; by ensuring the confidentiality of clients' security systems; and by adhering to the assurances required in manufacturer's specifications. Explains correct trade nomenclature and terminology including loiding, picking, impressioning, ice-picking, and drilling, by relating them to non-destructive and destructive lock-out procedures.
3. Specifies the procedures for maintenance and safe use of hand and/or power tools and lists the job(s) for which the tool is most appropriate.
4. Assesses specialty tool requirements by identifying hardware and diagnosing repair and/or bypass requirements; describes the selection process for and specifies the procedures for use of specialty tools and equipment used in locksmithing; and specifies the procedures for maintenance and safe use of specialty tools and equipment.
5. Analyses and assesses all conditions and variables in planning and preparing job by: estimating physical clearances; and, conducting a cost benefit analysis to assess suitability of repair, replacement, or retrofit of product.
6. Identifies locks by physical appearance, product number or function; interprets lock specifications, pertaining to blueprints, architectural drawings, schematics, and hardware schedules by drawing building plans or layouts related to hardware.
7. Defines types of keys including paracentric, tubular, bit and double-sided, and describes correct settings and operational characteristics for manual, semi-automatic, and automatic cutting machines, in accordance with job specifications, engineering drawings, and schematics.
8. Identities keys and blanks by style and product number, and locates, interprets, and verifies stamped codes.



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C. Off-the-Job Learning Outcomes (cont'd):

CONTENT (Continued):

9. Explains the principles of basic electricity including Ohm's Law, series and parallel circuits, AC/DC theory; and, their application in the installation of electronic components and electric hardware.
10. Diagnoses for and differentiates between non-destructive and destructive lock-out procedures and identifies the steps involved in these procedures.
11. Demonstrates a knowledge of locks, doors, and frames by: identifying all types of doors and frames; describing construction of same; identifying installation methods in wood and metal doors and frames; recognizing different lock makes and manufacturers, and their servicing requirements; using template specifications; reading installations to drill, tap, and install lock.
12. Inspects and identifies lock codes or combinations and master-keyed cylinders; lists the procedures to disassemble/assemble; and, verify re-combination of locks.
13. Distinguishes between correct or incorrect master keying systems or charts, through linear progression applied to spacing and depth of keys.
14. Describes how high security lock meets UL, ULC, CSA requirements and/or DIN standards.
15. Lists openings and functions of automotive locks and lock rods; describes techniques or removal, repair and/or replacement and generation of keys of automotive locks.
16. Identifies classification of safe; describes procedures to change safe combination; describes diagnostic procedures; and, lists servicing techniques of safe.



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C. Off-the-Job Learning Outcomes (cont'd):

Source & Type (Specify in detail: e.g. block or day release; night school; in-plant; correspondence).

Flexible delivery: block, night school, correspondence, day, and part-time

Benchmark/Guideline Time-frames of Off-the-Job/In-School Learning Outcomes:

480 hours

Funding

N/A

Performance Objectives and Learning Outcomes reached:

Date: _____

Sponsor/Trainer/Employer signature: _____

Apprentice signature: _____

You will be required to disclose this signed form to the Ministry of Training, Colleges and Universities in order to complete your program. The Ministry will use your personal information to administer and finance Ontario's apprenticeship training system.

For further information please see the notice/declaration for collection of personal information that is referenced in the table of contents of this training standard.