

Regionally - based Occupational Standard

Full format of a standard with proposed groups of tasks/functions

Occupational standard: Locksmith

Occupation: Locksmith

Sector: Mechanical engineering (specific to national coding)

ISCO Level: II

Description of occupation:

Locksmith develops parts of metal construction, processes tins, metal profiles and pipes and performs different montage work. Locksmith produces: fences, gates, windows and doors, furniture, parts of plants and metal objects and objects made of other material.

During the work, locksmith performs different activities in socially and ecologically sustainable way: outlining and marking, manual and mechanical cutting, straightening, bending, grinding, forging, riveting, drilling, threading, rasping, welding (electric arc and gas), assembly of compounds, sharpening of various tools, protecting surfaces with protective coats.

Locksmith uses the variety of tools and machines: hammers, hacksaws, sheet metal shears, rasps, measuring tools (meter, caliper, micrometer, protractor...), hand electric drill and grinder, steel profile cutting machines, machines for cutting and bending sheets and profiles and welding machines.

The locksmith manages work documentation and performs administrative and commercial tasks in the domain of his/hers work. He/she communicates with superiors, colleagues, clients, applying the rules of business communication, and coordinates the performance of work with other contractors in an ethical and professional manner. He/she applies and ensures quality standards in his/hers work, implements procedures and measures for health preservation, protection of the working environment, as well as fire protection measures.

Working Environment and Working Conditions:

A locksmith works in a workshop or in the field, in residential, commercial, or industrial buildings. Works mainly in a standing position and, if necessary, at a height and/or in a confined space, in closed, semi-open and open spaces. The work usually requires on-call, shift work, as well as field work with extended working hours.

A locksmith can work independently, coordinate a small group of workers and/or work under supervision. Work is performed under increased risk of mechanical injuries, burns, risk of falling, electric shocks, under the influence of increased electromagnetic radiation, harmful fumes, dust, increased noise, vibrations, temperature differences and psycho-physical stress. Due to the specificity of the job and the risks to which the locksmith is exposed, special attention is paid to the use of protective equipment: safety shoes with protective caps, protective gloves, safety goggles, face and eye protection (protective mask).

The employer can prescribe special conditions in accordance with the risk assessment of the workplace.



Relationship with other professions:

The profession of locksmith also applies to other profiles/qualifications within the same sector: assistant locksmith, machine locksmith, welder, installer, body mechanic, machinist for energy plants, machine mechanic, metal cutter.

In addition, the locksmith can cooperate with other sectors and professions: service technicians who work on equipment and maintenance of machines, electricians, suppliers of raw materials and other production materials, workers in the construction sector.



Occupational standard:		
GROUP OF TASKS/FUNCTIONS	KEY TASKS	ACTIVITIES
1. Analysis, planning and organization of work	1.1. Analysing, planning and organization of work activities	1.1.1. Reviews the work order, related documentation and other information required for the execution of the work task 1.1.2. Reviews technical documentation (technical and technological documentation, operation and maintenance instruction manuals, etc.), in accordance with requirements of the work task 1.1.3. Plans a time schedule for the execution of works in phases (cutting, bending, grinding, drilling, joining, etc.), in accordance with requirements of the work task, independently or in agreement with superiors 1.1.4. Plans necessary resources in accordance with relevant technical and technological documentation (human resources, material, equipment, work tasks,) in line with the principles of sustainability and energy efficiency. 1.1.5. Organizes groups of workers/operatives competent for the execution of works 1.1.6. Coordinates his/her own activities with activities of associates and business partners 1.1.7. Organises work in a sustainable way, reducing losses in the entire process, from production to consumption.
2. Preparation of the Workplace	2.1. Preparing the resources and workplace for the execution of works	2.1.1. Checks the working conditions at workplace in accordance with general occupational health and safety measures (lighting, pollution, sources of physical hazard, meteorological conditions ...) taking into account specific/individual employees' needs. 2.1.2. Prepares the workplace pursuant to the technological card/technological procedure, daily work plan and work priorities in line with instructions and regulations on occupational health and safety 2.1.3. Prepares relevant documentation required to perform the work task 2.1.4. Prepares materials, tools, accessories and machines required for the implementation of the work task, in accordance with technical and technological documentation and technical legislation 2.1.5. Prepares him/herself for work and prepares means of protection and protective equipment 2.1.6. Maintains the hygiene of the workplace, tools and equipment upon the completion of the work task
3. Operational tasks	3.1 Measuring, drafting and marking on the material	3.1.1 Reads the technical – technological documents (skethecs, drawings, projects etc.) necessary for the work task 3.1.2 Makes drawings necessary for this work tasks 3.1.3 Takes and/or checks measures, in situ, using the measuring tools and equipment, in keeping with technical - technological documents 3.1.4 Takes the measures from the drawing from technical-technologicl documents on the material, in the given ratio, using the adequate tools and equipment for drafting and marking
	3.2 Developing locksmith	3.2.1. Cuts pipes, profiles, tins and plates rationally using the inputs and reducing the losses in the whole process, by using adequate machines and tools 3.2.2. Shapes pipes, profiles, tins and plates or part of products with machines and tools, by plastic deformation (in hot and cold condition)



<p>products/elements and compounds</p>	<p>3.2.3. Makes holes and openings by using adequate machines and tools 3.2.4. Processes products or parts of products by grinding or rasping with hand grinder in the process of preparation, phase and/or final processing 3.2.5. Cuts/carves in screw threads by using adequate machines and tools 3.2.6. Connects parts of products with screw thread junctions by using adequate tools and machines 3.2.7. Connects elements of products by welding, using adequate tools and machines 3.2.8. Connects parts of tins and profiles by other means of connections, (for ex. brazing, gluing, nailing etc) by using adequate machines and tools 3.2.9. Disposes of the developed products/elements and assemblies in a prescribed way</p>
<p>3.3 Assembling and disassembling of produces/elements and compounds</p>	<p>3.3.1. Inspects the current conditions of the place of the assembly 3.3.2. Carries out assembly/dissassembly of the produced elements and compounds either in the workshop conditions and/or in the place of the final assembly in keeping with the technical-technological documentation 3.3.3. Controls the correctness of positioning of assembled elements and compounds in the workshop conditions and/or in the place of the final assembly, in keeping with the technical-technological documents 3.3.4. Carries out the corrections of the justness of positioning and dimensions of the assembled products, elements and compounds in the workshop conditions and/or in the place of the final assembly in line with the control that was carried out</p>
<p>3.4 Surface protection of developed products/elements and compounds</p>	<p>3.4.1. Prepares the surfaces of the developed products/elements and compounds (degreasing, cleaning, depowdering and removal of previous protection) and protective coating by using adequate means in keeping with technical and technological documentation and ecological standards 3.4.2. Ensures the protection of the surface of products/elements and compounds by applying protective coats (basic and final), by using adequate means (paints and varnish), tools and equipment in keeping with technical and technological documentation and ecological standards 3.4.3. Visually controls the surfaces of the protected products / elements and compounds 3.4.4. Corrects the surfaces of protected products / elements and compound</p>
<p>3.5 Maintenance and repair of the equipment, material/elements and compounds</p>	<p>3.5.1. Performs daily cleaning and simple maintenance and repairs used devices and tools 3.5.2. Maintains tools and equipment in functional condition during work 3.5.3. Controls tools and machines, undertakes measures in case of damage and informs the superiors 3.5.4. Participates in servicing tasks of preventive and ongoing maintenance of the equipment, by the producers' instructions 3.5.5. Carries out regular and when-needed reviews of the elements, compounds and products in certain intervals and in the ways specified by the maintenance design 3.5.6. Removes non-compliance by repairing or replacing elements, compounds (elements of fence, elements of doors, elements of windows, frames, carriers, junction elements etc.) and ready-made products (fence, windows, steal compounds, metal construction, various metal parts, steps, eave,)by using adequate means, tools, equipment, and machine</p>



4. Administrative tasks	4.1. Keeping work documentation	<p>4.1.1. Completes the daily and weekly work plan according to the required templates.</p> <p>4.1.2. Keeps records on the condition of machines and equipment.</p> <p>4.1.3. Keeps records on the work performed and completed work orders according to the required templates.</p> <p>4.1.4. Completes the appropriate documentation on the activities performed in accordance with the work assignment (work order, report...)</p> <p>4.1.5. Participates in preparation/prepares periodic reports of executed works or performed activities</p> <p>4.1.6. Keeps records on inventories and consumption of material, spare parts, work tools;</p> <p>4.1.7. Keeps/archives documentation in accordance with applicable legislation.</p>
5. Commercial tasks	5.1. Procurement of resources required for work and production, pricing, promotion of products and services	<p>5.1.1. Collects information on the availability, prices and quality of materials, tools, equipment and resources for work on the market.</p> <p>5.1.2. Performs the selection, purchases and control of required materials, tools, work equipment and other work resources</p> <p>5.1.3. Prepares/participates in the preparation of offers for the execution of works (specification of materials and works, deadlines and expenses)</p> <p>5.1.4. Calculates implemented works and services (forms prices), prepares invoices and proforma-invoices</p> <p>5.1.5. Promotes/participates in the promotion/sales of products and services</p>
6. Communication and cooperation with others	6.1. Communicating with associates, clients, competent institutions and other participants in the process of work	<p>6.1.1. Establishes and maintains internal and external communication in a professional and ethical manner, following the rules of business communication, in accordance with principles of equality in terms of gender, race, sex, nationality, religion, culture etc. using the contemporary ICT.</p> <p>6.1.2. Communicates with colleagues, clients, competent institutions and other participants applying the rules of verbal and non-verbal communication</p> <p>6.1.3. Works in a group by applying the principles of teamwork correctly.</p> <p>6.1.4. Applies motivational techniques to establish good communication with others.</p> <p>6.1.5. Gives instructions to associates and the working group for the implementation of a work task using clear and professional terminology</p> <p>6.1.6. Settles internal and external complaints and misunderstandings, using appropriate conflict resolution technique .</p> <p>6.1.7. Reports to his/her superior on the implemented work task using clear and professional (expert) terminology.</p>
7. Quality assurance	7.1. Implementing the quality	<p>7.1.1. Applies technical regulations, quality and other standards, internal procedures and instructions in implementing work tasks in line with legislature.</p> <p>7.1.2. Controls/monitors working conditions which may affect quality (temperature, humidity...)</p>



	<p>assurance procedures in accordance with relevant standards and other regulations</p>	<p>7.1.3. Uses devices, tools and equipment in accordance with the manufacturer's instructions. 7.1.4. Performs initial control of materials and tools (basic dimensional measurements and visual inspection) in accordance with regulations and specifications 7.1.5. Performs control of performed operations by manufacturing phases in accordance with the technical documentation/control plan 7.1.6. Performs final control of products (visual inspection, functionality, measurement accuracy...) 7.1.7. Performs identification and removal of observed defects (resolves complaints) in order to ensure the quality of the products/works performed 7.1.8. Attends regularly educational courses/ trainings on the implementation of standards, new techniques and technologies in the field of locksmith works as well as trainings on communication techniques. 7.1.9. Evaluates own work and work of associates, taking into consideration the specific nature of work and characteristics of employees (stage of life, physical abilities, etc.)</p>
<p>8. Protection at workplace and environment protection</p>	<p>8.1. Implementing procedures and measures for occupational safety and health.</p>	<p>8.1.1. Applies relevant statutory and internal regulations governing occupational health and safety and fire protection, and emergencies 8.1.2. Uses/performs regular control of the personal protective equipment, machines, work equipment, all in accordance with relevant standards and instructions 8.1.3. Uses hazardous and potentially hazardous chemical agents in accordance with the instruction manual, all in order to preserve occupational safety and health 8.1.4. Implements the evacuation plan in case of emergency following the relevant procedures. 8.1.5. Identifies and reports on malfunctions of tools, means and work equipment to the competent person; 8.1.6. Provides first aid in the event of an accident in accordance with adequate procedures 8.1.7. Implements appropriate protocols in the case of a pandemic</p>
	<p>8.2. Implementing procedures and measures for environmental protection</p>	<p>8.2.1. Implements environmental protection measures, rules and standards 8.2.2. Keeps the workplace clean and tidy. 8.2.3. Disposes, stores and sorts raw and processed materials, chemical agents in a manner which does not jeopardize the environment 8.2.4. Performs the organisation/selection, disposal, storage and treatment of waste generated in the process of work, in accordance with environmental protection legislation 8.2.5. Implements measures for the protection against the impact of any hazardous gases, toxins, evaporation, highly flammable substances; 8.2.6. Implements measures in the event of spillage of chemicals or leakage of any reagents and flammable substances. 8.2.7. Uses rationally energy and materials and applies the principles of sustainable environmental development.</p>

