

**LOCKSMITH  
(Time-Based)**

**APPENDIX A**

O\*NET CODE 49-9094.00

This training outline is a minimum standard for Work Processes and Related Instruction. Changes in technology and regulations may result in the need for additional on-the-job or classroom training.

**WORK PROCESSES**

**Approximate Hours**

**A. Keys and Locks – Bench Work**

**4000**

1. Identifying and understanding components and functions of various lock types, including but not limited to: deadbolts, knob locks, lever handle locks, cam locks, mortise locks, interchangeable core cylinders, furniture locks.
2. Fabricating keys using tools such as: manual key cutters, automatic key cutters, and grinders. Using appropriate key blanks.
3. Using hand tools to assemble and disassemble locks.
4. Learning and utilizing key control software (e.g., BEST Access Systems) for re-keying and lock-changing work.
5. Setting pins in lock cores.
6. Inventorying keys. Labeling and assigning masters and sub-masters (and any additional key progression if applicable). Collecting, storing, and reassigning keys for use.
7. Managing and completing work orders.
8. Fitting keys to locks to ensure quality control.

**B. Keys, Locks, Closures, Doors, and Keyless Entry Systems**

**3500**

1. “Changing out” locks.
2. Picking locks.
3. Re-installing, maintaining, and repairing various kinds of locks.
4. Repairing and maintaining components and functionality of keyless entry systems (if applicable), excluding software troubleshooting.

5. Reading blueprints, specs, and installation instructions.
6. Performing carpentry work pertinent to locksmithing.

**C. Miscellaneous (Optional\*)** **500**

1. Installing safes.
2. Maintaining, repairing, disassembling safes.
3. Facilitating entry in the absence of locks and/or picks.

**Approximate Total Hours** **8000**

\*If optional Work Process is not selected, the additional hours should be devoted to other Work Processes.

*Apprenticeship work processes are applicable only to training curricula for apprentices in approved programs. Apprenticeship work processes have no impact on classification determinations under Article 8 or 9 of the Labor Law. For guidance regarding classification for purposes of Article 8 or 9 of the Labor Law, please refer to <https://dol.ny.gov/public-work-and-prevailing-wage>*

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## **APPENDIX B**

### **RELATED INSTRUCTION**

#### **Safety, Health, and Workplace Orientation**

1. General Workplace Safety
2. Right-to-Know/Safety Data Sheets (SDS)
3. Asbestos Awareness (see Attachment to Appendix B)
4. Proper Use of All Trade-Related Personal Protective Equipment (PPE)
5. First Aid & CPR (minimum of 6.5 hours every 3 years)
6. Sexual Harassment Prevention Training – must comply with section 201-g of the Labor Law

#### **Trade Theory and Science**

1. Blueprint Reading
2. Building and Fire Codes
3. Trade Terminology
4. Trade Math
5. Fundamentals of Electricity
6. Fundamentals of Electronics
7. Keys
8. Key Cutters
9. Locks and Locksets
10. Key Control Software
11. Keyless Entry Systems
12. Lock Picking
13. Recordkeeping

#### **Other Courses as Necessary**

A Minimum of 144 Hours of Related Instruction is Required for Each Apprentice for Each Year.

Appendix B topics are approved by New York State Education Department.

## ATTACHMENT TO APPENDIX B

### Asbestos Awareness

This course must be delivered by one of the following:

1. A provider currently approved by the New York State Department of Health to deliver asbestos safety training.
2. A person holding a current Asbestos Handler certificate from the New York State Department of Labor in the title of: Inspector, Supervisor, Project Monitor, Management Planner, or Project Designer.
3. Anyone otherwise approved by the New York State Education Department.

Minimum course contents must include the following:

1. Definition of asbestos
2. Types and physical characteristics
3. Uses and applications
4. Health effects:
  - a. Asbestos-related diseases
  - b. Risks to families
  - c. Cigarette smoking
  - d. Lack of safe exposure level
5. Employer-specific procedures to follow in case of potential exposure, including making a supervisor or building owner immediately aware of any suspected incidental asbestos disturbance so that proper containment and abatement procedures can be initiated promptly.

**Notwithstanding the above course requirement, employers are advised that they must also be in compliance with New York State Department of Labor Industrial Code Rule 56 at all times.**

**Employers are further advised, and must advise all apprentices, that completion of the above course requirement does not authorize any person to remove, encapsulate, enclose, repair, disturb, or abate in any manner, any friable or non-friable asbestos, asbestos containing material, presumed asbestos containing material, or suspect miscellaneous asbestos containing material.**