



**Australian Government**  
**Security Construction and**  
**Equipment Committee**

## **SCEC-approved locksmith scheme policy**



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## **1 Introduction**

The Security Construction and Equipment Committee (SCEC) approved locksmith scheme (the scheme) provides Australian Government agencies with approved locksmiths who have met the necessary locksmithing skills as well as having met the high standards of integrity, honesty, and confidentiality required to work for the Australian Government. SCEC administers the scheme on behalf of, and with the approval of, the Government Security Committee (GSC). SCEC-approved locksmiths are approved by SCEC to maintain and/or install the below items at the request of Australian Government agencies:

- a) SCEC-approved security containers, security doors and their locking hardware;
- b) SCEC-approved keying systems; and,
- c) door hardware in security zoned facilities.

SCEC approves individual locksmiths only, and not the company or business employing that locksmith.

A locksmith's participation in the scheme does not:

- confer a security clearance; or
- guarantee that a security clearance will be, or is likely to be, granted by the Australian Government.

This policy sets out the approval criteria and process to be used by SCEC in assessing applicants for the scheme, and sets out the rights and responsibilities of the applicants.

Approval is dependent on meeting the application criteria, and being assessed as a 'fit and proper' person (see Section 4).

## **2 The Scheme**

The SCEC approved locksmith scheme provides a briefing and class rated lock training to locksmiths which is a requirement to join the scheme and, provides participating locksmiths the option to renew their approval status after five years. Entry or renewal to the scheme is dependent on a number of factors including maintaining the appropriate security licence, compliance with the SCEC-approved locksmith scheme as set out by this document, the Code of Conduct (available on the SCEC website [www.scec.gov.au](http://www.scec.gov.au)) and continued assessment as a fit and proper person, (see Section 4).

Decisions to reject a locksmith's application will be subject to procedural fairness, balanced with national security requirements. Applicants will be contacted about any concerns that SCEC may have regarding their application, or their continuing participation in the scheme. If the concerns are not mitigated, the SCEC Chair will advise the applicant of the concerns in writing and the applicant will be given reasonable time to address the concerns before a final decision is made by SCEC. Full details of the SCEC requirements are below.

### **3 Application process:**

All applications for the scheme must include the documentation set out in section 3.1. Applications should be sent to SCEC in hard copy, posted to:

Chair of Security Construction and Equipment Committee  
GPO Box 1508  
Canberra ACT 2601

#### **3.1 List of required documentation and supporting material**

Applicants must provide the below documentation:

- 1) A completed *SCEC-approved locksmiths scheme – application*, found at [www.scec.gov.au](http://www.scec.gov.au);
- 2) Certified copies (copies must be certified by a Justice of the Peace or other person as defined under the *Statutory Declarations Act 1959*) of:
  - a. the locksmith's current security license(s) to practice locksmithing in the State(s)/Territory(s) for which approval is sought (unless the State/Territory does not issue security licenses to Locksmiths);
  - b. evidence of locksmithing qualifications (such as a trade certificate, or academic transcripts from the relevant trade school); and,
  - c. a passport size photograph.

and,

- d. a national police check completed by the Australian Federal Police (state police checks are not acceptable). Under 2.3, 'Purpose of Check', please select 'Code 40 – Other Commonwealth Purpose ONLY', a fingerprint check is not required and there are no exclusions under the spent convictions scheme. This AFP records check must be dated within 12 months from the date the complete application pack to the scheme is submitted. Any other police check, including those provided by state and territory policing services, will not be accepted.
- e. a signed letter from the applicant's current employer describing:
  1. the length of service with the employer and the nature of their current position, in particular whether the locksmith has worked with combination locks and commercial grade hardware in their daily duties and, if so, for how long. If the locksmith has not been working with combinations locks and commercial grade hardware in the past six months, the applicant must provide evidence of previous work in this area;

or,

2. if the applicant is self-employed, please provide a signed Statutory Declaration in place of the signed letter from an employer. Two references must also be included from businesses for

whom the locksmith has performed commercial work using high security locks and keying systems.

### **3.2 Applications for renewal**

The approval status of SCEC-approved locksmiths expires after five years. This is subject to locksmiths maintaining that they are fit and proper person and are suitable to continue in the scheme. Should a locksmith be terminated from the scheme, they will be ineligible for reapplication. Locksmiths wishing to remain in the scheme must submit a completed *SCEC-approved locksmith scheme - application for renewal* found at [www.scec.gov.au](http://www.scec.gov.au) six months before expiration of their current approval.

The below documentation must be included with the application for renewal:

- 1) Certified copies (copies must be certified by a Justice of the Peace or other person as defined under the *Statutory Declarations Act 1959*) of:
  - a. the locksmith's current security license(s) to practice locksmithing in the State(s)/Territory(s) for which approval is sought (unless the State/Territory does not issue security licenses to Locksmiths);
  - b. a current passport size photograph (not more than 12 months old); and
  - c. a national police check completed by the Australian Federal Police (state and territory police checks are not acceptable). Under 2.3, 'Purpose of Check', please select 'Code 40 – Other Commonwealth Purpose ONLY', a fingerprint check is not required, and there are no exclusions under the spent convictions scheme. Any other police check, including those provided by state and territory policing services, will not be accepted.

and,

- d. a signed letter from the applicant's current employer describing:
    1. the nature of their current position, in particular whether the locksmith has undertaken work for an Australian Government agency using SCEC-approved devices, since gaining SCEC-approved locksmith status;
- or,
2. if the renewal applicant is self-employed, a recent reference from an Australian Government department for whom the locksmith has performed work using SCEC-approved locks or keying systems.

## **4 Fit and proper person assessment**

Applicants will be assessed against the following criteria based on documentary evidence provided by the applicant (see section 3.1), and other checks as detailed below.

Applicants must continue to be considered fit and proper persons by SCEC to maintain their approval status. Failure to continue to meet the high standards expected of SCEC-approved locksmiths may lead to suspension and/or revocation of the locksmith's SCEC approval.

### **4.1 Criterion One: Personal qualities**

The applicant is to be of good reputation, integrity, and character, including being honest, trustworthy, mature and display sound judgement. These characteristics are to be confirmed by the results of the AFP Records check, character referees and checks against ASIO's holdings. The *Personal Security Adjudicative Guidelines*, contained in *12 Eligibility and suitability of personnel* available from [protectivesecurity.gov.au](http://protectivesecurity.gov.au), are used as a guide when assessing suitability of a person. Any mitigating factors as identified in the Adjudicative Guidelines will be considered prior to making an adverse determination against the applicant.

### **4.2 Criterion Two: Qualifications**

The applicant must:

- 1) hold a Certificate III or higher locksmithing qualification such as the four-year locksmithing technician course, or have successfully completed a four-year indentured locksmithing apprenticeship, or Australian Recognised Trade Certificate.
  - a. where the applicant does not hold the above proof of their qualification, they may apply to Trades Recognition Australia to undergo a skills assessment for an Australian Recognised Trade Certificate, or have a relevant TAFE institute or industry association confirm the applicant's qualification via recognition of prior learning for a Certificate III.
- 2) have current experience of (not less than six months prior) working with combination locks, and commercial grade locks and locking hardware; and
- 3) hold individual security licenses to operate in all States and Territories that they are seeking approval to operate in, where those States and Territories require the locksmith to hold a security licence.

Qualifications will only be confirmed from the certified documents provided.

If granted approval to the scheme the applicant must advise SCEC of any changes to their qualifications during the course of their participation in the scheme. Failure to advise of changes may result in revocation of approval, see section 6.

### **4.3 Criterion Three: Criminal offences**

The applicant must not have been found guilty or convicted of any offences:

- 1) involving fraud, theft, or dishonesty;
- 2) related to national security such as threat of terrorism, politically motivated violence, or threats against holders of high office.
- 3) Additionally, any recent criminal offences or pattern of offending other than those listed above may lead to a decision of the applicant being unsuitable under Criterion One (see section 4.1).

Offences are to be declared in accordance with the Spent Convictions Scheme of the *Crimes Act 1914 (Cth)*. SCEC is not subject to any exclusions under the scheme.

The applicant is to advise SCEC of any criminal charges laid against the applicant during the course of their participation in the scheme. Failure to advise SCEC may result in revocation of approval, see Section 6.

#### **4.4 Criterion Four: ASIO assessment**

All applicants will undergo an ASIO holdings check, conducted by ASIO-T4, on behalf of the SCEC. Where areas of concern are identified, an ASIO security assessment may be initiated. Any unresolved concerns from the ASIO security assessment may disqualify the applicant from the scheme.

#### **4.5 Confidentiality**

All participating locksmiths and their employers must act with the utmost confidentiality concerning the work they perform for government and appropriately protect any official information they hold.

#### **4.6 Changes of circumstances**

SCEC-approved locksmiths must advise SCEC, via the *SCEC-approved locksmith scheme - change of circumstance* form found at [www.scec.gov.au](http://www.scec.gov.au), or via email to [SCEC@SCEC.gov.au](mailto:SCEC@SCEC.gov.au) of any changes in circumstances that may affect their continued approval within 21 calendar days, including:

- 1) no longer being employed as a locksmith;
- 2) changes to the status of their security licence/s—new (additional states or territories), rejected, suspended, revoked or expired;
- 3) being the subject of an official investigation by a government entity or law enforcement agency;
- 4) being charged with a criminal offence;
- 5) being convicted of a criminal offence; and
- 6) any changes in details as submitted in the application form, including but not limited to changes in employer, address, or contact details.

Changes can be reported via email or in hard copy. Failure to report changes in circumstances may result in revocation of the locksmith's SCEC approval.



## **5 Conditions of approval**

### **5.1 SCEC-approved locksmith briefing**

New applicants must attend a SCEC-approved locksmith briefing. The briefing will include information relevant to the duties of a SCEC-approved locksmith, and will include information about the ongoing legal responsibility for the protection of official information.

There will be a knowledge check at the conclusion of the briefing, which attendees must undertake to be approved as participants in the SCEC-approved locksmith scheme.

### **5.2 SCEC-approved locksmiths Code of Conduct**

All participating locksmiths must comply with the *SCEC approved locksmith scheme - Code of Conduct* while participating in the scheme. All instances of non-compliance will be considered by SCEC, and may lead to suspension and/or revocation of a locksmith's approval under the scheme.

The *SCEC approved locksmith scheme - Code of Conduct* can be found at [www.scec.gov.au](http://www.scec.gov.au).

### **5.3 SCEC-approved locksmith identification card**

All participating locksmiths will be provided with a photographic SCEC-approved locksmith identification card. This card must be provided to Australian Government agency security personnel on request.

This identification card must be carried at all times when undertaking work as a SCEC-approved locksmith for Australian Government agencies and relevant industry partners.

#### **5.3.1 Lost or stolen SCEC-approved locksmith identification card**

Where a SCEC-approved locksmith identification card has been lost, cannot be located, or has been stolen, the locksmith must complete the *SCEC-approved locksmith scheme - lost and stolen identification card* form as a priority. The theft of a card must also be reported to police and the incident number provided to the SCEC.

Forms can be found at [www.scec.gov.au](http://www.scec.gov.au), and submit to SCEC as soon as practicable.

Once the lost and stolen identification card form has been received by SCEC, a new identification card may, at the discretion of SCEC, be issued to the participating locksmith.

## **5.4 Provision of services**

SCEC-approved locksmiths are selected and approved to provide high-quality locksmithing services to the Australian Government in secure environments. SCEC-approved locksmiths are expected to remain current with changes in the industry, and provide security best-practice solutions, and the highest standard of work, to Australian Government clients.

SCEC-approved locksmiths are also expected to remain familiar with all other policy and guidance documents relating to SCEC-approved locking devices and keying systems, and working within Australian Government security zoned facilities. These documents include, but are not limited to:

- a) ASIO Technical Note 1/15 Physical Security Zones;
- b) ASIO Technical Note 5/12 Zone 5 (Top Secret) areas;
- c) ASIO Technical Note 7/06 Class A Secure Rooms;
- d) ASIO Technical Note 8/06 Class B Secure Rooms;
- e) ASIO Technical Note 9/06 Class C Secure Rooms;
- f) Protective Security Policy Framework section 24 – Security Zones;
- g) Protective Security Policy Framework section 25 – Physical Security measures and controls;
- h) Security Equipment Evaluated Product List (SEEPL);
- i) All Class rated equipment policies;
- j) All relevant Security Equipment Guides; and,
- k) ASIO locksmith bulletins

All current policy and guidance documents of relevance to SCEC-approved locksmiths can be found at [www.scec.gov.au](http://www.scec.gov.au) and will be accessible once the locksmith has received SCEC-approved locksmith login access to the website.

## **6 Revocation of approval**

SCEC may suspend or revoke a participant's membership from the scheme when it becomes aware of information that is relevant to the SCEC-approved locksmith and requires investigation the outcome of the investigation may result in the locksmith's approval being revoked. Grounds for revocation include:

- 1) providing false or misleading information to an Australian Government agency, official, or representative, including during the SCEC-approved locksmith scheme application process;
- 2) breaching any of the Conditions of Approval;
- 3) being charged or convicted of an offence;
- 4) no longer being employed as a locksmith;
- 5) not having, or no longer having, the necessary State and/or Territory security licenses; and,
- 6) where technological advancements warrant additional training or competency assessment. However, under this circumstance, SCEC will set a grace period for each locksmith to address the new training requirements and, if required, sit a competency assessment before revocation is considered.

All decisions to suspend or revoke approval are subject to procedural fairness unless significant security concerns are identified during the process.

Participants who have their approval revoked must return their SCEC-approved locksmith identification card. SCEC will remove their details from the SCEC-approved locksmiths Register, and provide Australian Government agencies with an updated Register of approved locksmiths. Specific agencies impacted by the decision will be advised of the cancellation or suspension as required.

## **7 Notification of application decision**

The SCEC will notify all applicants of the outcome of their application as soon as practicable.

### **7.1 Acceptance**

SCEC will notify all applicants who are selected to participate in the SCEC-approved Locksmith scheme via email with details of the relevant dates, times and locations.

### **7.2 Rejection or revocation**

The SCEC will provide all applicants who are found to be unsuitable for participation in the scheme with written advice stating the grounds for unsuitability, unless the information cannot be provided for national security reasons. Applicants found unsuitable will be provided with an opportunity to address the identified issues.

The written advice will include:

- 1) advice on procedural fairness; and
- 2) how to seek a review of a decision.

Participants who have their approval revoked must:

- 3) return their SCEC-approved locksmith identification card; and
- 4) remove all references to participation in the SCEC locksmith scheme from all marketing and promotional material.

SCEC will also:

- 5) remove the participant from the SCEC-approved locksmiths Register; and,
- 6) advise impacted Australian Government agencies of the revocation as required.

## **8 Review process**

To appeal a rejection or a revocation, the locksmith must submit the appeal request in writing to the SCEC, within 28 days of the decision date, and include all details the locksmith deems relevant to the appeal. Information that should be included are:

- information on why the SCEC should make a different decision;
- identify any information already provided that should be reconsidered;
- any new information that should be considered.

The Chair of the Government Security Committee (GSC), as the committee overseeing the SCEC, may undertake a review of SCEC's decision.

The GSC will review the application, assessment process, and reasons for rejection or revocation, as well as any additional information provided in writing by the applicant. The reviewing officer may then:

- 1) uphold the SCEC decision; or
- 2) overturn the SCEC decision.

The applicant will be notified in writing no more than 28 days after the conclusion of the appeal decision.