



Master Locksmiths Association

**Approved Company
Information Pack**

Re: Application for Approved Company Membership

Thank you for your request for information concerning MLA Approved Company Membership; I have pleasure in enclosing a pack for you. If you have any questions not covered in this pack please do not hesitate to contact this office.

Please note that before company membership can proceed it is now a requirement for all applying companies to have a nominated locksmith with a qualification in Locksmithing. Therefore, the MLA Board of Directors require that you or an employee have a recognised qualification or the MLA's British Locksmiths Institute (BLI) Examination. Please note to gain the BLI qualification the nominated locksmith may sit this examination without the *necessity* of joining the BLI. The BLI information is enclosed in the pack.

Also note that before arrangements can be made for you to sit the BLI Exam you will be required to provide a Standard Criminal Records Bureau Check which we are able to do for you at a cost of £36.

When returning the Inspection Form to head office, please remember to take a copy together with all the necessary paperwork marked by an asterisk.

If you are already an existing BLI member then please mark the paperwork with your BLI No.

It should be noted that any reference to membership or use of the logo is not permitted until your application has completed due process.

We look forward to hearing from you shortly.

Master Locksmiths Association

WHY JOIN THE MASTER LOCKSMITHS ASSOCIATION?



The main benefit of joining the MLA as an Approved Company Member is the use of the coveted MLA Logo. This can be used on all your promotional material such as your website, letterheads, adverts, invoices etc to show that you have met the stringent requirements of approval i.e. vetting, regular inspection and qualification. You will also get automatically entered onto the find a locksmith section on the MLA's website as well as in the Trade Directory which gets sent out to insurers, police etc.



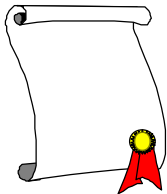
One of the other major benefits of belonging to the MLA is the 'network' of friends and colleagues that you can build over the years. This can never be understated, it provides the basis for personal friendships and technical back-up from other working locksmiths who will understand first hand the problems you may face during your working day. MLA Approved Companies also often subcontract work out to other MLA members via the approved company network.



Members at all levels are encouraged to attend regional meetings where they can meet their colleagues in the association, talk to experts, listen to seminars and visit small exhibitions. The MLA is also launching its Continued Professional Development scheme to promote ongoing learning to members and points for this can be gained by attendance at approved meetings/courses.



All training provided at MLA Head Office is under the British Locksmiths Institute sector. The tutors are all either Full Members or Fellows of the association or specialists in their field. This training is recognised throughout the industry and the Entry Exam can be taken as a City & Guilds Tailored Award. The association is also a City & Guilds Approved Training Centre.



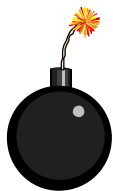
BLI Student members are encouraged to attend training to improve their skills. They have one year to take the Entry Examination, once they pass this they become Advanced Students. During the next four years they should study and practice ready for the BLI Examination. Success at this level means that they are Qualified Master Locksmiths and may become Personal Members of the MLA.

The MLA can also offer its members more financial benefits in terms of discounted services/products etc. A full list of benefits is available from head office (as they're too numerous to mention here) but they include:-

- **Discounts from certain suppliers**
- **Insurance** (commercial, general, health)
- **Finance** (mortgages, pensions, credit card processing, business finance, financial services)
- **Vehicles** (purchase, lease or rental) and road side recovery
- **Advertising**
- **Telecoms**
- **Website** (creation and hosting)
- **Training** (through associated companies as well as the MLA training mentioned previously)
- **Business Related Benefits** (Personal and Health and Safety Packs, Terms and Conditions, payroll, book keeping etc)



On site and can't find the manufacturer/distributor's telephone number? Unsure of who supplies this strange lock you are confronted with? Special key blanks required urgently? MLA Head Office will do its best to find the number or name you are looking for – or a man who can! Information on a large number of topics is available to members and research will be made to find the details if they are not on the database. Alternatively there's the excellent members forum where questions can be asked and advice sort.



Legislation can be a minefield for the small business or the sole trader. This is another area where Head Office can probably help. Whilst not having the expertise in all fields, the staff can give you contact details for almost any scenario. If your problem is outside of the information bank, this can be researched for you and contact details obtained. The MLA's members section on the website also has a number of links to sources of expert advice.



All members receive the magazine "KEYWAYS", this is an in-house magazine for members only, with hints, tips, new products, information on the association, meetings, exhibitions, members' letters and membership details.



By joining the Master Locksmiths Association as an Approved Company member, you will be opening the door for your business to gain even more credibility with your customers, both current and potential. Many people now look specifically for business that have some form of recommendation or endorsement – MLA Approved Companies are recognised and used by police, insurers and government, local and central.



Membership of MLA will not make your turnover double by magic! What it will do is promote your business through the MLA's website, its Approved Company Directory (goes to insurers, police etc) and by referrals from Head Office (think daytime Call Centre). You will be part of any Government lobbying, any initiatives with the police and discussions with the major insurance companies.



If you are still unconvinced, read the enclosed documents – they will tell you how to become a MLA Approved Company – they will tell you about MLA inspections on businesses – they will tell you why, if you operate to good business practices, you will have nothing to fear – they will tell you that the inspections are designed to help, not knock you down.



Your next step is to fill in the enclosed forms, but if you just need that final question answering – telephone 01327 262255 and the Head Office staff will be more than happy to help you.

Master Locksmith Association looks forward to welcoming you and your business as members



MLA APPROVED COMPANY APPLICATION FOR MEMBERSHIP AND INSPECTION *or* SCHEDULED INSPECTION of MEMBER COMPANY

NEW APPLICANTS ONLY MUST ENCLOSE £120.00 NON-REFUNDABLE ENROLMENT FEE (not for existing Members).

It is also necessary for you to undergo a Criminal Records Bureau Check, the cost of this is £36 which should be included with this application.

Please complete this form in BLOCK CAPITALS, entering details in each box except where stated.

Do not use "as above" etc or leave blanks but enter "N/A" for Not Applicable, or "None" if appropriate.

COPIES OF DOCUMENTATION MARKED By ASTERISK *, MUST BE SUBMITTED WITH THIS FORM

MLA REF:		For Office Use																											
1 Company Name	<input style="width: 95%;" type="text"/> <small>see note 1</small>	<input style="width: 95%;" type="text"/>																											
2 Incorporated or T/A Company Name	<input style="width: 95%;" type="text"/> <small>see note 2</small>	<input style="width: 95%;" type="text"/>																											
3 Address of Premises and/or Vehicle for inspection	<input style="width: 95%;" type="text"/> <small>see note 3.a</small>	<input style="width: 95%;" type="text"/>																											
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Extra county listing in Directory of Approved Companies	<input style="width: 95%;" type="text"/> <small>see note 3.b.</small>	<input style="width: 95%;" type="text"/>																											
4 Owner of Business	<input style="width: 95%;" type="text"/> <small>see note 4</small>	<input style="width: 95%;" type="text"/>																											
5 Administration address for correspondence	<input style="width: 95%;" type="text"/> <small>see note 5</small>	<input style="width: 95%;" type="text"/>																											
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6 MLA Representative	<input style="width: 95%;" type="text"/> <small>see note 6</small>	<input style="width: 95%;" type="text"/>																											
7 Position in Company	<small>Circle one</small> <table border="1" style="display: inline-table; margin-left: 10px;"> <tr> <td style="padding: 2px;">Owner</td> <td style="padding: 2px;">Director</td> <td style="padding: 2px;">Manager</td> <td style="padding: 2px;">Employee</td> </tr> </table> <small>see note 7</small>	Owner	Director	Manager	Employee	<input style="width: 95%;" type="text"/>																							
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8 Qualified Locksmith	<input style="width: 95%;" type="text"/> <small>see note 8</small>	<input style="width: 95%;" type="text"/>																											
9 Qualification, BLI No:	<input style="width: 95%;" type="text"/> <small>see note 9</small>	<input style="width: 95%;" type="text"/>																											
10 Main Telephone No:	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>																											
11 Fax No:	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>																											
12 E-mail Address:	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>																											
13 Website:	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>																											
14 Names & Addresses of ALL branches (excluding main above) use separate sheet if necessary	<input style="width: 95%;" type="text"/> <small>see note 14</small>	<input style="width: 95%;" type="text"/>																											
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15 Please give details of business type Please continue on separate sheet if necessary	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Sole Proprietor</td> <td style="width: 20%;">Yes/No</td> <td style="width: 50%;"><input style="width: 95%;" type="text"/></td> </tr> <tr> <td>Partnership:</td> <td>Yes/No</td> <td>Names of Partners</td> </tr> <tr> <td colspan="3"><input style="width: 95%;" type="text"/></td> </tr> <tr> <td>Ltd.Company:</td> <td>Yes/No</td> <td>Names of Directors</td> </tr> <tr> <td colspan="3"><input style="width: 95%;" type="text"/></td> </tr> <tr> <td>Public Ltd:</td> <td>Yes/No</td> <td>Names of Directors</td> </tr> <tr> <td colspan="3"><input style="width: 95%;" type="text"/></td> </tr> <tr> <td>Franchise:</td> <td>Yes/No</td> <td>Details of Franchiser</td> </tr> <tr> <td colspan="3"><input style="width: 95%;" type="text"/></td> </tr> </table> <small>see note 15</small>	Sole Proprietor	Yes/No	<input style="width: 95%;" type="text"/>	Partnership:	Yes/No	Names of Partners	<input style="width: 95%;" type="text"/>			Ltd.Company:	Yes/No	Names of Directors	<input style="width: 95%;" type="text"/>			Public Ltd:	Yes/No	Names of Directors	<input style="width: 95%;" type="text"/>			Franchise:	Yes/No	Details of Franchiser	<input style="width: 95%;" type="text"/>			<input style="width: 95%;" type="text"/>
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16 Do staff working on site use Identity Cards? Yes/No see note 16

17 Please list all BLI or MLA Members in Company (all branches)

Name & Licence:	
Name & Licence:	
Name & Licence:	
Name & Licence:	
Name & Licence:	

18 Is the business a member of any other Organisation? Yes/No

If Yes - please list details

Photocopies of the following documents must accompany this application *Enclosed*

19 Company Registration No*			
20 VAT Registration No *			
21 BS EN ISO 9000 No. *			
22 Insurance Cover Held *	Employers Liability	£	
	Public Liability	£	
	Professional Indemnity	£	
23 Company's Stationery* <small>see note 23</small>			
24 Latest Yellow Pages/Thomson Advertisement <small>see note 24</small>			

Claims made in the following sections will be checked by the Inspector to validate your entry into any MLA publications.

25 Please tick as appropriate: - see note 25a

Single Premises		Please tick as appropriate - <small>see note 25b</small>	
Main Premises - with Branches		Mobile	
Branch of Main Premises		Retail	
		Workshop	

26 What hours does the Company operate? see note 26

24 Hours Yes/No

Latest time for service

The following questions relate to the level of service that you offer; please tick as applicable.

All services ticked MUST be carried out by the Applicant Company and NOT subcontracted to other or bought in.

GENERAL SERVICES

27 KeyCutting: -

Lever <small>see note 27</small>		<input type="checkbox"/> Yes/No	
Cylinder <small>see note 27</small>		<input type="checkbox"/> Yes/No	
To Lock		<input type="checkbox"/> Yes/No	
To Code		<input type="checkbox"/> Yes/No	
Safe		<input type="checkbox"/> Yes/No	
Auto		<input type="checkbox"/> Yes/No	

28 UPGRADE and/or INSTALLATION OF LOCKS TO:

Timber doors		<input type="checkbox"/> Yes/No	
Windows		<input type="checkbox"/> Yes/No	
Aluminum Doors		<input type="checkbox"/> Yes/No	
UPVC Doors		<input type="checkbox"/> Yes/No	

29 SERVICES:		
Workshop Repairs	Yes/No	
Security Surveys	Yes/No	
Lock Opening & General Lockouts	Yes/No	
Master Keying	Yes/No	
Door Closing Devices	Yes/No	
30 Grilles/Bars	Yes/No	
Folding/Collapsible Gates	Yes/No	
31 Access Systems (mechanical)	Yes/No	
32 Access systems (electronic)	Yes/No	
33 Alarm Installation	Yes/No	

SAFES		
34 UNDERFLOOR SAFES		
Sales	Yes/No	
Installation	Yes/No	
Servicing	Yes/No	
Opening/Repair	Yes/No	
Stocks of Spare Parts	Yes/No	
35 FREESTANDING/WALL SAFES		
Sales	Yes/No	
Opening/Repair	Yes/No	
Servicing	Yes/No	
Installation/Moving	Yes/No	
Stocks of Spare Parts	Yes/No	

AUTO		
36 WORKSHOP: -		
Keys to Lock	Yes/No	
Keys to Code	Yes/No	
Keys to Pattern	Yes/No	
Transponder	Yes/No	
37 ONSITE: -		
Keys to Lock	Yes/No	
Keys to Code	Yes/No	
Keys to Pattern	Yes/No	
Transponder	Yes/No	
38 IN/ON VEHICLE: -		
Vehicle security device installation (mechanical)	Yes/No	
Vehicle security device installation (electronic)	Yes/No	

Criminal Background Check

The Master Locksmiths Association requires that the character of each of its members is beyond reproach.

Owner(s)/Directors will need to have a CRB check which will be undertaken by us at a cost of £36

In addition, it is essential that ALL applicants answer the following questions otherwise applications will not be accepted. Have you: -

a) ever been convicted of any offence involving fraud, other dishonesty or violence?

YES NO

b) ever been convicted of any other offence, excluding minor traffic offences?

YES NO

c) been adjudged bankrupt or, in Scotland had your estate sequestered, within the last ten years?

YES NO

d) had any County Court judgement connected with Trading Practices recorded against you within the last three years?

YES NO

If you have answered YES to any of the above questions, please give full details

(using a separate sheet if necessary)

Offence

Court

Date

Result

Comments

DECLARATION

- a) I, the undersigned on behalf of the company, declare that the information given on this form is complete and accurate to the best of my knowledge and that it forms the basis of this application.
- b) The company understands that any false declaration may invalidate this application.
- c) The company understands that the information given will be subject to confirmation during the Inspection which will be carried out as part of the application procedure by the Association's Inspectorate.
- d) The company understands that a letter of acknowledgement will be sent to the company, when the application has been verified, together with the invoice for the Inspection Fee.
- e) The company understands that the inspection will be arranged on receipt by MLA Head Office of the Inspection Fee.
- f) The company understands that, should a re-inspection be necessary following a deferral of my application, a further fee will be due.
- g) The company understands that further inspections will be carried out during the period of membership as an Approved Company and that a Fee will be payable prior to each Inspection.
- h) The company confirms that it conforms to all current statutory legal requirements, including Health & Safety regulation and that a competent person is assigned to ensure all compliances.
- i) In the event of the cessation/termination of this company's membership, the company undertakes to ensure that the use of the Approved Company logo (or whatever designation shall be in place at that time) in advertising, or on stationery, and all mention of the MLA, in any connection, will cease immediately.

Signed:

Name in Capitals:

Position in Company:

On behalf of:

Date:

Please ensure that you have enclosed the copies of the documents requested and the non-refundable Enrolment Fee

IT IS ADVISABLE THAT YOU TAKE A COPY OF THE COMPLETED FORM FOR YOUR RECORDS

DATA PROTECTION ACT

Information given on these forms will be held on file as part of the MLA's Membership Database. All information is for MLA use only, except for company name, address, trading hours, telephone and fax numbers, e-mail address, website address, number of branches and contact details.

NOTES FOR COMPLETION OF APPLICATION FORM

NOTE: 1	Only one Company Name will be licensed to use the logo.
NOTE: 2	This will be held on record but the `Company Name` @ item 1 will be the one licensed to use the logo.
NOTE: 3	a) This is the address to be inspected and promoted. b) The MLA's Directory of Approved Companies is broken into counties, you may elect to have an entry in a county adjacent to your postal county – you need to specify on the form your county of choice.
NOTE: 4	The Owner of the business must declare his name and provide the MLA with an original copy of their Criminal Records Check (CRC) or request the MLA to obtain this on their behalf at a cost of £36, the application form is in this pack
NOTE: 5	Only to be completed if administration is carried out other than @ 3 above. This is the address for all correspondence.
NOTE: 6	This is the person who will have voting rights on behalf of the company and to whom all paperwork is to be addressed. This person may be the same or different to that at NOTES 4 & 8.
NOTE: 7	The Named Representative must declare his position within the company.
NOTE: 8	Every company MUST have a qualified locksmith (MLA Head Office must be advised if this changes). This will also be requested on the Annual Declaration. This person may be the same or different to that at NOTES 4 & 6.
NOTE: 9	The preferred qualification is from the British Locksmiths Institute, but the Board of Directors will consider a qualification from other bodies.
NOTE: 14	No branch will be licensed to use the logo or claim MLA membership in any form if it has not been inspected.
NOTE: 15	This is only required for MLA records and not for referral purposes.
NOTE: 16	MLA Approved Companies are encouraged to use MLA ID cards for all employees; these are available to member companies (providing their employees have a current CRB, which the MLA is able to do - please contact us for details) after a successful inspection, upon application
NOTE: 22	Professional Indemnity Insurance is advisable if you offer and charge for site surveys etc.
NOTE: 23	The Company name on any stationery should be the same as Note 1 and will be used for inspection purposes. This is the name that is entitled to use the logo. Stationery could be letterhead paper; compliment slip; invoice.
NOTE: 24	The Company name and address used in these advertisements MUST be as inspected. See notes 1 & 24.
NOTE: 25a	“Single Premises” refers to the one and only trading address. “ Main Premises” refers to the main address when a company has other branches. “Branch” refers to any other company address which is a branch of the main premises and is inspected to enable that branch to use the logo etc in its own right.
NOTE: 25b	Mobile – if this is your chief method of working. Retail – if your shop is your chief outlet. Workshop – if you mainly work out of a workshop.
NOTE: 26	If a 24 Hour service is advertised, then the company must be available as claimed and the Inspector will check. Otherwise please state the latest time that service is offered, i.e. 5pm, 8pm, 10pm etc.
NOTE: 27	If key cutting is offered as a service, then the Inspector may request keys to be cut using his sample keys.



INSPECTION INFORMATION

Q. What is involved?

A. Further guidelines and advice can be found on pages 3 & 4 of these notes.

1. The application form has to be completed by existing members and new applicants - **ALL NEW APPLICANTS ARE REQUIRED TO FORWARD A NON-RETURNABLE ENROLMENT FEE OF £100 (plus VAT) WITH THESE FORMS.** (Please see Q/A regarding Criminal Record Check [CRC]).
2. The application forms and CRC are checked and processed by MLA Head Office, and an acknowledgement letter will be issued and examination confirmation, where necessary.
3. Once the CRC has been completed and your locksmith has passed the examination to become a Qualified Master Locksmith, an invoice for the inspection fee (see below) will be issued.
4. Following payment of the inspection fee, arrangements will be made for an experienced member of our inspectorate to carry out the inspection which will also include a site inspection.
5. After the inspection, the Inspector will submit his recommendations to the Directors for their final decision.
6. Notification of your application will be published in Keyways, giving the membership twenty-one days to lodge any objection.

Q. Is a Criminal Record Check necessary?

A. *Yes due to the important nature of ethics within the MLA we insist on checking the criminal records of our members and therefore a Standard Disclosure from the Criminal Records Bureau is required.. For Approved Companies this is performed on the company owner and the cost of this is £36 (which should be included with your application), however, we would recommend that all customer facing roles within the organisation are checked. Please contact us on: 01327 262 255 for details.*

Q. How much does an inspection cost?

A. Sole or main premises	£165
Branch premises if able to be inspected on same day as main premises	£75
Branch premises if inspected on another day	£165
Re-inspection following deferral	£75
Appeal (refundable if the appeal is upheld)	£75

All fees are plus VAT and are correct at the time of printing

Q. Why is there a non-returnable enrolment fee?

A. This fee is required as a contribution to the MLA toward the costs of the administration involved in the first line process of the application prior to the inspection being arranged.

Q. At what intervals are inspections carried out?

A. New applicants must be inspected as part of their application process and thereafter re-inspections will take place as follows:-

- Second Inspection – 2 years after First Inspection
- Third Inspection – 3 years after Second Inspection
- Thereafter continuing at 3 year intervals.

If a complaint is made against an Approved Company, or if any changes occur to either the management or premises of an Approved Company additional Inspections may be carried out. In interim years a declaration stating that no major changes (as above) have occurred within the company and copies of current documentation will be requested.

Q. What about confidentiality?

A. Inspectors are not concerned with your customer details, only in your efficient record keeping and skill base. They are not concerned about your charges or your strategy to beat the competition – only in the overall standards and procedures used in running your business. Some Inspectors have their own businesses and also have to be inspected, so they fully understand that much information is confidential – they will keep it that way. All Inspectors have signed the MLA's Confidentiality Agreement.



INSPECTION INFORMATION

Q. What are the possible outcomes of an inspection?

- A.** An Inspector will recommend approval, deferral or rejection for any service claimed. Deferral means that you have one or more relatively minor faults or problems that need to be put right before approval can be given. One or three months may be allowed for you to put them right and depending on what they were, either written confirmation that they have been corrected or a re-inspection may be required.
- Rejection means just that. Re-application may be permitted after an interval of two years.

Q. If I am dissatisfied with the inspection or its outcome, can I appeal?

- A.** Yes - An appeal must be lodged with MLA Head Office as soon as possible after notification of the result of an inspection. A second inspection will take place – whether as a full or part inspection at the discretion of the MLA – and you will be advised of the result after due consideration by the Board. A charge will be made should an appeal be unsuccessful.

GUIDELINES ON INSPECTIONS

Application Form Items 1 – 25 – ADMINISTRATION

- Health & Safety Notices should be on display in a prominent position.
- All staff should be made aware of the company's Health & Safety policy.
- It is recommended that companies use terms and conditions; MLA can supply these personalised to your company once it has successfully been inspected.
- It is advisable to ensure that the number of keys handed to customers are recorded and signed for.
- It is advisable to operate a system for accepting work, providing written quotation or estimate, order processing and raising invoices accordingly. This is to provide a documentation trail to enable the tracing of complaints details.
- Job sheets are a vital tool in the above paper trail and should give adequate details.
- Another valuable procedure is for the operative to sign the job sheet.
- The use of Authorisation details and Indemnity forms is highly recommended. MLA forms are supplied to new Members once application approved.
- The company should contact the Data Registrar to check if it needs to register in accordance with the details it holds. MLA's Welcome Pack contains these contact details.
- If items are removed from site, the company may need to register with its local council in case it needs to register as a 'carrier of waste'.
- It is recommended that the company should operate procedures to identify and prevent the use of defective materials/goods both in-house and on site.
- It is recommended that work records/Invoices should be readily traceable in the event of an enquiry.
- It is recommended that there should be adequate communication systems in the place, Pager/ Mobile/Contact telephones etc. between office and installation locksmiths. This is especially recommended in light of the issue of the 'lone worker' legislation.
- It is recommended that ID Cards should be used and signed for in the personnel records, and returned on cessation of employment, these are available for approved company employees, subject to current CRB, please contact us for details.

THE FOLLOWING NOTES RELATE TO THE LEVEL OF WORK CARRIED OUT OR THE SERVICES OFFERED AND TOOLS AND EQUIPMENT SHOULD EXIST TO EXECUTE SUCH WORK OR SERVICE IN ALL CASES

Application Form Item 26 – RETAIL SHOP

- Sales area should have a good display, adequately stocked, clean
- Staff should be able to demonstrate a good degree of knowledge covering all aspects of operations and products, in order to give sound professional advice on service offered and products sold.
- Company must ensure that precautions are taken to ensure the safety of staff and customers. Safety guards on machines, goggles available and used, retail area is free from obstacles etc.
- Procedures for care of customer's property should exist.

Application Form Item 26 – WORKSHOP

- Workshop should be suitable for service claimed.
- A high degree of knowledge relating to products, Spares etc. is expected.



INSPECTION INFORMATION

Application Form Item 28 – KEYCUTTING & CONTROL

- Restricted Key Records should always be kept securely
- Restricted keys should be controlled and secure where the public does not have ready access.
- Staff should be able to demonstrate a good degree of knowledge; covering key cutting, key blank identification and quality of finished product.

Application Form Item 29 – UPGRADE & INSTALLATION

- If aluminium door work is undertaken - stocks of Euro Profile and Oval Profile Lock cases should be held.
- If UPVC Door work is undertaken - A small range of multi-point locks should be held.

Application Form Item 30 – SERVICES

SECURITY SURVEYS

- Surveyors should have a good degree of knowledge in respect of insurance requirements and MLA Guideline for Domestic Security.

LOCK OPENING & GENERAL LOCKOUTS

- All authorised staff should have easy access to, or copies of lock identification, drill points, fitting instructions and all related technical information for services offered.

MASTER KEYING

- Where applicable proper methods for the generation and assembly of master key work - pinning kits, charts, depth keys etc. should exist
- Client master key records should be kept secure and easily retrievable.
- Master key records should note cylinder types, key history and additional key authorisation procedures where applicable

DOOR CLOSING DEVICES

- If the company states that it installs and maintains overhead door closers, then adequate stocks should be held for installations and changeovers.

Application Form Item 35 – SAFES

- A varied range of safes should be stocked, a range of spare locks, key blanks etc. should be held.
- Awareness of demotion of 'risk value' on opened containers.
- A good degree of knowledge and understanding of insurer's safe rating should be demonstrated.
- Methods of repair on drilled or forced safes/containers.
- Appropriate reference information is available i.e. drawing, diagrams, photographs and drill points etc., covering a broad range of safes/containers.
- Specialist equipment in use i.e. optics, drill bits & drill rig/s & methods of maintaining equipment.
- A high degree of knowledge relating to the installation and maintenance of free standing, under floor & wall safes/containers is expected.
- If safe sales are undertaken a small stock of safes should be held, and not just ordered as required.
- Specialist key cutting equipment should be held.

Application Form Item 37 – AUTO

- A large selection of key blanks should be held covering most vehicles in the UK.
- Car lock spares, pin/disc kits should be held.
- Sufficient and appropriate reference information should be available.
- Company must demonstrate the ability to attend site open vehicle & provide the necessary keys in the majority of cases.
- Roadside operatives should use the necessary road safety equipment.
- If the Company installs vehicle security devices, knowledge of approved products and their application should be demonstrated.



MASTER LOCKSMITHS ASSOCIATION

Application for a Standard Criminal Records Bureau Check

Please complete this form, you are advised to keep a copy for your records.

Name

Address:

.....

Post Code:

The cost for this service is £36.00 and payment must accompany the application.

Cheques should be made payable to: The Master Locksmiths Association.

Print Name:



BLI EXAMINATION RESUME

The examination will consist of 4 elements:-

WRITTEN PAPER

TIME ALLOWED: ONE HOUR

The written paper will comprise of 50 questions in a combination of short answer and essay style. (Some questions may require a sketch).

The questions will be a broad spectrum of locksmithing, including safes, access control, vehicle locksmithing and lever and pin tumbler mechanisms.

This paper only may be taken at a regional meeting, at the discretion of the examination board and by prior arrangement with Headquarters.

PRACTICAL TESTS

1. OPEN A BS 5 LEVER MORTICE LOCK AT A WORK STATION

TIME ALLOWED: ¾ HOUR

The above lock will be one in common use and can be opened by drilling or manipulation. If opened by drilling then 1 hole up to 8mm or (subject to the lock being correctly identified) 2 holes of up to 6mm each are allowed. (Bigger or more holes will result in an automatic fail) Marks will be awarded for correct identification together with the level of skill demonstrated.

2. FIT A EURO MORTICE DEADLOCK TO A DOOR

TIME ALLOWED: 1½ HOUR

You will be required to fit a Euro Cylinder Operated Deadlock with Security Escutcheons and Box Striker to a door in a workstation at the examination centre.

Assessors will examine this at the conclusion. A high standard of workmanship will be expected. This is a test of your carpentry skills and lock-fitting jigs will not be allowed. Marks will be awarded according to the level of skill demonstrated. N.B. The relevant Personal Protective Equipment must be worn.

3. CUT A STEPPED (LEVER) KEY

TIME ALLOWED: ONE HOUR

This is a test of bench skills i.e. using hand tools, not machines, key and lever reading type gauges are not allowed.

You will be required to make a key to a detainer lock on the bench. Basic facilities are available, such as vices and blanks but you are to provide the hand tools required to complete the task.

Your key must be of sufficient standard to operate the lock using your usual method of finishing. The lock must work with the original key on completion. Your step cuts and spacing must be a faithful reproduction of the manufacturers' original with particular regard to stepped heights, spacing, finish and radius.

GENERAL GUIDANCE

The cost for this exam is:

Members: £275.00 (£68.75 per element)
Non-members: £440.00 (£110.00 per element)
All prices are inclusive of VAT

Monies paid are not refundable.

- You are to provide all tools and ancillary equipment as if you were attending a customer's address.
- Any mains electrical equipment you intend to use on MLA premises must be "PAT" tested.
- No borrowing of tools will be allowed in the examination centre.
- Any candidate uncertain about the above conditions should ask for clarification.
- Any candidate not providing the tools will be disqualified.
- The MLA reserves the right to terminate your examination at any stage, if unsafe or unfair practice is discovered.
- Eye protection must be worn (failure to do so can result in failure)



SPLIT EXAMINATION FOR ALTERNATIVE COMPANY MEMBERSHIP RESUME

If an MLA approved company is unable to meet the requirements of having a qualified locksmith, for example if they split their work between on-site and bench work and have nobody capable of doing it all, then the alternative is for the examination to be split between 2 employees of that approved company.

These 2 elements will be classed as “Site” and “Bench” and for the purpose of this resume will be classified as being taken by “Candidate A” and “Candidate B”.

Candidate A will have to take and pass:-

1. WRITTEN PAPER

TIME ALLOWED: ONE HOUR

The written paper will comprise of 50 questions in a combination of short answer and essay style. (Some questions may require a sketch).

The questions will be a broad spectrum of locksmithing, including safes, access control and lever and pin tumbler mechanisms.

2. OPEN A BS 5 LEVER MORTICE LOCK AT A WORK STATION

TIME ALLOWED: $\frac{3}{4}$ HOUR

The above lock will be one in common use and can be opened by drilling or manipulation. If opened by drilling then 1 hole up to 8mm or (subject to the lock being correctly identified) 2 holes of up to 6mm each are allowed. (Bigger or more holes will result in an automatic fail)

Marks will be awarded for correct identification together with the level of skill demonstrated.

3. FIT A EURO MORTICE DEADLOCK TO A DOOR

TIME ALLOWED: 1½ HOUR

You will be required to fit a Euro Cylinder Operated Deadlock with Security Escutcheons and Box Striker to a door in a workstation at the examination centre. Assessors will examine this at the conclusion. A high standard of workmanship will be expected. This is a test of your carpentry skills and lock-fitting jigs will not be allowed. Marks will be awarded according to the level of skill demonstrated. N.B. The relevant Personal Protective Equipment must be worn.

Candidate B will have to take and pass:-

1. WRITTEN PAPER

TIME ALLOWED: ONE HOUR

The written paper will comprise of 50 questions in a combination of short answer and essay style. (Some questions may require a sketch).

The questions will be a broad spectrum of locksmithing, including safes, access control, vehicle locksmithing and lever and pin tumbler mechanisms.

2. CUT A STEPPED (LEVER) KEY

TIME ALLOWED: ONE HOUR

This is a test of bench skills i.e. using hand tools, not machines, key and lever reading type gauges are not allowed.

You will be required to make a key to a detainer lock on the bench. Basic facilities are available, such as vices and blanks but you are to provide the hand tools required to complete the task.

Your key must be of sufficient standard to operate the lock using your usual method of finishing. The lock must work with the original key on completion. Your step cuts and spacing must be a faithful reproduction of the manufacturers' original with particular regard to stepped heights, spacing, finish and radius.

3. LOCK PREPARATION INCLUDING KEYING ALIKE

TIME ALLOWED: ONE HOUR

You will be provided with a Grundman rim cylinder in assembled format without a key, along with a Grundman double euro in component form. The Rim has to be stripped down and both the rim and double Euro then keyed alike to the one correct key from 3 available keys based on a MACS rule of 4. You will be provided with a full pinning kit and will need to ensure that the correct key is identified, the keyed alike cylinders have been assembled and function correctly, all chambers have been used with top drivers assembled to match the bottom plug pins, and that no components have been tampered with.

GENERAL GUIDANCE

The cost for this split exam per candidate is:

Members: £195.00 (£65.00 per element)

Non-members: £315.00 (£105.00 per element)

All prices are inclusive of VAT

Monies paid are not refundable.

- You are to provide all tools and ancillary equipment as if you were attending a customer's address.
- Any mains electrical equipment you intend to use on MLA premises must be "PAT" tested.
- No borrowing of tools will be allowed in the examination centre.
- Any candidate uncertain about the above conditions should ask for clarification.
- Any candidate not providing the tools will be disqualified.
- The MLA reserves the right to terminate your examination at any stage, if unsafe or unfair practice is discovered.
- Eye protection must be worn (failure to do so can result in failure)



**BRITISH LOCKSMITHS INSTITUTE
EXAMINATION BOOKING FORM**

Please complete this form in full, it may be photocopied if necessary. You are advised to keep a copy for your records.

Please note that examination fees are non-refundable and non transferable (except in extenuating circumstances). Right is reserved to change or cancel this examination.

BLI Examination : Full Exam / Re-sit (please circle)

If re-sit which elements:

Name: Membership No:

A Criminal Records Bureau Check is required

Address:

.....

Contact telephone number/s:

It is essential that you bring some form of photographic ID when attending this examination.

BLI EXAMINATION FEES: All prices are inclusive of VAT

£260.00 - member rate

£420.00 - non-member rate

Re-sit £65.00 - per element - member

£105.00 - per element - non-member

Payment must accompany the booking form and cheques should be made payable to:
The Master Locksmiths Association.

If you wish to pay by credit card then please complete the details below.

Credit Card Type (Not American Express):

Credit Card No: / / / /

Start Date: / Expiry Date: / Issue No: Security No:

Amount Being Paid: £ _____

Note: On practical examinations you must bring the tools you would routinely use.



BLI Safe Engineer **Exam Resume**

Practical Paper (3 hours)

- Cut to pattern Mauer 71111 President Lever key using a Lancer Mk1. (Examinee to check set up of machine, no lock allowed, key to be finished in your usual manner, genuine blank will be supplied)
- Cut by Hand 7 Lever Safe Lock Key (S2, lock must not be altered, genuine blank will be supplied)
- Dismantle and reassemble ready to accept new keys Lagard 2200 & Rosengrens ABN (Specific tools can be used – to be brought by student. The key will be provided by the invigilator when lock is ready to accept.)
- Reset to replacement keys S&G FAS lock & Rosengrens RKL10 lock
- Reset the following combination locks: (select change keys from random selection)
 1. Chubb Bankers – Direct Drive (bronze case)
 2. Chubb Bankers – Indirect Drive (late model black case with internal indirect drive)
 3. S&G Vault Lock
 4. S&G 3 Wheel Lock or Lagard 3 Wheel Lock or Chubb 3 Wheel Lock or MK 4 Manifoil Lock (invigilator will choose)
- Find the fault with a 4 wheel S&G lock and rectify. Change to factory code and highlight what the code is
- Change the combination to a Lagard 33E
- Add a user and delete a user on a Lagard 66E

N.B Students will be allowed to bring in instructions/manuals etc.

Students will be held liable for any damage to locks / replacement at market value

The first two questions have to be passed and then 4 out of the remaining 6 have to be passed in order to pass the practical paper.

Written Exam Paper (1 Hour)

18 written questions (short answers) covering general safe knowledge including product knowledge, fault diagnosis, factory sets for combination locks etc.

A total of 28 points or more from the available 42 points are required to pass the written paper.



**BRITISH LOCKSMITHS INSTITUTE
SAFE ENGINEER EXAMINATION BOOKING FORM**



Please complete this form in full, it may be photocopied if necessary. You are advised to keep a copy for your records.

Please note that examination fees are non-refundable and non transferable (except in extenuating circumstances). Right is reserved to change or cancel this examination.

BLI Safe Engineer Examination : Full Exam / Re-sit (please circle)

If re-sit which elements:

Exam Date:

Name: Membership No:

A Criminal Records Bureau Check is required

Address:

Contact telephone number/s:

It is essential that you bring some form of photographic ID when attending this examination.

BLI EXAMINATION FEES: All prices are inclusive of VAT

£260.00 - member rate

£420.00 - non-member rate

Re-sit £65.00 - per element - member

£105.00 - per element - non-member

Payment must accompany the booking form and cheques should be made payable to:
The Master Locksmiths Association.

If you wish to pay by credit card then please complete the details below.

Credit Card Type (Not American Express):

Credit Card No: / / / /

Start Date: / Expiry Date: / Issue No: Security No:

Amount Being Paid: £ _____

Note: On practical examinations you must bring the tools you would routinely use.

2012 COURSE/EXAM COSTS

PLEASE NOTE: OPENING TECHNIQUES ARE NOT TAUGHT ON "GENERAL" COURSES
PLEASE CHECK YOUR ELIGIBILITY TO JOIN ANY COURSE

			MEMBER RATE	APPLYING MEMBER RATE FOR COURSES/NON MEMBER RATE FOR EXAMS
JANUARY	09 – 13	General Locksmithing Course	£1625 inc VAT and accomm	£1850 inc VAT and accomm
FEBRUARY				
	4	BLI Exam	£275 – per element £68.75	£440 – per element £110
	20 – 24	General Locksmithing Course	£1625 inc VAT and accomm	£1850 inc VAT and accomm
MARCH				
	10 – 11	Opening Course	£680 inc VAT and accomm	N/A
	24 – 25	Safe Course	£595 inc VAT	N/A
	26 – 30	General locksmithing Course	£1625 inc VAT and accomm	£1850 inc VAT and accomm
APRIL				
	17 – 18	Auto Course	£680 inc VAT and accomm	£795 inc VAT and accomm
	24 – 25	Electrical Access Course	£680 inc VAT and accomm	N/A
	30 April – 4 May	General Locksmithing Course	£1625 inc VAT and accomm	£1850 inc VAT and accomm
MAY				
	16	BLI Exam	£275 – per element £68.75	£440 – per element £110
JUNE				
	12 – 13	Opening Course	£680 inc VAT and accomm	N/A
	18 – 22	General Locksmithing Course	£1625 inc VAT and accomm	£1850 inc VAT and accomm
JULY				
	23 – 27	General Locksmithing Course	£1625 inc VAT and accomm	£1850 inc VAT and accomm
AUGUST				
SEPTEMBER				
	8	BLI Exam	£275 – per element £68.75	£440 – per element £110
	15 – 16	Opening Course	£680 inc VAT and accomm	N/A
	24 – 28	General locksmithing Course	£1625 inc VAT and accomm	£1850 inc VAT and accomm
OCTOBER				
	9 – 10	Electrical Access Course	£680 inc VAT and accomm	N/A
	20 – 21	Safe Course	£595 inc VAT	N/A
	29 Oct – 2 Nov	General Locksmithing Course	£1625 inc VAT and accomm	£1850 inc VAT and accomm
NOVEMBER				
	17 – 18	Auto Course	£680 inc VAT and accomm	£795 inc VAT and accomm
	28	BLI Exam	£275 – per element £68.75	£440 – per element £110
DECEMBER				
	3 – 7	General Locksmithing Course	£1625 inc VAT and accomm	£1850 inc VAT and accomm
	11 – 12	Opening Course	£680 inc VAT and accomm	N/A

Additional courses are run throughout the year, please contact HO for details or check our website: www.locksmiths.co.uk

The Entry Examination can be taken at MLA headquarters (subject to staffing levels) or at a Regional meeting, both by prior arrangement. The cost of this exam for members is £58 Inc VAT or £195 Inc Vat for non members, there is an additional cost of £69.50 for City and Guilds Accreditation.

RIGHT IS RESERVED TO CHANGE OR CANCEL ANY COURSE

MASTER LOCKSMITHS ASSOCIATION

SUBSCRIPTIONS AND FEES to 30/6/2012 (please note that a pro rata payment will be applicable for anyone joining part way through a subscription year)

SUBSCRIPTIONS

COST
(Inclusive of VAT @ Current rate)

MLA AFFILIATE SECTOR

AFFILIATE (<£1m turnover)	£531.22
AFFILIATE (>£1m <£5m turnover)	£1025.72
AFFILIATE (>£5m turnover)	£1534.90
AFFILIATE MEMBER EMPLOYEE	£5.00*

MEMBERSHIP

COMPANY (MAIN)	£308.44
COMPANY (BRANCH)	£172.58
PERSONALTRADING MEMBER	£183.60
FELLOW	£77.12
MEMBER	£77.12
ASSOCIATE	£77.12
APPROVED COMPANY EMPLOYEE	£5.00*
HONORARY	£0.00
RETIRED	£0.00

BRITISH LOCKSMITHS INSTITUTE (BLI)

STUDENT	£90.58
ADVANCED STUDENT	£77.12

GUILD OF KEYCUTTERS

MEMBER (Per Address)	£112.60
IF MLA APPROVED COMPANY MEMBER	£71.00

FEES

ENROLMENT (Approved Company)	£120.00
ENROLMENT (BLI)	£47.00
RE-JOINING	£47.00

POSTAGE FOR OVERSEAS MEMBERS (ALL CATEGORIES)

EUROPE/EU = £22.00 AIR ZONE 1 = £30.00 AIR ZONE 2 = £32.00
To be added to subscription costs

PLEASE SEND YOUR ENROLMENT FEE ONLY WITH YOUR MEMBERSHIP APPLICATION, YOU WILL BE INVOICED FOR YOUR SUBSCRIPTION FEE ONCE YOUR MEMBERSHIP APPLICATION HAS BEEN APPROVED

*Employee membership is to enable CRB check to be performed and hence training to be undertaken and/or ID card to be obtained only, applicable to MLA Affiliate Members and Approved Companies only