

Master Locksmiths Association



Guidelines
for
minimum
security
requirements
for
domestic
property

Guidelines for minimum security for domestic property

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- Association of British Insurers (ABI) also see IPCRes below
- Association of Chief Police Officers (ACPO) (Project & Design Group-Technical Committee).
- British Hardware Federation
- Builders' Merchants Federation (BMF)
- Chief Fire Officers Association (CFOA)
- Door and Hardware Federation (incorporating Door and Shutter Manufacturer's Association and Association of Building Hardware Manufacturers).
- Glass and Glazing Federation (GGF)
- Guild of Architectural Ironmongers (GAI)
- Home Office, Police Scientific Development Branch (PSDB)
- Insurers Property Crime Research (IPCRes) (see also Association of British Insurers –ABI)
- Lloyds
- Sold Secure 2000 Ltd (part of MLA Group)

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Note: These Guidelines give a general description of security for domestic buildings. Neither the guidelines nor the list guarantees that these methods are suitable for specific applications. It is the responsibility of the equipment supplier and/or equipment purchaser to ensure that any system is suitable for its particular application and that it complies with all legislation, standards, codes of practice or any other requirement.

Every effort has been made to ensure the contents of these Guidelines are accurate, however the Master Locksmiths Association does not accept any responsibility for loss arising from decisions based upon them.

1. INTRODUCTION

Theft from domestic property causes major problems for the Insurance industry and for specifiers of security products who may not be familiar with the industries involved. The reasons for these guidelines are:

- the Insurers requirement on the policy holder to maintain a minimum level of security to protect their premises, to use it when the premises are unattended or in part when they are occupied.
- the requirement of the householder to take reasonable security precautions for their own good.
- to provide easily understood information for the use of those not familiar with the Security or Insurance industries.

These guidelines are not intended to be applied to new construction or major refurbishment. For these applications British Standards BS 7950:1997 Specification for enhanced security performance of casement and tilt/turn windows for domestic applications and PAS 24 Enhanced security performance requirements for door assemblies – Part 1:1999 Single leaf, external door assemblies to dwellings apply. These specifications are based on complete doorsets and window assemblies i.e. the door or window, including frame, hinges, locks, and fixings as a whole unit. The specifier is recommended to obtain doors and windows certified to these specifications.

Further guidance is given in BS 8220-1: Guide for security of buildings against crime – Part 1:2000 - Dwellings

Currently European specifications ENV 1627-1630 also exists for the security of doors, windows and shutters. Products certified to the appropriate grades of these specifications are equally suitable.

These Guidelines assume that occupants are all able bodied. For disabled users seek professional assistance before any installation.

Every attempt is made in these guidelines to be as practical as possible with recommendation or the specification of products, but there will always be occasions where alternatives will need to be sought because of the nature of a particular design, size or other feature of a door or window to be secured. In these circumstances the advice of a specialist in this field should be taken. A member of the Trade Division of The Master Locksmiths Association (denoted as "Approved Company MLA" and accompanied by the MLA registration number) should be contacted for such advice, and then be checked with the Insurers where applicable.

To comply with the requirements of most Insurers for thief resistant lock assemblies that necessitate the use of a key for egress it is generally accepted that locks used on traditional external timber doors are certified to BS 3621:2004 Thief resistant lock assemblies – Key egress. This indicates that the lock is part of an ongoing test and audit programme to show it meets the requirements. A list of door locks currently certified to BS 3621:1998 or BS 3621:2004 as at 01.04.2005 is included in Appendix C.

No door locks claiming compliance with earlier editions of BS 3621 should be considered.

Where there is a requirement for means of escape (from fire) from the inside without the use of a key while maintaining security from the outside, lock assemblies to BS 8621:2004 Thief resistant lock assemblies – Keyless egress should be installed.

Certifying to BS 8621:2004 commenced in April 2005 and will be included as Appendix D as soon as products are available.

However with the introduction of new materials (e.g. Aluminium, PVC-U and Composite Materials) and designs used in the construction of doors and windows, these locks may not be suitable, therefore some non British Standard locks designed more specifically for the particular material or design from which the door or window is constructed will be acceptable in most cases. Such lock assemblies may be found in Appendix F or Appendix G door locks seen as acceptable alternatives to locks Kitemarked to BS 3621 or BS 8621, having been suitably tested under the Sold Secure programme.

Nothing in this document or related documents shall imply that the installation of any security device will prevent unauthorised entry to a premises or that by following these guidelines insurers are obliged to issue insurance cover.

2. GENERAL CONSIDERATIONS

When considering the matter of minimum security requirements and the interpretation of these guidelines, users of these guidelines should be mindful of a number of factors:

(a) The adequacy of the door or window, frame thickness and the material quality together with the fixings of the frames to the surrounding structure may impact on the level of security provided.

(b) A degree of flexibility when imposing security requirements may, on occasions be necessary. Often, due to the nature of the door or window construction, or the material from which it is constructed, it may require the use of locks or locking devices in situations other than that for which they were intended. In such circumstances the advice of a Trade member of the Master Locksmiths Association should be sought, and written confirmation of their acceptance obtained from the Insurers.

(c) If improvements are required to the security of aluminium, PVC-U or composite material doors or windows it is stressed that this work should be undertaken by professionals. Again advice must be sought from an Approved Company Member of the Master Locksmiths Association who has experience in this type of work. Care should be taken not to breach manufacturers' warranties that may still apply.

(d) It must also be appreciated that some locks not certified to BS 3621 have in the past and may in the future be accepted by Insurers. Where this is the case written confirmation by the Insurers of their acceptance of the product for its intended use should be obtained by the end user. This recommendation also applies with the introduction of lock assemblies under BS 8621:2004

(e) Insurers and specifiers should be mindful of possible conflict between occupier safety and security when the property is occupied. Careful consideration must be given to the means of escape in the event of fire before specifying that locks should be engaged and the keys removed (using BS 3621:2004 specification) before retiring for the night. Keys should be kept within easy reach of the occupant, but out of reach of an intruder. If in doubt, consult the Insurer and the local Fire Prevention Officer for guidance

(f) External doors that are deemed to be used as an exit in case of an emergency should be locked in the manner specified for the final exit door, with the addition of a nightlatch that can be opened from the inside without the use of a key for use when the property is occupied. . Where locks to BS 8621:2004 are fitted egress will be facilitated from the inside by the presence of the turn.

(g) In blocks of flats and other buildings of multiple-occupancy the means of escape in the event of fire is an important consideration particularly where the entrance door to the individual flat is the only means of escape. The use of Escape Locks that can be opened from the inside by a single action without the use of a key (but still retain their security from outside as described in BS 8621) is acceptable to Insurers subject to written confirmation. This type of lock will normally meet the requirements of the Building Regulations.

(h) New products may become available that conform to test procedures for security products, and carry the appropriate certification mark. When these are accepted by the organisations supporting these guidelines, and where suitable for the protection of a particular risk, their use should be encouraged.

(i) When making recommendations for the fitting of security items, consideration must be given to the type of risk involved relevant to the location of the premises. It will be necessary to increase the number of locks and fittings to doors and windows in high-risk areas. Advice should be sought from the local Crime Prevention Design Adviser, Architectural Liaison Officer, the Insurance Company involved or an Approved Company Member of the Master Locksmiths Association.

(j) A list of Approved Company Members of the Master Locksmiths Association, recognisable by the logo "MLA Approved Company" is available from the Master Locksmiths Association. This list is also reproduced and updated on our website www.locksmiths.co.uk

3. MINIMUM SECURITY REQUIREMENTS

(a) Locks currently available certified to British Standard BS 3261 or BS 8621 should bear the standard number and the mark of the certification agency. These are listed in Appendix C and Appendix D respectively. Such locks may be available in rim or mortice fixing. Some locks which have not been certified to either of these Standards may be acceptable to Insurers. Many of these are listed in Appendix F and G respectively. Written agreement for the acceptance of such locks should be obtained from the insurer by the policyholder

(b) Lock cylinders installed before the implementation of these guidelines (November 1999) shall have a minimum of five pins and an anti-drill insert. Thereafter, as a minimum requirement the cylinder shall meet the requirements of BS EN 1303:1998 Clause 6.7 Security Grade 4 (Table 10) or BS EN 1303:2005. Clause 6.8 Key related security Grade 5 (Table 9) and Clause 6.9 Attack resistance Grade 1 (Table 10)

(c) Where any cylinder operated lock is used, the outside cylinder shall not protrude more than 3 mm from the face of the door or the lock furniture (handle plate or cylinder rose) where fitted. Lock furniture should be of the 'bolt through' type with the fixings being secured from the internal side only. Lock furniture should comply with BS EN 1906::2002 Lever handles and knob furniture – Requirements and test methods – Annex A Requirements for security lock furniture for use on burglary resistant doors – Grade 1 unless certified as a component of a door assembly satisfactorily tested to PAS 024-1. Lock furniture may consist of separate components of lever/knob handles on roses and cylinder roses or composite backplates. Where cylinder roses are fitted, these must provide the cylinder protection as required under BS 3621 or BS 8621.

(d) Products previously referred to in the Association of British Insurers (ABI), now Insurers Property Crime Research (IPCRes), guidelines will normally be acceptable to Insurers for the purpose of securing doors and windows provided they were fitted before the introduction of these guidelines (November 1999).

4. HINGED DOOR SECURITY

The type of lock and the position to which it is fitted on the door is dictated by the design of the door. It is therefore not possible to make specific recommendations regarding the fixing positions of additional security devices, as this will be determined by the position of the original fittings on the door. The height at which the lock is fitted may also be determined by the level at which the user is standing when locking or unlocking the door, e.g. one or two steps below the door entry level.

For specific guidance reference should be made to BS 8220 Guide for security of buildings against crime – Part 1:200 Dwellings. However, the following is offered as a general guide:

4.1 Additional Mortice Deadlocks

Where the lock to be fitted is of the mortice type the minimum thickness of the door to which it is being fitted must be 44 mm. The lock should be fitted approximately midway between the existing lock and the top or bottom of the door depending on which has the greatest unsecured distance, avoiding any cross rail or glazing bar joints.

4.2 Additional Mortice or Rim Security Bolts (Single Doors)

To be fitted horizontally (where possible) approximately midway between the top lock and the top of the door and the bottom lock and the bottom of the door.

Where a single lock conforming to the requirements of the insurance company is fitted, the additional bolts should be fitted approximately midway between it and the top and the bottom of the door.

Where bolts are fitted vertically they should be between 50 mm and 100 mm from the edge of the door, avoiding any joints.

For greater security on emergency or final exit doors, mortice bolts, preferably knob operated for fire safety reasons, are recommended in preference to surface mounted bolts. Where doors do not form part of an escape route loose key mortice bolts are suitable

4.3 Additional Mortice or Rim Security Bolts (Double Doors)

To be fitted vertically to the top and bottom of the doors between 50 mm and 100 mm from the front of the rebated edge of the door, avoiding any joints. It may be necessary to fit security bolts to the top and bottom of the first closing leaf only, if the doors are of substantial construction.

For greater security on emergency or final exit doors, mortice bolts, preferably knob operated for fire safety reasons, are recommended in preference to surface mounted bolts on the first opening leaf, the first closing leaf being secured by loose key bolts. Where doors do not form part of an escape route loose key mortice bolts are suitable for both leaves.

4.4 Hinge Bolts and Security Hinges

Hinge bolts shall be fitted to all outward opening doors at a position of approximately a quarter of the door height from the top and bottom of the door, but not within 150 mm of the top or bottom hinges.

Alternatively, suitable composite security hinges incorporating hinge bolts may be considered.

4.5 Letter plates

Letter plates should be located at least 400 mm away from any locks to stop access to the locking system through the aperture. The letter plate aperture should be in accordance with the requirements of BS EN 13724:2002 Postal services- Apertures of private letter boxes and letter plates – Requirements and test methods Type 4 size 2 - 230 – 280 mm wide x 30 – 40 mm high. If this criteria cannot be achieved additional measures may be needed to prevent access to door locks through the letter plate such as the addition of internal security flaps..

Where the sole means of internally locking a door is hand (not key) operated then it is recommended that the letter plate be omitted from the door. In this instance alternative means for mail delivery shall be provided such as an external box complying with types 1, 2 or 3 of BS EN 13724:2002, in which case the aperture size will vary according to the dimensions of the letter box.

4.6 Stable Doors

Both halves of stable doors must be treated as separate doors.

5. WINDOW LOCKS

Where windows are not required to be opened, they may be screwed permanently shut. Security screws shall be used where this is to be done from the outside, and the heads countersunk and plugged.

The security of all ground floor and all accessible windows which are not considered as means of escape (e.g. from a flat roof) shall be considered. Openable windows that are over 600 mm high or wide should be fitted with a multi-point locking system or two window locks with removable keys. Sashes less than 600 mm need only be fitted with a single lock.

Where a lock is to be fitted to a window care must be taken to ensure that the material to which the lock is fitted does not become weakened by fitting it too close to existing fittings.

Where a window is required for emergency egress then it shall not be fitted with any type of key unlockable system. In this instance the window should be fitted with laminated glass.

5.1 Louvre windows

Urgent consideration should be given to replacing louvre windows as it is difficult to achieve adequate security. If this is not possible then all panes of glass (in louvre windows) should be securely fixed, with suitable adhesive, into their brackets or suitable grilles, bars, or shutters fitted. Louvre windows should not be installed in vulnerable locations. The use of plastic frame materials is not acceptable for a security application

5.2 Casement and Tilt/Turn Windows

Additional locks should be fitted to the frame parallel to the hinges on the opening sash.

Where the casement window opening exceeds 600 mm two locks are required. For side hung casement windows the additional locks should be fitted approximately quarter of the height from the top and bottom of the casement window. For top hung casement windows the locks should be fitted approximately one quarter of the width of the casement window from either side of the sash.

5.3 Vertical Sliding Sash Windows

Where the window opening exceeds 600 mm the locks should be fitted on, the meeting rail of the bottom sash, at approximately quarter points, or on the vertical frame of the upper sash, directly above the meeting rail of the bottom sash.

Where there is a requirement for ventilation when the premises are occupied, vertical sliding sash windows can be provided with restricting devices suitably placed to provide a ventilation position to allow them to be opened a maximum of 100 mm and remain secure. This is not recommended when the premises are unoccupied. The window should then be secured in the fully closed position.

6. SLIDING DOORS AND WINDOWS

All sliding doors and windows should be fitted with anti-lift devices to prevent them being removed from their tracks. Care should be taken to ensure such devices are fitted appropriately so that they do not go inside the section of the frame when the door/window is closed. Some sliding door locks have an in built facility to prevent the door being lifted, e.g. swing hook bolts which rotate upwards to engage

Additional locks fitted to sliding doors and windows should be fitted in such a manner to ensure any force applied to open the door acts against the lock fixing screws.

Wherever possible additional locks should be fitted to the top and bottom of the interlock of sliding doors and windows. However, there are some designs, which make this impractical.

Sliding doors/windows should not be secured in the ventilation position when the premises are unoccupied.

7. UP AND OVER DOORS

Work on improving the security of up and over doors should be undertaken by professionals who have experience in this type of work.

There are security locking products available for this type of door and the advice of a professional (MLA Trade Member) should be obtained prior to commencing improvements.

8. FRAME FIXING

It may be necessary in some instances to improve the strength of the fixings holding door or window frames to the fabric of the building. Due to the presence of pre-cast concrete, steel lintels or other construction details it may not be possible to achieve the desired additional fixings to the head or sill of the frame. The type of fixings used will be determined by the material to be fixed and the material to which it is to be fixed, however frame fixing screws and bolts are available for this purpose.

The following dimensions for the positions of additional fixings are offered as a guide.

8.1 Corner Fixings

Additional fixings made between 150 mm and 250 mm vertically and horizontally from the internal corners of the frame to be fixed.

8.2 Vertical and Horizontal Fixings

Additional fixings made at approximately 600 mm centres between the corner fixings of the frame to be fixed.

For greater detail of improved fixings reference should be made to BS 8213:Part 4:1990 Windows, doors and rooflights – Code of practice for the installation of replacement windows and doorsets in dwellings

9. GLASS AND GLAZING

As far as security is concerned the main consideration is the ease with which a pane can be broken to provide access to window or door hardware. The glazing specification chosen should meet the design and performance requirements of BS 6262:1982 Part 4 Glazing in buildings – Safety related to human impact. For those installations where a higher degree of “security” is needed the glazing should be in accordance with BS 5357 Code of practice for installation of security glazing

There are three main types of glass. These are:

9.1 Annealed glass

Annealed glass consists of , float, sheet, cast (patterns) and wired glass. It breaks easily and when broken forms large sharp fragments. While wired glass can be fractured, it will act as a barrier but only until the wire mesh in the glass is sheared.

The application of an appropriate plastics film can increase the resistance of annealed glass to penetration

9.2 Toughened glass

Toughened glass, (tempered glass), is an annealed glass, except wired glass, that has been subjected to a heating and rapid cooling process that imparts a greater strength to the

material. It is resistant to impact by blunt objects but can be fractured by penetration of the surface compressive layer. When fractured, the glass will not act as a barrier. In buildings it is usually found in 'risk areas' which include doors and adjacent windows, low windows, bathrooms, landings etc. Typically toughened glass is around eight times stronger than annealed glass but when it breaks it forms a multitude of small fragments. It is also vulnerable to breakage with a sharp point such as a centre punch.

Due to the method in which it breaks, toughened glass offers very little security. Its value is as a safety glass.

9.3 Laminated glass

Laminated glass consists of two or more layers of annealed glass bonded together by means of transparent plastic (poly vinyl butate - PVB) interlayers. When the glass is attacked the glass layers fracture but remain in place, held by the PVB interlayer. Thus laminated glass offers both increased security and safety over annealed glass. Typical laminated glass found in domestic buildings consists of two layers of glass and one interlayer to a total thickness of 6.4 mm (soon to increase to 6.8 mm). However, the number of glass layers and interlayers can be increased to provide enhanced security such that, eventually, bullet-proof glass can be produced.

The most common failure mechanism of laminated glass is for it to 'balloon' and fall out of the frame under repeated impacts. However, the time taken for this gives an enhanced level of security over other types of glass

9.4 Double glazing

Double glazing can be in the form of :-

- 1. insulating glass units** i.e. two or more panes of glass hermetically sealed at their perimeter. These provide the intruder with two or more panes to break.
- 2. double windows** i.e. two separate single glazed windows in the same opening. These assemblies provide a similar deterrent but only if the inner window is secured.

9.5 Plastics glazing material

Plastics glazing sheet material consists of either a single sheet or combination of sheets laminated together. The performance of these materials is dependent on the polymer type, thickness and support condition. The advice of the manufacturer should be sought in respect of their security and fire resistance performance as appropriate.

9.6 Glazing

All glass or plastics glazing sheet material should be secured to the window or door structure in such a manner that it cannot be easily removed from the outside.

10. GLOSSARY

Anti-lift device. device which prevents a door or window from being lifted in its aperture, where this lifting would decrease the effectiveness of a lock or enable the door/window to be removed.

Barrel bolt. surface mounted fastener with a sliding part that is usually manually controlled and that secures a movable component to its frame or opening the shoot being provided with a knob, loose key or similar for operation by hand.

Bolt (1). movable part of a lock or latch that usually engages a component fixed to a frame and is withdrawn into the case,

Bolt (2). fastener with a sliding part that is usually manually controlled and that secures a movable component to its frame or opening the sliding part being provided with a knob, loose key or similar for operation. It may be surface mounted, or morticed.

Certified. A product subjected to a testing and ongoing audit programme by a MLA approved organisation.

Deadlock. lock which that contains only a deadbolt.

Escape lock. deadlock that can be opened (even when locked) from the inside by a single action without use of a key.

Escutcheon. Surround with a shaped hole, with or without a pivoted cover plate , primarily to protect the door leaf from abrasion damage caused by key insertion. This may be for decorative purposes or to increase the security of that device.

Flush bolt. Recessed (flush) fastener with a sliding part that is usually manually controlled and that secures a movable component to its frame or opening the moving part being provided with a lever, slide bar or knob.

Hasp and staple two-piece fastening for doors which can be secured by a padlock. The hasp may be attached to a fixed or swivel bar.

Hinge bolt. fixed projection on the hinge side of the door or window. The projection engages into a keep when the door or window is closed. Also known as dog bolt

Latch. self engaging device, usually operable from both sides which holds a door or window in the closed position and is released by hand without the use of a key.

Lock. fastener that combines within one case a latch operated by a handle and a deadbolt which secures the door or window in the closed position

Mortice lock/bolt. lock/bolt where its body is fitted in a mortice cut into the closing edge of the door or window.

Multi-point lock. lock that has a latch bolt and a number of other bolts positioned remote from the lock case but connected by rods and are thrown by means of a single action.

Night latch. latch with a single bevel latch bolt that is operated internally by a knob and externally by a key which automatically engages when the door is shut.

Night vent or ventilation position. position in which the door or window can be secured whilst slightly ajar. This usually offers only limited security.

Padbar a device spanning the full width of the door opening with supporting brackets or staples fixed to the frame and secured by a padlock

Padbolt/padlock bolt. door bolt which can be secured in the locked position by means of a padlock.

Rim lock/bolt. lock/bolt for fixing on the face of a door or window.

Security bolt. mortice or barrel bolt which can only be withdrawn by the use of a key.

Security screw. screw designed so that it either cannot be removed when fixed or which requires a restricted access tool to remove it.

Strike plate. Flat metal plate, appropriate to the latch or lock, fixed to a frame to engage a bolt(s).

Throw - bolts with linear movement - distance that the dead bolt travels from the fore end of the lock in an outward direction under the action of a key, measured perpendicular to the fore end.

Throw - hook bolts with arctuate movement. - distance from the tip of the bolt travels from the unlocked to the locked position measured parallel to the fore end of the lock.

11. STANDARDS

The following standards are referred to in the text. The latest version of the standard shall be used.

BS 3621:1998. Specification for Thief resistant locks

BS 3621:2004. Thief resistant lock assemblies – Key egress

BS 5357:1995. Code of practice for installation of security glazing

BS 5544. Specification for anti-bandit glazing (glazing resistant to manual attack)

BS 6206. Specification for impact performance requirements for flat safety glass and safety plastics for use in buildings

BS 6262:1982 Part 4 Glazing in buildings – Safety related to human impact.

BS 7950. Specification for enhanced security performance of casement and tilt/turn windows for domestic applications

BS 8213-4 Windows, doors and rooflights Part 4. Code of practice for the installation of replacement windows and doorsets in dwellings

BS 8220-1 Guide for security of buildings against crime – Part 1. Dwellings

BS 8621 Thief resistant lock assemblies – Keyless egress

PAS 24. Enhanced security performance requirements for door assemblies – Part 1. Single leaf, external door assemblies to dwellings

BS EN 1303. Building hardware - Cylinders for locks - Requirements and Test Methods

BS EN 1906 Building hardware – Lever handles and knob furniture – Requirements and test methods

BS EN 12320. Building hardware - Padlocks and padlock fittings - Requirements and test methods

BS EN 13724 Postal services – Apertures of private letter plates – Requirements and test methods

DD ENV 1627-1630. Windows, doors, shutters - Burglar resistance

SS 306. Sold Secure Specification for Mechanical, Domestic Door Security Systems

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APPENDIX A

Specification of acceptable hardware

A)	All doors	Hinge bolts or security hinges with protection from hinge pin removal on all external hinges.
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B)	All doors	A lock certified to BS 3621 together with its approved striking plate
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C)	All doors	An acceptable alternative lock with the lock manufacturers approved striking plate as approved by the Insurers.
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D)	Single door with Pedestrian garage doors	A multipoint lock system with a minimum of three horizontal locking points a central bolt (minimum throw 13 mm) and two dead or hook bolts (minimum throw 20 mm). All locked simultaneously by one operation of the key. Alternatively a multipoint lock certified to Sold Secure specification SS 306.
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E)	Sliding	Anti-lift devices
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F)	Sliding	Main locking system plus key operated patio door lock or security bolts (minimum throw 9 mm) at the interlock at bottom of the door and if practical at the top of the door. Alternatively a patio bar.
G)	Sliding	A hook lock certified to BS 3621 together with its approved striking plate
H)	Sliding	A multipoint lock system with a minimum of three horizontal locking points incorporating hook bolts (minimum throw 20 mm) and/or vertical shoot bolts (minimum throw 14 mm) locking into the head and sill of the doorframe. All locked simultaneously by one operation of the key. Alternatively a multipoint lock certified to Sold Secure specification SS 306
J)	Double doors 2 nd closing leaf (casement doors)	The main locking system plus 2 key operated rim or mortice security bolt (minimum throw 14 mm)
L)	Double doors 1 st closing leaf (casement doors) Windows	Two key operated rim or mortice security bolt (minimum throw 14 mm)
M)	Double doors- 1 st closing leaf	Two flush bolts (minimum throw 14 mm)
N)	Double doors- 2 nd closing leaf	A multipoint lock system with a minimum of three locking points with a central bolt (minimum throw 13 mm) and two dead or hook bolts locking into the head and sill of the door frame (minimum throw 14 mm). All locked simultaneously by one operation of the key. Or a multipoint lock certified to Sold Secure specification SS 306
P)	Windows	A window lock with removable key
Q)	Windows	A substantial locking handle with removable key
S)	Windows	A multipoint locking system with removable key
T)	Doors	A door set certified to PAS 24 or ENV 1627 class 2
U)	Windows	A window certified to BS 7950 or ENV 1627 class 2
V)	Doors to outbuildings	A heavy duty padbar bolted to the door and frame and fitted with a padlock certified to EN 12320 Grade

Comment [MSOffice1]:

APPENDIX B

Hardware required to be fitted (as listed in Appendix A)

Hinged final exit door	A plus B, C or D, or T
Other single hinged external doors	A plus B, C or D, plus L (2 off), or T
Pedestrian doors on garages and domestic outbuildings	A plus B, C, D or V, or T
Double doors (1st closing door)	A plus L (2 off) or M (2 off)
Double doors (2nd closing door)	A plus B, J or N
Sliding doors	E plus F C, G, or H
Louvre Windows	See text
Accessible windows and ground floor openings (But not emergency egress windows)	L, P, Q, S or U
A sash less than 600 mm in width or height requires a minimum of one locking point. For all other sashes a minimum of two locking points are required	

APPENDIX C

Door locks certified to BS 3621:1998 (currently available)

The Association recommends that any new installation carried out with immediate effect should comply with BS3621:2004

ACCLAIM MANUFACTURING LIMITED

KIBB lock 2 ½" & 3"	5 Lever Mortice Deadlock
KIBB lock 2 ½" & 3"	5 Lever Mortice Sashlock
KIBB Rim Lock	High Security Cylinder Rimlock
KIBB Euro Cylinder	Mortice Deadlock
KIBB Euro Cylinder	Sashlock

BANHAM PATENT LOCKS LTD

S361	Cylinder Mortice Deadlock
S362	Cylinder Mortice Deadlock
L111LH	High Security Rimlock

CHUBB LOCKS LTD

3U114	2 ½" & 3"	5 Lever Mortice Deadlock
3U114E	2 ½" & 3"	5 Lever Mortice Deadlock
3U74	2 ½" & 3"	5 Lever Mortice Sashlock
3U74 E	2 ½" & 3"	5 Lever Mortice Sashlock
3G110		5 Lever Mortice Deadlock
3G114	2 ½" & 3"	5 Lever Mortice Deadlock
3G114E	2 ½" & 3"	5 Lever Mortice Deadlock
3G114ERKS	2 ½" & 3"	5 Lever Mortice Deadlock
3G114RKS	2 ½" & 3"	5 Lever Mortice Deadlock
3G220	Narrow Style	5 Lever Mortice Deadlock
3K74	2 ½" & 3"	5 Lever Mortice Sashlock
3K74E	2 ½" & 3"	5 Lever Mortice Sashlock
3K74ERKS	2 ½" & 3"	5 Lever Mortice Deadlock
3K74RKS	2 ½" & 3"	5 Lever Mortice Sashlock
3G107	2 ½" & 3"	7 Lever Mortice Deadlock
3G117	2 ½"	7 Lever Mortice Deadlock
3K77	2 ½"	7 Lever Mortice Sashlock
3K207	2 ½" & 3"	7 Lever Mortice Sashlock
3K277	2 ½"	7 Lever Mortice Sashlock
3K277 2 ½"		7 Lever Mortice Deadlock
3C14/C	2 ½"	Cylinder Mortice Deadlock
3C2/4/C	2 ½"	Cylinder Mortice Deadlock
4L67		High Security Cylinder
Rimlock		

ERA PRODUCTS LTD

E208	2 ½" Deadlocks
E210	2 ½" Sashlock – left or right hand
220	2 ½" Deadlock – Standard Forend
221	2 ½" Sashlock – Standard Forend
230	2 ½" Deadlock – Extended Forend
231	2 ½" Sashlock – Extended Forend
250	2 ½" Sashlock - Euroshield
258	2 ½" Deadlock - Euroshield
E308	3" Deadlock
E310	3" Sashlock
320	3" Deadlock – Standard Forend
321	3" Sashlock – Standard Forend
330	3" Deadlock – Extended Forend
331	3" Sashlock – Extended Forend
350	3" Sashlock – Euroshield
358	3" Deadlock – Euroshield

GUARDIAN LOCK & ENGINEERING

G5050	63 & 76 mm	5 Lever Mortice Sashlock
G5054	63 & 76 mm	5 Lever Mortice Deadlock
G7020	76 mm	Euro Profile Sashlock
G7024	76 mm	Euro Profile Deadlock
G7030	63 & 76 mm	Euro Profile Sashlock
G7034	63 & 76 mm	Euro Profile Deadlock
G9500		Superstrike Box Strike
G9500m		Superstrike Box Strike

Kaba (UK) LTD

KML017	76 mm	Heavy Duty Deadlock
KML018	76 mm	Heavy Duty Sashlock
KML019	63 mm	Heavy Duty Sashlock
KML020	76 mm	Heavy Duty Sashlock
KML021	63 mm	Heavy Duty Sashlock
KML022	76 mm	Heavy Duty Deadlock

IR ARCHITECTURAL HARDWARE

5511	51 mm	Mortice Deadlock
5512	51 mm	Mortice Sashlock
5641	64 mm	Mortice Deadlock
5642	64 mm	Mortice Sashlock
5761	76 mm	Mortice Deadlock
5762	76 mm	Mortice Sashlock

JOSIAH PARKES & SONS LTD

2134	2 ½" & 3"	Union 5 Lever Mortice Deadlock
2134E	2 ½" & 3"	Union 5 Lever Mortice Deadlock
2234	2 ½" & 3"	Union 5 Lever Mortice Sashlock
2234E	2 ½" & 3"	Union 5 Lever Mortice Sashlock
212441	2 ½" & 3"	Union Euro Profile Cylinder
		Mortice Deadlock
212441E	2 ½" & 3"	Union Euro Profile Cylinder
		Mortice Deadlock
212442	2 ½" & 3"	Union Euro Profile Cylinder
		Mortice Deadlock
212442E	2 ½" & 3"	Union Euro Profile Cylinder
		Mortice Deadlock
222441	2 ½" & 3"	Union Euro Profile Cylinder
		Mortice Sashlock
222441E	2 ½" & 3"	Union Euro Profile Cylinder
		Mortice Sashlock
222442	2 ½" & 3"	Union Euro Profile Cylinder
		Mortice Sashlock
222442E	2 ½" & 3"	Union Euro Profile Cylinder
		Mortice Sashlock
222443]		all 3" Cylinder Mortice
222444]		Sashlock with
222445]		Nightlatch
222446]		Function

SECUREFAST

BS201	2 ½"	Mortice Deadlock
BS203	3"	Mortice Deadlock
BS205	2 ½"	Mortice Deadlock
BS207	3"	Mortice Deadlock
BS220	2 ½"	Mortice Sashlock
BS222	3"	Mortice Sashlock
BS224	2 ½"	Mortice Sashlock
BS226	3"	Mortice Sashlock

WALSALL LOCKS LTD

A22	64 & 76 mm	Euro Profile Mortice Sashlock
A55	64 & 76 mm	5 Lever Mortice Sashlock
A221	64 & 76 mm	Euro Profile Mortice Deadlock
A551	64 & 76 mm	5 Lever Mortice Deadlock

YALE SECURITY

3000	2 ½" & 3"	Euro Profile Cylinder Mortice Sashlock
3020	2 ½" & 3"	Euro Profile Cylinder Mortice Deadlock
PBS1	60 mm	High Security Rim Lock
PBS2	40 mm	High Security Rim Lock
M560	2 ½" & 3"	5 Lever Mortice Sashlock
M562	2 ½" & 3"	5 Lever Mortice Deadlock

NB Discontinued locks are not included in this list but will display the Kite mark

Door locks certified to BS 3621:2004:

Locks certified to the above will appear as and when they have been assessed to this standard and the Association has been notified.

The Association recommends that any new installations carried out should comply with BS 3621:2004; the installer should verify for himself that the product he is fitting so complies.

APPENDIX D

Door locks certified to BS 8621:2004

Locks certified to the above will appear as and when they have been assessed to this standard and the Association has been notified.

The Association recommends that any new installations carried out should comply with BS 8621:2004; the installer should verify for himself that the product he is fitting so complies.

APPENDIX E

Multi point locking systems meeting the criteria outlined in these guidelines

N.B. Profile cylinders for use with these locks currently meet the requirements of BS EN 1303:1998 Security Grade 4

MANUFACTURER	CURRENT TYPES	SUITABLE FOR
ABT Hardware Ltd	Defiant for Aluminium Thiefcheter Defiant for PVC-U	Hinged & sliding doors Sliding Door Hinged Door
Adams Rite	MS220 Hook or Bar Bolt Deadlock plus MS4000 Armour striking plate, Euro- Profile cylinder guard & MS4022 – 18 header & threshold bolt conversion of MS 2000 producing 3 point Lock MS 1900 3 point Hookbolt Deadlock	Hinged or sliding door
Arganex	8070 8075	Hinged Door Hinged Door
Cego Frameware Ltd	Surelock - Stainless Steel Twin Hook 200 Brass Twin Hook Stainless Steel Twin Hook & Roller 200 Brass Twin Hook & Roller Stainless Steel Twin Hook, Roller & Shoot 200 Brass Twin Hook, Roller & Shoot Double Door	Hinged Door Hinged Door Hinged Door Hinged Door Hinged Door Hinged Door Hinged Door
Fix	2015 2141 2025 2151 2026	Hinged Door Hinged Door Hinged Door Hinged Door Hinged Door
Fuhr Multisafe	35R – Type 2	Hinged & Sliding Doors

	STV Oct-Lock M8	Doors Hinged Door
Security Products	G400 Four + Point locking system	Hinged Door
	Yale G2000 High Security 5 Hook Lock	Hinged Door
	Yale G2000 High Security 5 Hook Lock with rollers	Hinged Door
	Yale G2000 High Security 3 Hook Lock	Hinged Door
	Yale G2000 High Security 3 Hook Lock with rollers	Hinged Door
	Yale G2000 Security Centre Hook Lock with rollers	Hinged Door
	Yale G2000 High Security 3 Hook Low Door Lock	Hinged Door

NOTES:-

The list has been produced by the Master Locksmiths Association through its Technical Committee, based on experience, and is the personal opinion of working locksmiths; it does not carry any guarantee of conformity to any standards (past or present). It does not take into account drill attacks on lock cases as there is little evidence from insurers and police to suggest that this is a common method of entry.

Future amendments will be issued when necessary

APPENDIX F

Door locks seen as acceptable alternatives to locks Kitemarked to BS 3621:1998

FOR INSURERS DOMESTIC SECURITY PURPOSES AND NOT FOR GENERAL CIRCULATION.

This Appendix is for locks which have the same performance as BS 3621:1998 locks but are not included in Appendix C . Where ever possible manufacturers should have their locks included in Appendix C rather than Appendix F. Reasons for Appendix F listing might be: a lock is no longer on sale, a lock where its construction does not allow it to be tested to BS 3621:1998 or locks supplied by a foreign manufacturer who has complied with equivalent national or international standards.

Requirements for Inclusion in Appendix F.

There shall be evidence that the lock shall comply with the following clauses of BS 3621:1998 or equivalent. This will normally be in the form of a report from a MLA approved independent laboratory.

- Dimensional Checks and Differs (clause 4)
- Finishes (clause 6)
- Corrosion resistance and workmanship (clause 9.1)
- Operation of security mechanism (clause 9.2)
- Security against cutting (clause 9.3)
- Strength of lock case, forend, bolt and lock fixing (clause 9.4)
- Strength of bolt detention (clause 9.5)
- Strength of key recognition mechanism for locks other than those containing cylinders(clause 9.6)
- Strength of staples, striker plates and fixings, and locating device (clause 9.7)
- Strength of handles and knobs (clause 9.8)
- General vulnerability (clause 10)

MANUFACTURER	CURRENT TYPES	ONLY ACCEPTABLE IF
Abloy	2146 2156 2195 2390	Suitable for metal doors only
Adams Rite	MS Deadlock MS 1850 range of Deadlocks MS1900 MS2200 Hook or Bar Bolt deadlock	{With MS4043 guard and {MS reinforced strike With the appropriate striking plate With MS 4000 Armour striking plate and Europrofile Cylinder
ASSA	8788 9788 8765	with cylinders meeting the requirements of BS EN 1303 Security Grade 4, one-way screws, drill resistant cover & box striking plate
Bramah	MD17, 17A, 17AA MD27, 27A, 27AA MDD17, 17A, 17AA MDD27, 27A, 27AA NS17, 17A, 17AA NS27 VNS17 VNS27	Note – NS & VNS locks are suitable for aluminium & narrow stile doors variants/SPMS/DPMS
Chubb	3G110+ 3G135 3M50 3M51 3K70 3J60 3C10 3C20	{For sliding doors { {With cylinders meeting the requirements of { BS EN 1303 Security Grade 4 & 3CE {Escutcheons
Gretsch-Unitas Ltd	Ferco Europa "French Door" G-16775-29-0-3 Ferco Europa "French Door" G-16776-29-0-3	{Suitable for French Doors only
Ingersoll	SC71 M50P M52P M6	In respect of SC71 the lock handle cannot be reached if door/window glass nearby broken. NB. Key operation only on outside of door with SC71

Yale

M555

With 10" straight striking plate

NOTES:-

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Those items that are no longer made are included separately for the purpose of identification of existing fittings that may be acceptable.

APPENDIX G

Door locks seen as acceptable alternatives to locks Kitemarked to BS 8621:2004

FOR INSURERS DOMESTIC SECURITY PURPOSES AND NOT FOR GENERAL CIRCULATION.

Locks under the above will appear as and when they have been assessed to this standard and the Association has been notified.

This Appendix is for locks which have the same performance as BS 8621 locks but are not included in Appendix D. Where ever possible manufacturers should have their locks included in Appendix D rather than Appendix G. Reasons for Appendix G listing might be: a lock where its construction does not allow it to be tested to BS 8621 or locks supplied by a foreign manufacturer who has complied with equivalent national or international standards.

NOTES:-

The list has been produced by the Master Locksmiths Association through its Technical Committee, based on experience, and is the personal opinion of working locksmiths; it does not carry any guarantee of conformity to any standards (past or present). It does not take into account drill attacks on lock cases as there is little evidence from insurers and police to suggest that this is a common method of entry.

Those items that are no longer made are included separately for the purpose of identification of existing fittings that may be acceptable.

APPENDIX H

Sold Secure approved list.

This contains a list of security devices tested against force attack and can be viewed at www.soldsecure.com