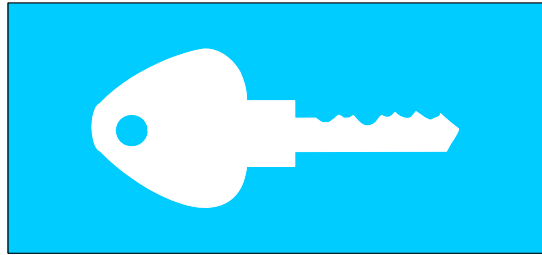


## Master Locksmiths Access Key—CODE OF PRACTICE



1. Supply MLAK keys only to people who have a mobility difficulty **OR** who have written authority from:
  - a doctor, or
  - a disability organisation, or
  - a local council or community health centre, or
  - the centre management or owner of a building with an accessible facility on site.
2. Only lock accessible facilities if absolutely necessary. If the toilet must be locked, fit only the MLAK lock.
3. If the facility is accessed via another door or gate, ensure that it provides at least an 850 mm clear opening.
4. Place locks and other door furniture between 900–1100 mm from the floor.
5. Provide a privacy latch to prevent others entering while the facility is in use.
6. Publicise the location of accessible facilities in your area, together with the fact that they are fitted with MLAK locks.
7. Make the MLAK keys available for loan in your local area, for overseas and other visitors.
8. For those who do not have their own key, place information on how to obtain a key on the outside of the facility block/door. The sign should be clearly legible and contain information on how a person can obtain a key. A sample sign is available from [www.scia.org.au/faqs/the\\_community\\_and\\_sci#mlak](http://www.scia.org.au/faqs/the_community_and_sci#mlak).
9. Advise SCIA (02 9661 8855; 1800 819 775; [information@scia.org.au](mailto:information@scia.org.au)) of the location of new MLAK locations for addition to the MLAK directory.

**For information about where to obtain keys or locks within your area contact the Master Locksmiths Association of Australasia (phone 1800 810 698; 03 9645 9995; [www.masterlocksmiths.com.au](http://www.masterlocksmiths.com.au)).**

**For general enquires or information about the locations of facilities fitted with the MLAK system contact the Spinal Cord Injuries Australia (02 9661 8855; 1800 819 775) or download it from [www.scia.org.au](http://www.scia.org.au).**