

# Memorial Masons Policy





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## 1 Introduction

In an effort to address historical memorial safety issues in cemeteries, raise the standards of memorial installation and provide the bereaved with redress in the event of poor workmanship, the Council implemented the “Memorial Masons Registration Scheme” on 1 November 2001.

As part of the Council’s commitment to continual improvement within its cemetery service, the Memorial Masons Registration Scheme was replaced by the “British Register of Accredited Memorial Masons Scheme” (the BRAMM Scheme) on 1 January 2007.

## 2 Standards for Memorial Installation

- 2.1 All memorial work shall be carried out in accordance with BS8415 and any Industry Standard or Code of Working Practice that comply and conforms with BS8415.

## 3 Working hours

- 3.1 Memorial works can only be carried out during the following times:-  
9am – 5pm Monday to Thursday  
9am – 4.30pm Friday

- 3.2 No memorial works are permitted on Saturday or Sunday.

## 4 Grave Ownership

- 4.1 No memorial work can be carried out without the written consent of the grave owner, it is therefore in your best interest to always check grave ownership before agreeing to carry out any memorial work. Grave ownership can be verified by contacting the cemetery service.
- 4.2 If a Transfer of Burial Rights is required, please inform your client to telephone the cemetery service to initially discuss the particular case as enough information could be provided over the phone and therefore saving an unnecessary journey or if necessary, to make an appointment.
- 4.3 No transfer of burial rights will be required for the reinstallation of an existing memorial only, and the grave owner is deceased.

## 5 Terms and Conditions

- 5.1 Only Council approved memorial masons who are registered to the “British Register of Accredited Memorial Masons” Scheme (the BRAMM Scheme) will be permitted to work in any of the Council’s cemeteries.
- 5.2 Memorial works shall be carried out by a licensed fixer only however, if a non licensed fixer is being used, they must be accompanied by a licensed fixer at all times.
- 5.3 A memorial mason can be asked to produce their BRAMM identity card at any time and may be asked to stop work immediately or leave the cemetery if they cannot.
- 5.4 The appointed memorial mason will be responsible for submitting the Council’s “Memorial Application Form” for a new memorial, an additional inscription, a reinstallation or any other memorial work of which the procedures 5.6 to 5.10 shall be followed.
- 5.5 Alternatively, an on-line form can be found on the Council’s cemetery web site [www.torfaen.gov.uk/cemeteries](http://www.torfaen.gov.uk/cemeteries) which includes the procedures.
- 5.6 The Memorial Application Form consists of four pages:-
1. Information Concerning Memorials (to be given to the grave owner)
  2. White – for the cemetery file.
  3. Yellow – for the memorial masons file.
  4. Pink – the memorial masons “Permit to fix”.
- 5.7 The memorial application form shall include a detailed drawing of the proposed memorial which must include:-
- Each element of the installation e.g. the headstone, headstone base and the foundation where applicable.
  - The proposed inscription including any drawing or photograph whether on the front or back of the memorial.
  - Any additional figurines or the like including their dimensions.
- 5.8 The memorial application form must be signed by the grave owner or owners in the case of more than one owner, and the memorial mason. When the form has been completed, the “Information Concerning Memorials” must be given to the grave owner. The application form can then be submitted to the cemetery service for approval.
- 5.9 When received, the Cemeteries Registrar will check all details, and if approved, the Registrar will sign the application form and provide the “Minimum Installation Date” if applicable then contact the memorial mason for payment if required. The white copy will be filed. The yellow and pink forms will be returned to the memorial mason with a receipt (or emailed).

- 5.10 The yellow form is for the memorial mason's file and the pink form "the permit to fix", must be given to the Cemeteries Registrar **before** the installation or any work is started.
- 5.11 Prior notification must be provided if a memorial is to be removed to facilitate an additional burial, additional inscription, reinstallation or any other work.
- 5.12 Lawn memorials (on an earth grave) can only be installed after 16 weeks from the date of the burial and considerably longer in the case of an installation of a kerb-set.
- 5.13 Memorials can be immediately installed where a concrete raft has been provided or on an earth grave where a burial of cremated remains has taken place.
- 5.14 When an application has been approved, the installation date provided is the **minimum** date therefore; the memorial must not be installed before this date, however, the final decision for any installation after the minimum date will be the responsibility of the memorial mason who will need to consider the ground and weather conditions.
- 5.15 Memorial masons shall adhere to the speed limit within all cemeteries of 10MPH. At no time will any vehicle traverse over any grassed area, cause damage or an obstruction. The memorial mason will be responsible for any reinstatement costs as a result of any damage caused to grass areas, verges, kerbs or pathways etc.
- 5.16 Memorial works must stop if in close proximity to a funeral and no vehicles, plant or machinery shall be left running.
- 5.17 Apart from the requirements of the BRAMM Scheme, the memorial mason must ensure they have adequate and up to date Risk Assessments, Public and Employers liability insurance and will be responsible for the health and safety and well being of themselves, their staff and visitors at all times.
- 5.18 Upon the completion of any memorial works, the ground will be reinstated to the satisfaction of the cemeteries officer and all surplus materials, litter and debris including foundations must be removed off site.
- 5.19 The grave section, number and an asterisk (to indicate that an approved ground anchor has been fitted) shall be engraved on the front or the rear of the memorial base on an earth grave. Please note that no alternative symbol shall be used. Only the grave section and number will be required on the front or side of a memorial base if installed on a concrete raft. In all cases, the grave number and tradesman's name (the tradesman's name will require the permission of the grave owner(s) shall be no more than 20mm in height and must be clearly visible.

- 5.20 If a memorial is being removed for an additional burial, additional inscription a reinstallation or for any other reason, the whole memorial including the foundation where applicable must be removed off site.
- 5.21 If at any time a memorial is regarded as being unsafe, we would appreciate if you would immediately inform the cemetery service.
- 5.22 The memorial mason will issue every grave owner with a “Certificate of Compliance” for all new memorials, additional inscription, reinstallation or any other works.
- 5.23 Memorial masons are advised to also make themselves aware of the Cemetery Rules and Regulations. Any breach of the cemetery rules and regulations, the memorial masons policy or the BRAMM Scheme may result in sanctions being taken.
- 5.24 No work other than the installation of a memorial will be permitted without the permission of the cemeteries officer.

## **6 Llwynceilyn Cemetery**

- 6.1 Please note that an approved “Lock Down” system only is permitted in the Lawn Section (A), Baby Section (B) and the Cremated Remains Section (C) in Llwynceilyn Cemetery. The only exception will be if a “single” component e.g. a vase or flat tablet memorial is to be installed.
- 6.2 Any memorial element above the base must be installed using an approved “Lock Down” system or dowels which must conform to BS8415 and any industry standard or Code of Working Practice that comply or conforms to BS8415.
- 6.3 If an additional base is to be installed for a memorial on the concrete raft Lawn Section (A), it must be within the memorial dimensions as per the memorial dimensions ref L3 Llwynceilyn Cemetery.
- 6.4 Lawn Section (A) & Cremated Remains Section (C)  
Memorial masons will be permitted to core into the concrete raft foundation to a maximum depth of 75mm to facilitate the installation of a flower container/lock down. Reinforcing bars (8mm) have been installed at an approximate depth of 75mm which should be away from the lock down area, memorial masons will therefore not be permitted to drill into or through this mesh but can drill close to it. Where necessary, the memorial mason will be permitted to drill or core a hole to a depth greater than 75mm to facilitate the use of expanding bolts as part of a lock down system.
- 6.5 Baby Section (B)  
Memorial masons will be permitted to core into the concrete raft foundation to a maximum depth of 75mm to facilitate the installation of a flower container. There are no reinforcing bars in the rafts in this section.

## 6.6 Drainage Holes

Memorial masons will be permitted to drill or core a drainage hole under the flower container which shall be a minimum of 10mm and a maximum of 20mm in diameter. If in the unlikelihood of encountering a reinforcing bar you will be permitted to drill through it if it is absolutely necessary.

6.7 An asterisk will not be required for any memorial installed on a raft system.

6.8 An asterisk will be required on the front of a kerb-set in Llwyncelyn cemetery.

## 7 Inspection Process & Sanction Procedure

In an effort to ensure the safety of visitors, funeral directors, memorial masons and the cemetery staff and for Torfaen Council to comply with its duty of care under health and safety legislation, all memorials whether new, an additional inscription or a reinstallation are required to be installed to the standards in this Memorial Masons Policy after which the following memorial inspection process and sanction procedures apply in the event of a memorial failing a test.

As detailed above, when a memorial application form has been approved, the pink form (the permit to fix) must be submitted **“BEFORE”** any memorial can be installed. The Registrar will log the relevant details and submit a list of the previous months newly installed memorials which will be inspected and tested no less than 28 days after the date of the installation.

The inspection process is as follows:-

1. A visual inspection.
2. A simple hand test.
3. If the memorial passes both the above, a calibrated electronic pressure test will then be applied of which every memorial is required to withstand a maximum pressure of 25Kg

(Please note that the above inspection process ensures that a pressure of no more than 25kg is applied to any memorial as specified in British Standard 8415)

If a memorial passes all three above tests, the grave and test details will be logged on a database. The memorial will then be programmed for a re-inspection in 5 years.

What if a memorial fails any of the above?

## 7.1 Visual inspection

A visual inspection is carried out on the headstone, base and foundation to check the following:-

- Alignment.
- Appearance.
- Presentation.
- Defects – i.e. damage / cracks.
- Dimensions.
- Inscribing of the grave number and asterisk (if applicable)

This is to ensure that apart from the safety aspect, the memorial has been installed as per the submitted application form. If any damage or cracks are observed, the details will be noted and a photograph taken. No further test i.e. hand test or calibrated test will be carried out. The information will be logged on the database and given to the cemeteries Officer who will decide on the next course of action.

## 7.2 Hand test

If the memorial passes the visual inspection, a gradual simple hand test will then be applied. If the memorial fails at any point during the simple hand test, the test will immediately stop; the electronic calibrated test will therefore not be carried out. The inspector will note the point of failure and take a photograph. This information will be put on the database and sent to the cemeteries officer who will telephone the memorial mason and ask for the memorial to be repaired within 10 working days. The memorial mason will be required to inform the cemetery office as soon as the repair has been completed; the memorial will then be programmed for another inspection no less than 28 days after the date of the repair.

If a memorial completely fails a simple hand test and falls down or is likely to fall down, this will be regarded as a serious failure. The inspector will log it as a fail, take a photograph, and then relay this information to the Cemeteries Officer.

All memorials that fail the inspection test and are deemed to be a danger to public safety will be either cordoned off or laid flat until such time as repairs can be made.

In the case of a serious failure, the cemeteries officer will inform BRAMM. The memorial mason will be asked to attend a meeting on site and asked to dismantle the memorial in the presence of an independent A1 BRAMM Assessor who will determine if there was a serious breach of the installation standards.

If there is evidence of a breach of the installation standards, the memorial mason will be asked to provide an explanation which will be



considered and a decision made on the appropriate sanctions if necessary. If the installation is a serious breach of the standards, this could result in the removal of the memorial mason from the Councils list of BRAMM registered memorial masons. The incident will also be reported to BRAMM which could result in the fixer's licence being revoked.

### 7.3 Calibrated electronic test

If a memorial passes both the visual and hand test, a calibrated electronic test will be applied to a maximum pressure of 25Kg as contained in British Standard 8415. A buzzer will sound when 25 Kg's has been reached and if there is no movement in the memorial at 25Kg's, the memorial will have passed the full test. All details will be logged on the database and the memorial will be programmed for a re-inspection in 5 years.

If the memorial gives at any point before reaching the 25Kg's pressure and shows signs that it might fall, the test will immediately stop and the pressure it failed at will be recorded including where the failure occurred.

If the failure was for example a cement joint between the memorial base and foundation, the inspector will log the details onto the database, take a photograph and relay this information to the cemeteries officer who will telephone the memorial mason and ask for the memorial to be repaired within 10 working days. The memorial mason will be required to inform the cemetery service when he has completed the repair and the memorial will be re-programmed for another inspection no less than 28 days after the date of the repair.

If the failure is due to a clear breach of the standards of installation (BS8415), the cemeteries officer will investigate and apply to appropriate course of action.

- 7.4 If a memorial mason has had three minor failings within any six month period, they will be asked to attend a site meeting and dismantle the third memorial to establish the reason for its failure. The decision on the appropriate course of action will be determined by the cemeteries officer depending on the findings.
- 7.5 If the failure is regarded as being a serious breach of BS8415, the cemeteries officer will issue a first warning letter, placing the memorial mason on a 12 month probationary period. If there are no further failures within the 12 months, the probationary period will finish. If however further failures do occur within the 12 months, this will result in the memorial mason being removed from the Council's list of BRAMM registered memorial masons for a period of twelve months or if very serious, this could result in a total ban. The BRAMM office will be notified with all details under such circumstances.
- 7.6 If a memorial mason believes he or she has a justifiable complaint, they can either formally complain to the Council and/or BRAMM.

7.7 This Memorial Masons Policy can be subject to change at any time.

## 8 Memorial Dimensions

8.1 The following memorial dimensions are applicable to the cemetery sections tabled below and the plot plans provided for each cemetery.

	<b>HEADSTONE &amp; BASE - Inches</b>			<b>FOUNDATION</b>		
	Height	Width	Depth	Height	Width	Depth
L1	38	34	16	4	36	16 – 18
L2	48	34	16	4	36	16 – 18
L3	54	36	16	CONCRETE RAFTS		
B1	27	22	15			
CR1	18	28	16			
CR3	18	28	18			
C3	27	28	18			
K1	84	36	84	As per BS8415		

	<b>HEADSTONE &amp; BASE – MM's</b>			<b>FOUNDATION</b>		
	Height	Width	Depth	Height	Width	Depth
L1	965	863	406	100	914	406 - 457
L2	1219	863	406	100	914	406 - 457
L3	1371	914	406	CONCRETE RAFTS		
B1	686	559	381			
CR1	457	711	406			
CR3	457	711	457			
C3	686	711	457			
K1	2133	914	2133	As per BS8415		

Please note:-

L1 & L2	15" (381mm) foundations must be placed on a bearer slab.
	Foundation height – minimum 3" (76mm ) maximum (4" ( 100mm )

L1	Lawn Memorial	Bleanavon, Panteg, Cwmbran
L2	Lawn Memorial	Blaenavon, Panteg
L3	Lawn Memorial	Llwyncelyn
B1	Baby Memorial	Llwyncelyn
CR1	Cremated Remains Memorial	Panteg
CR2	Cremated Remains Memorial	Panteg
C3	Cremated Remains Memorial	Llwyncelyn
K1	Kerbset Memorial	All cemeteries

## 8.2 BLAENAVON CEMETERY:-

	Sections
L1	A, B, C, D, E, F, G, H, I, J.
L2	K, L, N, P.
K1	A, B, C, D, E, J.

## 8.3 PANTEG CEMETERY:-

	Sections
L1	A, B, C, D, E, F, G, H, I, J, K, L, N, P, R, S, T, W, X, Y, AA, BB, CC, DD, C extension.
L2	EE, FF, GG, SS, M, V.
K1	A, B, C, D, E, F, G, H, I, J.
CR1	Cremated remains section – Graves 1 - 15
CR2	Cremated remains section – Graves 16 - 114

## 8.4 CWMBRAN CEMETERY:-

	Section
L1	A, AA, B, C, D, E, F, G, H, I, J, K.
K1	A, B, C, D, E, F, G.

## 8.5 LLWYNCELYN CEMETERY:-

	Section
L3	A
B1	B
C3	C
K1	D