

**British Register of
Accredited Memorial
Masons**

DRAFT

**INFORMATION
PACK**

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BRITISH REGISTER OF ACCREDITED MEMORIAL MASONS

What is BRAMM?

BRAMM (British Register of Accredited Memorial Masons) was set up in 2003. The purpose of the Scheme is to establish a network of nationally accredited masons that will ultimately replace individual Registration Schemes. The scheme aims to establish a minimum standard of workmanship throughout the UK.

The Scheme also aims to promote a minimum standard of service to the public by ensuring that adequate public liability and products insurance is provided and that the customer can make an informed choice when choosing a memorial. It is also essential that an accredited mason or business follows health and safety guidelines to protect both the public and their employees.

The Scheme is administered by the National Association of Memorial Masons. However, it is **NOT** a requirement that anyone wishing to register with BRAMM must also be a member of NAMM. The Scheme has been developed to provide benefits to everyone involved.

For The Public

- BRAMM mason will have adequate level of public and product liability insurance.
- BRAMM masons will give a guarantee of the stability of their memorial.
- BRAMM masons will be able to prove that they have been accredited to fix safe memorials.
- BRAMM masons will advise on cemetery and churchyard regulations and fees/pricing will not be misleading and show if VAT is inclusive.

For the Mason

- BRAMM masons will have certificates to show that their business has been accredited and the fixers will be issued with an identity badge showing they are an accredited mason.
- Ultimately BRAMM masons will only need to maintain their BRAMM registration instead of joining separate registration schemes.
- Masons can be assured that they are working on a 'level playing field'.
- This Scheme will be effectively policed to ensure that acceptable standards of fixing are maintained.

For Local Authorities

- Authorities will no longer need to spend time administering individual registration schemes.
- They can be assured that any BRAMM mason has adequate insurance, a risk assessment and Health & Safety policy (if required) etc.
- Local Authorities can be assured that a BRAMM mason has demonstrated the safe erection of a stable memorial and has been tested on their knowledge of the Code of Working Practice.

The Scheme is in two parts, the Business Accreditation and the Practical Assessments.

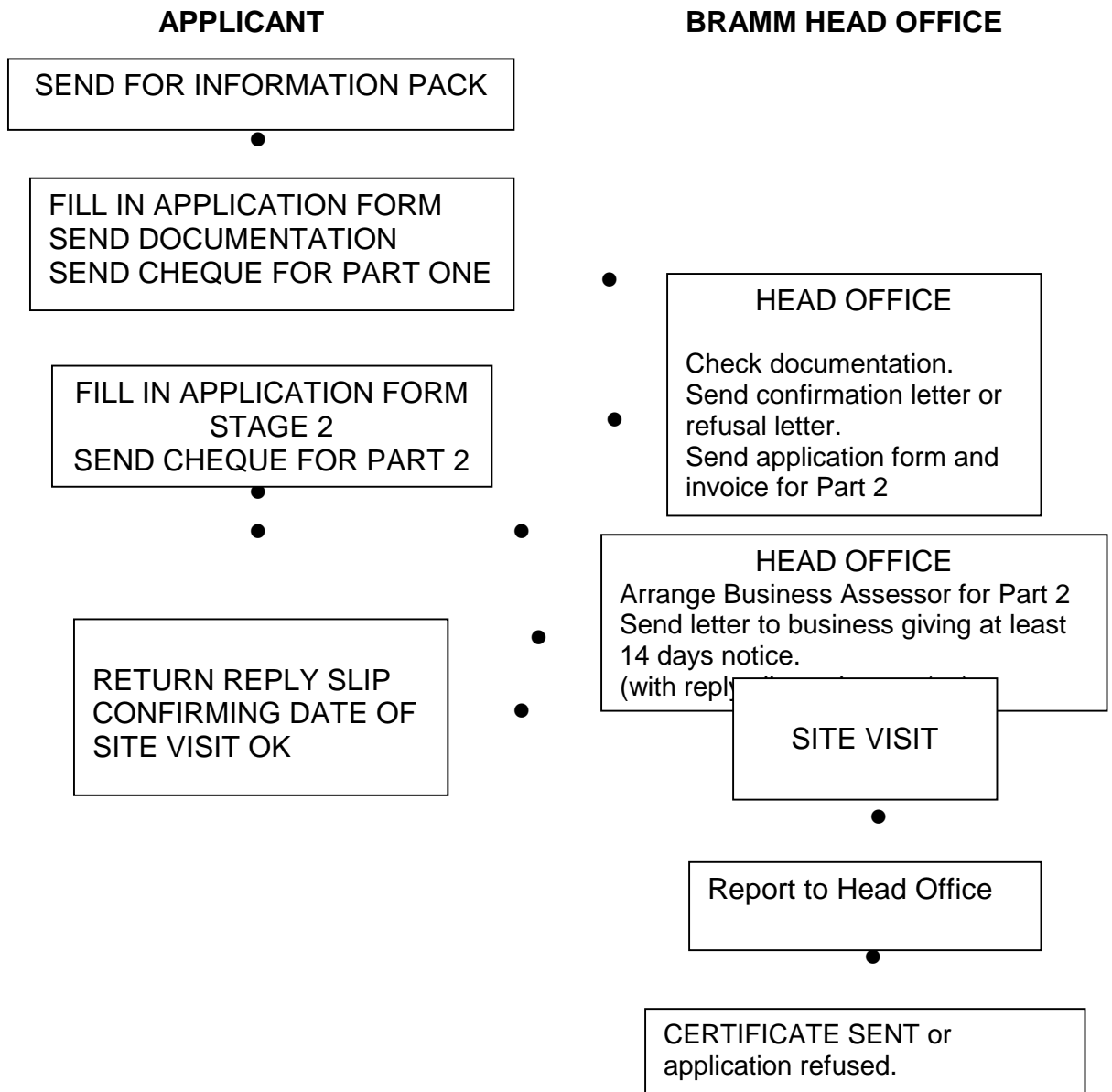
Your business **MUST** be accredited before you can apply for yourself or any of your employees to be accredited (If you do not own your own premises/workshop but work on a self-employed sub-contractors basis then please see section below). **YOU CANNOT BECOME AN ACCREDITED MASON UNLESS YOUR BUSINESS/EMPLOYER'S BUSINESS IS ACCREDITED.**

The Business Accreditation consists of two sections. In the first section you will be required to send in the Business Accreditation Stage One Application Form with certain documentation (a list of these documents is on page 8). Once these documents have been verified by Head Office you will be visited by a Business Assessor (a list of the things he will be looking for is on page 9). If your Business Assessment is successful you will receive a certificate. You will then be able to apply for fixer masons to attend a practical assessment. This will involve a written test and a practical test (for more details see pages 10 and 11). Successful candidates will then be issued with an identity badge.

Self Employed Sub-Contractors

If you do not own your own business but work on a sub-contracting basis for other businesses then you will need to contact BRAMM Head Office. However, businesses from whom you receive your instructions **must be** accredited. BRAMM will be dealing with these on an individual basis.

“HOW DO I GET ACCREDITED?”



BUSINESS NOW ACCREDITED

YOU CAN NOW APPLY FOR FIXER MASON TO BE ACCREDITED.

SEND FOR PRACTICAL ASSESSEMENT APPLICATION FORM
(SEE OVER)

Continued.. **SENDING FOR PRACTICAL ASSESSMENT APPLICATION FORM**

APPLICANT

BRAMM HEAD OFFICE

FILL IN APPLICATION FORM
(All employees can be entered on one form)

•

SEND APPLICATION FORM &
CHEQUE

•

HEAD OFFICE
Arrange for Practical Assessment

•

Return reply slip

•

Write giving at least 14 days
notice (with reply slip)

•

PRACTICAL ASSESSMENT
a) Written Test
b) Practical Assessment

•

Results to HEAD OFFICE

•

IF PASS – ISSUE BADGE

•

IF FAIL WRITTEN – Arrange
re test at Head Office or
other suitable venue.

•

Arrange to attend a
practical training day.

•

IF FAIL PRACTICAL -
Arrange another Assessment

BUSINESS ACCREDITATION PART 1

The Business Accreditation is in 2 parts. The 1st part requires the applicant to produce certain documentation. These documents should be sent together with your Business Accreditation Application Form Stage 1 and a cheque for PART 1.

Documents required are:

1. **COPY OF PUBLIC & PRODUCT LIABILITY CERTIFICATE**
The Scheme requires that every participant shall be insured for Public Liability to the value of FIVE MILLION POUNDS (minimum) for any one incident.

(NAMM members – please note that the Block Insurance is not enough – need other Public & Product Liability – Block Insurance only covers memorials when erected.)
2. **COPY OF EMPLOYERS LIABILITY CERTIFICATE**
The Scheme requires that every participant shall be insured for Employers Liability to the value of TEN MILLION POUNDS (minimum).
3. **VAT REGISTRATION NUMBER & COMPANY REGISTERED NUMBER**
(if applicable).
4. **COPY OF HEALTH & SAFETY POLICY** (if company has 5 or more employees).
(NAMM members – please note that a sample Health & Safety policy is available on request.)
5. **COPY OF RISK ASSESSMENT**
(NAMM members – please note that a sample Risk Assessment is available on request.)
6. **COPY OF WRITTEN GUARANTEE**
(NAMM members – please note that a sample Written Guarantee is available on request.)
7. **COPY OF PRICE LIST FORMAT**
Please note that prices may be obliterated but should show if VAT is applicable. Any information will remain confidential.
8. **COPY OF SOLICITATION LETTER SENT TO CUSTOMER** – If used.
9. **COPY OF CONTRACT/ORDER FORM.**

PLEASE NOTE

In order to keep your Business Accredited and to get your annual Business Accreditation Certificate you will need to provide documents number 1 and 2 on an annual basis.

BUSINESS ACCREDITATION PART 2

The 2nd part of The Business Accreditation is a visit by one of our Business Assessors. You will be given at least 14 days notice of any intended visit.

The Business Assessor will be looking for the following:-

1. You should be able to provide evidence and knowledge of the rules and regulations (including cemetery fees) of at least two local burial authorities that you work in.
2. You will be asked to produce a copy of BS8415 (when it is published) and understand what it is.
3. That you have the following:-
 - 4 memorials for the public to view – this can be work in progress.
 - 3 materials in memorials and samples of a further 5 materials
 - 5 different ornaments
 - 3 different samples of surface finish (e.g. polished, honed, pitched)
4. The Business Assessor will check the local Yellow Pages and other advertising media, including brochures, to ensure that no misleading statements are being made.
5. The Business Assessor will inspect the current Code of Working Practice.
6. You will be required to sign and agree to
 - a. adhere to BRAMM.
 - b. adhere to Disciplinary procedure.
 - c. Undertake to take 2nd phase within 3 years.
7. The Business Assessor will inspect your workshop.

THE PRACTICAL ACCREDITATION

ASSESSORS

All Assessors are required to send a copy of their Assessment Reports to the Chief Assessor. The purpose is to ensure uniformity across the network. The majority of our Assessors are experienced memorial masons or structural engineers. The BRAMM Assessors will be qualified as an A1 Assessor by CITB.

TIMETABLE

For a practical assessment will be as follows:-

10.00 – 12.00	PRACTICAL am Group
12.30 – 1.15	WRITTEN TEST am & pm Groups
2.00 – 4.00	PRACTICAL pm Group

WRITTEN TEST

The written test will comprise of two parts. In the first part you will be given 15 minutes to answer some questions. Some of the questions **MUST** be answered correctly or will result in an immediate fail (these questions are basic knowledge). Some of the questions will be multiple choice.

For the second part of the test you will be given a copy of the 'Code of Working Practice' which you can refer to when answering further questions. This part will also be given a time limit of 15 minutes.

IT IS VITAL THAT YOU/YOUR EMPLOYEES HAVE STUDIED THE 'CODE OF WORKING PRACTICE' (CURRENT ISSUE) BEFORE TAKING THIS WRITTEN TEST.

THE PRACTICAL ASSESSMENT

If you have more than two employees attending then you should bring a set of equipment for each team. If you fail to bring certain equipment then this will be deducted from your final total. If the Assessor feels that you are unable to safely erect a stable memorial due to lack of equipment then he will inform you immediately.

All teams must be a minimum of two but only one of the team needs to be accredited (so you could bring a labourer to assist you for example).

You will need to bring equipment that will help you achieve the following:

1. to fix a memorial using an accredited ground anchor system.
2. correct lining up and centering.
3. to ensure memorial is level when fixed.
4. to ensure that when you erect the memorial you have considered your own safety and the safety of those around you.
5. Drilling re-enforced concrete foundations.

Every effort will be made to accommodate those candidates who have special needs (written and practical).

FREQUENTLY ASKED QUESTIONS

- ❖ **Why are NAMM involved with BRAMM?**
 - *So that masons can regulate themselves rather than be regulated by local authorities.*

 - *To raise the standards of the industry, particularly with regards to the fixing of stable memorials.*

- ❖ **Can I be accredited if my business has not been accredited?**

You will be unable to apply if your business has not received a Business Accreditation.

- ❖ **Will I be able to work in a cemetery if I am not accredited?**

If an authority is signed up to the Scheme and insists that their fixers must be accredited then anyone not accredited will be unable to work in that cemetery.

- ❖ **What can I do if my business has failed the Business Accreditation?**

You will be provided with a report which will detail why you have failed and what you need to do to pass next time.

- ❖ **What happens if I fail the written test but pass the practical assessment?**

You will be able to retake the written test either locally or at the Test Centre at NAMM Head Office.

- ❖ **What happens if I fail the practical assessment but pass the written test?**

You can retake the practical assessment without having to take the written test again.

- ❖ **Will allowances be made for those with learning difficulties when taking the written test?**

If the employer has confirmed in writing that an employee has learning difficulties and would be unable to do the written test then arrangements can be made for an oral test to be taken.

- ❖ **Do all of my employees have to be accredited?**

Every 'team' erecting a memorial must have at least one accredited fixer. If you have three teams working on three memorials you would need to have at least three Accredited Fixers (one working/supervising on each memorial). No work in cemeteries on any memorial can take place without an Accredited Fixer present.

- ❖ **I have been a mason for 30 years, why do I have to be tested?**

An increasing number of Local Authorities are insisting that masons working in their cemeteries can prove that they can erect a memorial safely.

- ❖ **How long does an Accreditation last?**
Any industry will be subject to changes due to improving technology, new products etc. An Accredited Mason will have to be re-tested every three years to ensure that they keep up with any changes.
- ❖ **How can I become an Accredited Mason if I work as a sub-contractor fixer?**
These will be dealt with on an individual basis. You need to contact BRAMM Head Office.
- ❖ **What does the fee I pay cover?**
The fees charged are used to pay for the administration of the Scheme, Assessors fees, test centre fees and staff salaries.
- ❖ **Is it money down the drain?**
It is envisaged that an Accredited Mason will ultimately be able to work in any cemetery in the country. You will no longer have to fill in forms for separate registration schemes (or pay a fee where applicable) and you will have an Accreditation that is good publicity for your business when dealing with the public.
- ❖ **As I am in a wheelchair can I be an Accredited Fixer?**
Yes, the role of an Accredited Fixer is to be present when an installation is carried out thus ensuring high standards of installation are maintained.
- ❖ **Can we have more than one Accredited Fixer?**
Yes, there is no restriction on the number of Accredited Fixers a business can have.
- ❖ **Who is liable if there is a problem?**
The business is always liable, not the fixer.

TRAINING

If you decide that you or your employees would require some training before applying for a practical assessment then BRAMM can help.

NAMM will run training days to demonstrate accredited fixing methods. This will be a hands on practical session. A trainer could come to your premises if there were insufficient numbers to hold a training day.

Please contact BRAMM Head Office and ask for details of the training available.

LOCAL AUTHORITIES

BRAMM is a national accreditation scheme for memorial masons designed to establish a network of accredited masons that will ensure a minimum standard of workmanship throughout the UK.

The Institute of Cemetery & Crematorium Management have stated that they are fully supportive of this initiative and ICCM representatives have been present at Pilot Schemes run by BRAMM and their input and comments have been taken into account.

HOW WILL IT BENEFIT LOCAL AUTHORITIES?

- Authorities will no longer need to spend time administering individual registration schemes.
- An Accredited BRAMM Mason will have adequate insurance, a risk assessment, health & safety policy etc.
- An Accredited BRAMM Fixer will have demonstrated the safe erection of a stable memorial and been tested on their knowledge of the Code of Working Practice.
- BRAMM will discipline any members in breach of the Scheme Rules and Regulations.

BRAMM DATABASE

By entering the NAMM website <http://www.namm.org.uk> you will have access to the BRAMM database. This will give information on the Accreditation status of businesses and individual masons. It will state 1 of 3 choices;

- ACCREDITED
- APPLICATION BEING PROCESSED
- APPLICATION REFUSED

You will also be able to access information about the Scheme.

HOW WILL MASONS BECOME ACCREDITED?

There will be 3 stages.

Business Accreditation – Part 1

A business will need to provide insurance certificates, a health & safety policy, risk assessment and other documentation.

Business Accreditation – Part 2

A Business Assessor will visit the premises to ensure that they comply with NAMM's 'Code of Business Practice' and 'Code of Working Practice'.

Practical Assessment

- (a) Fixers will be given a written test based on NAMM's 'Code of Working Practice'.
- (b) Fixers will be asked to demonstrate the safe erection of a stable memorial based on NAMM's 'Code of Working Practice'

When a mason has been accredited they will be issued with an identity badge that can be presented if requested by a cemetery member of staff.

SHOULD I CONTINUE WITH MY LOCAL REGISTRATION SCHEME?

ICCM have recommended that local authorities continue to run individual registration schemes until the BRAMM scheme is fully operational.

BRAMM recommends that local authorities accept all BRAMM members and those whose applications are being processed.

It will take some time to process every memorial mason, so we would ask that local authorities allow a degree of flexibility before fully implementing the Scheme.

SCHEME FEES 2003/2004

BUSINESS ACCREDITATION

	<u>NAMM MEMBER</u>		<u>NON MEMBER</u>	
Part One	£25.00 + VAT	£29.37	£100.00 +VAT	£117.50
Part Two	£75.00 + VAT	£88.12	£200.00 +VAT	£235.00
Total	£100.00	£117.49	£300.00	£352.50

DRAFT

PRACTICAL ASSESSMENT

1 Fixer	£75.00 +VAT	£88.12	£150.00 +VAT	£176.25
2 Fixers	£150.00 +VAT	£176.25	£300.00 +VAT	£352.50
3 Fixers	£225.00 +VAT	£264.37	£450.00 +VAT	£528.75
4 Fixers	£300.00 +VAT	£352.50	£600.00 +VAT	£705.00
5 Fixers	£375.00 +VAT	£440.62	£750.00 +VAT	£881.25
6 Fixers	£450.00 +VAT	£528.75	£900.00 +VAT	£1,057.50
7 Fixers	£525.00 +VAT	£616.87	£1,050.00 +VAT	£1,233.75
8 Fixers	£600.00 +VAT	£705.00	£1,200.00 +VAT	£1,410.00
9 Fixers	£675.00 +VAT	£793.12	£1,350.00 +VAT	£1,586.25
10 Fixers	£750.00 +VAT	£881.25	£1,500.00 +VAT	£1,762.50

Any Fixers over 10 charged at

£75.00 +VAT	£88.12	£150.00 +VAT	£176.25
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ANNUAL BUSINESS CERTIFICATE

£15.00 +VAT	£17.62	£30.00 +VAT	£35.25
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ANNUAL BADGE (PER FIXER)

£15.00 +VAT	£17.62	£30.00 +VAT	£35.25
-------------	---------------	-------------	---------------

You will also need to provide a passport size photograph.

TRAINING FEES

Initially by negotiation depending upon area and number of masons attending.
As a guide £750 per day plus traveling expenses, ideally in groups of up to 10.
A small discount for NAMM members.

RULES AND REGULATIONS

This section is currently in production.

DISCIPLINARY PROCEDURES

This section is currently in production.

RIGHT OF APPEAL

This section is currently in production.

FUTURE OF THE SCHEME

It is envisaged that the British Register of Accredited Memorial Masons Scheme will develop and encompass other areas of memorial masonry such as:-

- Health and Safety in the cemetery and the workshop proposed in 2005.
- Business practices proposed in 2006.

Both will be compulsory.

- The individual mason will be assessed on fixing other types of memorials (not covered under the first assessment which is primarily lawn memorials) – such as books, crosses and kerb memorials covered in the Code of Working Practice – proposed in 2005.
- The fixer mason will finally cover renovation of existing memorials - re-fixing and cleaning – proposed 2006.

The result will be a regulated industry – fixing safe memorials, working professionally and ethically with local authorities and the public. Where the business and masons receive a recognized qualification.

This will be an ongoing process – businesses and masons will be reassessed on the above in three year cycles, making improvements to raise standards each year.

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Example of **APPLICATION FORM**

STAGE 1 - BUSINESS ACCREDITATION - PART 1

PLEASE NOTE – THIS SECTION IS FOR YOUR MAIN BUSINESS ONLY – THERE IS A SEPARATE SECTION FOR BRANCHES.

1. TRADING NAME OF BUSINESS.....
 ADDRESS.....
 TOWN
 COUNTY..... POST CODE
 TEL NO FAX NO
 EMAIL ADDRESS WEB SITE
2. DIRECTORS OR PROPRIETORS
3. CONTACT NAME
4. DATE ESTABLISHED
5. DESCRIPTION OF BUSINESS

EXAMPLE

6. PLEASE LIST ANY CEMETERIES YOU NORMALLY WORK IN AND THE LOCAL AUTHORITIES WHO OWN THEM.

AUTHORITY	CEMETERY

(please continue of separate sheet if necessary)

- 7. HOW MANY ADULT MASONRY CRAFTSMEN ARE ENGAGED BY YOUR BUSINESS?
- 8. HOW MANY SEMI SKILLED WORKERS ARE ENGAGED BY YOUR BUSINESS?
- 9. HOW MANY MASONRY APPRENTICES/TRAINEES ARE ENGAGED BY YOUR BUSINESS?

10. WHAT PREMISES DO YOU POSSESS FOR MEMORIAL MASONRY WORK?

Customer Reception Area Yes/No

Workshop Yes/No

Display Area Yes/No

EXAMPLE

11. PLEASE INDICATE WHICH GROUND ANCHOR SYSTEMS YOU USE.

- i) NAMM's Anchor System Yes/No
- ii) Myatt & Leason's Anchor System Yes/No
- iii) Nettlebank Anchor System Yes/No
- iv) C.C.A. Anchor System Yes/No
- v) The Blast Shop System Yes/No

12. IF YOU USE A SYSTEM NOT LISTED ABOVE (ie not in NAMM'S current Code of Working Practice) PLEASE GIVE DETAILS.

.....

.....

.....

13. IF YOU DO NOT USE A GROUND ANCHOR SYSTEM PLEASE TICK BOX

Example of

BUSINESS ACCREDITATION

PART 1

YOU MUST RETURN THIS FORM WITH THE FOLLOWING DOCUMENTS. PLEASE DELETE AS APPLICABLE TO INDICATE THEY ARE ENCLOSED.

If you have not enclosed any of the documents please give a brief explanation in the space provided.

- | | | |
|---|-------------------|--------|
| 1. PUBLIC PRODUCT LIABILITY CERTIFICATE | (Include details) | Yes/No |
| | | |
| 2. EMPLOYERS LIABILITY CERTIFICATE | | Yes/No |
| | | |
| 3. HEADED PAPER (if possible) SHOWING VAT REGISTRATION NO AND COMPANY REGISTRATION NO (if applicable) | | Yes/No |
| | | |
| 4. HEALTH & SAFETY POLICY (If applicable) | | Yes/No |
| | | |
| 5. RISK ASSESSMENT | | Yes/No |
| | | |
| 6. WRITTEN GUARANTEE | | Yes/No |
| | | |
| 7. PRICE LIST FORMAT | | Yes/No |
| | | |
| 8. SOLICITATION LETTER (if applicable) | | Yes/No |
| | | |
| 9. CONTRACT/ORDER FORM | | Yes/No |
| | | |

EXAMPLE

DECLARATION

1. I understand that I will be required to complete each stage before becoming accredited and that the stages are as follows:-

- Business Part 1
- Business Part 2
- Practical Assessment

2. I have read and understood the list of current fees.

3. I enclose a cheque for (please tick as appropriate)

NAMM member £25 + VAT = £29.37

Non member £100 + VAT = £117.50

as payment for Business Accreditation Part 1 and understand that it is non-refundable if my application is refused.

EXAMPLE

Signed: Date:

Name: (please print)

Position:

PLEASE RETURN THIS APPLICATION FORM TO THE ADDRESS OVERLEAF. ONCE YOUR APPLICATION HAS BEEN PROCESSED YOU WILL RECEIVE A LETTER NOTIFYING YOU OF STAGE 2 - BUSINESS ACCREDITATION PART 2.

Example of

BRANCHES APPLICATION FORM

BRANCHES 1

Branches with a different name to Parent Company

PLEASE LIST ALL BRANCHES YOU WOULD LIKE TO BE COVERED UNDER THE BUSINESS ACCREDITATION. ANY FIXERS WORKING FOR A BRANCH CANNOT BECOME ACCREDITED UNLESS THAT BRANCH HAS BEEN ACCREDITED. IF REQUIRED PLEASE CONTINUE LISTS ON SEPARATE PIECE OF PAPER.

1. TRADING NAME

ADDRESS.....

..... TOWN

COUNTY..... POST CODE

TEL NO FAX NO

EMAIL ADDRESS WEBSITE

EXAMPLE

2. TRADING NAME

ADDRESS.....

..... TOWN

COUNTY..... POST CODE

TEL NO FAX NO

EMAIL ADDRESS WEB SITE

3. TRADING NAME

ADDRESS.....

..... TOWN

COUNTY..... POST CODE

TEL NO FAX NO

EMAIL ADDRESS WEB SITE

Example of

BRANCHES APPLICATION FORM

BRANCHES 2

Branches trading under same name to Parent Company

PLEASE LIST ALL BRANCHES YOU WOULD LIKE TO BE COVERED UNDER THE BUSINESS ACCREDITATION. ANY FIXERS WORKING FOR A BRANCH CANNOT BECOME ACCREDITED UNLESS THAT BRANCH HAS BEEN ACCREDITED. IF REQUIRED PLEASE CONTINUE LISTS ON SEPARATE PIECE OF PAPER.

1. TRADING NAME

ADDRESS.....

..... TOWN

COUNTY..... POST CODE

TEL NO FAX NO

EMAIL ADDRESS WEB SITE

2. TRADING NAME **EXAMPLE**

ADDRESS.....

..... TOWN

COUNTY..... POST CODE

TEL NO FAX NO

EMAIL ADDRESS WEB SITE

3. TRADING NAME

ADDRESS.....

..... TOWN

COUNTY..... POST CODE

TEL NO FAX NO

EMAIL ADDRESS WEB SITE

Example of

APPLICATION FORM

STAGE 2 - BUSINESS ACCREDITATION - PART 2

TRADING NAME OF BUSINESS.....

ADDRESS.....

..... TOWN

COUNTY..... POST CODE

TEL NO FAX NO

EMAIL ADDRESS WEB SITE

CONTACT NAME

EXAMPLE

PLEASE READ THE FOLLOWING CRITERIA. IF YOU ARE HAPPY THAT YOU FULFILL THE CRITERIA THEN PLEASE SIGN TO CONFIRM THAT A BUSINESS ASSESSOR CAN VISIT YOUR PREMISES. If you are unsure please contact BRAMM Head Office for assistance.

The Business Assessor will be looking for the following:-

1. You should be able to provide evidence and knowledge of the rules and regulations (including cemetery fees) of at least two local burial authorities that you work in.
2. You will be asked to produce a copy of BS8415 (when published) and understand what it is.
3. That you have the following:-
 - 4 memorials for the public to view – this can be work in progress.
 - 3 materials in memorials and samples of a further 5 materials
 - 5 different ornaments
 - 3 samples of surface finish (e.g. polished, honed, pitched)
4. Sign stating that your display memorials are not fixed and are 'unsafe' if applicable.
5. The Business Assessor will check the local Yellow Pages and other advertising media, including brochures, to ensure that no misleading statements are being made.
6. the Business Assessor will inspect the current Code of Working Practice.
7. You will be required to sign and agreement to

- a. adhere to BRAMM.
- b. adhere to Disciplinary procedure.
- c. Undertake to take 2nd phase within 3 years.

8. The Business Assessor will inspect your workshop to ensure that working practices/tools and supplies are in line with Code of Business Practice and Code of Working Practice.

I CONFIRM THAT I HAVE READ THE ABOVE AND I AM HAPPY FOR A BUSINESS ASSESSOR TO VISIT MY PREMISES. I UNDERSTAND THAT I WILL BE GIVEN AT LEAST 14 DAYS NOTICE OF ANY INTENDED VISIT.

Signed: Date:

Name:

Position: **EXAMPLE**

I enclose a cheque for (please tick as appropriate)

NAMM member £75 + VAT = £88.12

Non member £200 + VAT = £235.00

Example of

APPLICATION FORM

STAGE 3 - PRACTICAL ACCREDITATION

TRADING NAME OF BUSINESS.....
ADDRESS.....
..... TOWN

COUNTY..... POST CODE

TEL NO FAX NO

EMAIL ADDRESS WEB SITE

CONTACT NAME **EXAMPLE**

PLEASE LIST BELOW THE NAMES OF ANY EMPLOYEES (INCLUDING YOURSELF) THAT YOU WOULD LIKE TO BE ACCREDITED. PLEASE INCLUDE 2 PASSPORT PHOTOGRAPHS FOR EACH APPLICANT.

1. FULL NAME OF APPLICANT

Is the applicant employed by the Parent Company above? YES/NO

If NO please give Name and Address of Branch:-

.....

..... TOWN

COUNTY..... POST CODE

TEL NO FAX NO

EMAIL ADDRESS

NAMM MEMBERS

PLEASE INDICATE TOTAL NUMBER OF PEOPLE YOU WOULD LIKE TO BE ASSESSED

X £88.12 (including VAT)

TOTAL £

NON MEMBERS

PLEASE INDICATE TOTAL NUMBER OF PEOPLE YOU WOULD LIKE TO BE ASSESSED

X £176.25 (including VAT)
EXAMPLE
TOTAL £

DECLARATION

I understand that each applicant will be assessed on the following:-

- a) WRITTEN TEST – Based on Code of Working Practice.
- b) Practical Assessment

I enclose a cheque for £

and I understand that this is not refundable.

Signed: Date:

Position:.....

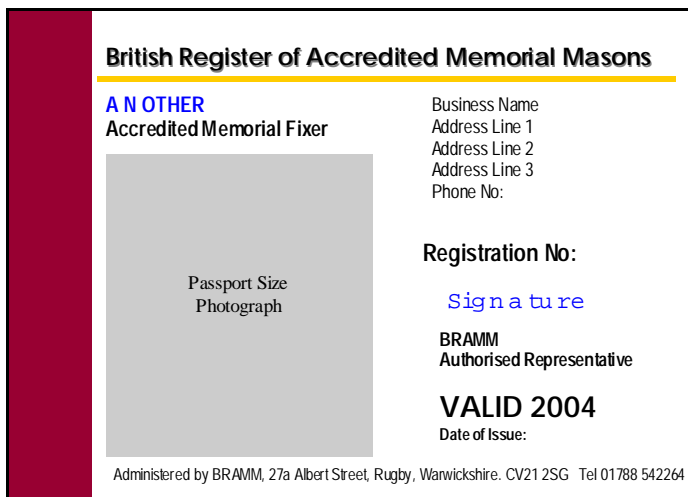
Example of Practical Accreditation Certificate



NOT TO SCALE

EXAMPLE

Example of Practical Accreditation Badge



British Register of Accredited Memorial Masons

Scheme Administered by :
National Association of Memorial Masons
Head Office
27a Albert Street
Rugby
Warwickshire
CV21 2SG

Tel: 01788 542264
Fax: 01788 542276

E-mail: enquires@namm.org.uk
Web site: <http://www.namm.org.uk>