

MARGAM JOINT CREMATORIUM COMMITTEE
REPORT OF THE SUPERINTENDENT & REGISTRAR

6TH FEBRUARY 2015

SECTION B – MATTER FOR INFORMATION

WARDS AFFECTED:

All

FEDERATION OF BURIAL AND CREMATION AUTHORITIES
DOCUMENT AMENDMENTS

Purpose of Report

To advise Members of changes in the Cremation Code of Practice.

Background

We received notification in October 2014 that various Federation of Burial and Cremation Authorities documents, including the Cremation Code of Practice had been amended. Members are advised that the appropriate amendments have been made to Crematorium documents and where necessary they have been issued to the Funeral Directors (Preliminary Application) and displayed in the main office and crematory (Code of Practice).

Copies of the new documents appear at Appendix A and Appendix B to this report

Appendices

Appendix A and B

List of Background Papers

None

Officer Contact

Mr. C. Phillips– Superintendent & Registrar

Tel. No. 01639 883570

e-mail : c.phillips1@npt.gov.uk



Amlogfa Margam Crematorium

Longlands Lane, Margam, Port Talbot, SA12 2NR
 Telephone: 01639 883570 Fax: 01639 894940
 Email: margam.crematorium@npt.gov.uk



Preliminary Application for Cremation and Disposal of Cremated Remains

Cremation No.

Date forms received:

Forms checked by:

Attendant's notes:

.....

.....

.....

Funeral Director:

.....

Address:.....

.....

.....

Telephone No.

Email:

Fees Payable: (Office use only)	£	p
Cremation:.....	:	
Casket.....	:	
Certificate.....	:	
Extra Time.....	:	
Witness Burial.....	:	
Crem Rems received...	:	
.....	:	
Receipt No:	:	

Part One

1. Full name of deceased..... Age..... Mr/Mrs/Miss

Address

Post Code

2. Day of Week, date and time of funeral (20 mins) **Day:** **Date:** **Time:** **Extra 20 mins:**

3. Name of Minister..... Denomination

4. Details of any hymns and / or special music required with the organ. Please note that 24 hours notice is required for any special item, choirs, soloists etc.
 No responsibility will be accepted for CD's not tested on Crematorium equipment.

1. Entry
2.
3.
4. Exit

5. Relationship of Applicant to deceased

Part Two – To be completed and signed by applicant when remains are to be buried at the Crematorium.

THE CREMATED REMAINS of the above are to be placed into the Garden of Remembrance. Please tick as required:

Witness Burial Lawn Section Woodland Glade as previous cremation

Details of previous cremation: Name..... Date.....

I hereby authorise Margam Crematorium to proceed as instructed and acknowledge that when remains are buried at the Crematorium, they will not be in a container and once buried cannot be retrieved.

Signed

Address.....

Tel. No. Date

Part Three – To be completed and signed by applicant when remains are to be taken away.

Is a certificate of cremation required?

Destination

When Required

Please supply the following:	Oak Casket <input type="checkbox"/>	Bronze Urn <input type="checkbox"/>
Woodgrain Container <input type="checkbox"/>	Plain Cardboard Container <input type="checkbox"/>	
Polytainer <input type="checkbox"/>	Bringing own container <input type="checkbox"/>	

N.B. Cremated Remains must be collected by the Funeral Director or Applicant within 2 weeks of the date of the funeral.

I hereby authorise Margam Crematorium to release the Cremated Remains to the appointed Funeral Director.

Signed

Address.....

Tel. No. Date

N.B Form to be countersigned on reverse by Funeral Director

Revised October 2014

Instructions for Funeral Directors

1. RESPONSIBILITY

The Funeral Director shall observe the regulations of the Cremation Authority. The Funeral Director is responsible for the provision of sufficient bearers to convey the coffin from the hearse to the catafalque. When the coffin is in position on the catafalque or deposited in the rest room or Chapel of Rest at the Crematorium the responsibility of the Funeral Director towards it ceases and that of the Cremation Authority begins.

2. NOTICE OF CREMATION

The length of notice to be given for a cremation and the time of the cremation, as agreed, must be strictly adhered to. All statutory and non statutory forms and certificates, as required by the Cremation Authority, must reach the crematorium office by the specified time. For administrative reasons these times may vary according to local requirements.

3. CONSTRUCTION OF THE COFFIN

The coffin must be made of a suitable material which, when placed in a cremator and subjected to the cremation process, is easily combustible and which does not emit smoke, give off toxic gas or leave any retardant smears or drips after final combustion. No metal of any kind shall be used in the manufacture of such coffin except as necessary for its safe construction and then only metal of a high ferrous content. Cross pieces must not be attached to the bottom of the coffin. If it is desired to strengthen the bottom of the coffin, wooden strips may be placed lengthways for this purpose.

Cardboard coffins should not contain chlorine in the wet strength agent. (e.g. not using polyamidoamine-epichlorhydrin based resin (PAA-E). Contact should be made with the Crematorium Administration to ensure that the coffin selected is fit for the purpose of cremation.

4. COFFIN FURNITURE AND FITTINGS

No metal furniture or fittings whatever shall be used on a coffin for cremation. Coffin handles should be free from unnecessary metal components. External coatings to a coffin must allow for smokeless combustion and the use of nitro-cellulose varnish, polyurethane, melamine and any products containing polyvinyl chloride (PVC) or melamine must not be used in coffin construction or furnishings. Water based lacquer free from additives containing heavy metals may be used for coating a coffin or a suitable cloth may be used for covering a coffin. The exception to the foregoing is the use of polystyrene which is restricted to the coffin nameplate only and this must not exceed 90 grams in weight.

5. LINING OF THE COFFIN

The use of saw dust, cotton wool or shredded paper within a coffin must be avoided. If lining of a coffin is necessary, this should be manufactured from polythene not exceeding 75 microns in thickness. Lead or zinc linings must not be used. The use of shredded paper within a coffin is not permitted.

6. SIZE OF THE COFFIN

Where the external dimensions of a coffin are likely to exceed length 81 inches (206cms); width 36 inches (92cms); depth 24 inches (65cms) the proper officer of the crematorium must be consulted as soon as practicable. Funeral Directors should obtain the specific consent of the Crematorium of persons who exceed 35 stone in weight.

7. CLOTHING AND COFFIN CONTENT

In order to minimise the release of pollutants to air, it is recommended that clothing should be of natural fibres and that shoes or any material manufactured from PVC should not be included. Body adornments manufactured from copper should be removed as should any easily removable prostheses or casts of plaster or other material. Additional items, particularly of glass or plastic, should not be placed within the coffin.

8. CREMATION OF INFANTS and FOETAL REMAINS

Mothers of non-viable babies and families of stillborn babies and very young deceased babies considering cremation should be advised that there is a possibility that cremated remains/ashes may not be recoverable and reminded of the availability of the option of burial.

If the advice is not given the parents may have been denied the choice of earth burial and thereby subjected to understandable distress.

9. BODY PARTS

Body parts presented at the crematorium for cremation normally consists of soft tissue which in the absence of any bone structure will not produce any cremated remains.

10. CREMATED REMAINS

The utmost care should be taken when dealing with cremated remains. If the Funeral Director supplies an urn or casket for cremated remains it should be of sufficient internal dimension to provide a minimum of 200 cubic inches (3,280 cubic cms.) and securely labelled. The container should be strong enough to resist breakage in transit. The lid must fit tightly and the fastening should be strong enough to prevent the lid being forced open by distortion of the container through maltreatment in transit.

<p>Signed..... <i>(Funeral Director)</i></p>	<p>Address</p> <p>.....</p>
--	-----------------------------------

THE FEDERATION OF BURIAL AND CREMATION AUTHORITIES

CODE OF CREMATION PRACTICE

1. CONDUCT

The cremation of a human body is a highly emotional occasion for those taking part in the service. This must never be forgotten by the staff of the Crematorium, who must combine to create and maintain an atmosphere of reverence and respect throughout the entire proceedings.

2. STAFF

The greatest care must be taken in the appointment of members of the Crematorium staff, any one of whom may, by conduct or demeanor, detract from the atmosphere of reverence which it is endeavored to create. All staff employed in the operation of cremators must be suitably trained in the technical and ethical procedures and certified as specified in the Secretary of State's Guidance Notes of the Environmental Protection Act 1990 or any subsequent legislation made thereunder.

3. AFTER COMMITTAL

- (a) A body shall not be removed from the Crematorium after the Service of Committal except for a lawful purpose.
- (b) Subject to receiving the necessary Authority to Cremate, the coffin and its contents shall be put into the cremator, as soon as practicable, exactly as they have been received on the catafalque. A body not cremated on the same day as the coffin is received at the Crematorium may only be retained on the written consent of the Applicant for cremation and in circumstances deemed necessary by the Cremation Authority, including impacts on the environment. All bodies retained at the crematorium will be accommodated in secure and sanitary conditions within the building.
- (c) Once a coffin with its contents has been placed in the cremator, it shall not be touched or interfered with until the process of cremation is completed. On completion the whole of the Cremated Remains/Ashes shall be collected and shall be disposed of in accordance with the instruction received.

4. CORRECT IDENTITY

- (a) No coffin shall be accepted at any Crematorium unless it bears adequate particulars of the identity of the deceased person contained therein. If a coffin is encased, the cover and the coffin must bear adequate identity of the deceased person.
- (b) Every care must be taken to ensure correct identification throughout the whole proceedings from the moment the coffin is received onto the catafalque until the final disposal of the Cremated Remains/Ashes.

5. SEPARATELY CREMATED

Each coffin given to the care of the Cremation Authority shall be cremated separately.

6. COFFIN COVERS

When a re-useable cover is used to encase a coffin, signed authority must be given by the Applicant for the cremation authorising its use and consenting to its subsequent removal from the Crematorium.

7. METAL RESIDUES

Any metal found amongst the Cremated Remains/Ashes shall be disposed of in accordance with the directions of the Cremation Authority or Higher Authority.

8. CREMATED REMAINS/ASHES

The utmost care shall be taken to ensure that the Cremated Remains/Ashes, following their removal from the cremator, shall be kept separate and suitably identified. The Cremated Remains/Ashes shall be placed in a separate container awaiting final disposal. If the Cremated Remains/Ashes are to be disposed of in a Garden of Remembrance, this shall be conducted with reverence and respect. Cremated Remains/Ashes to be conveyed by a carrier service should be placed in a suitably labelled robust container and dealt with according to recommendations laid down by the Federation of Burial and Cremation Authorities.

9. CREMATORS AND ANCILLARY EQUIPMENT

Cremators and all other ancillary equipment used in the Crematorium shall be kept in good repair and maintained in accordance with manufacturers' recommendations, and the requirements of the current guidance Notes issued under the Environmental Protection Act 1990 or subsequent legislation.

10. STATUTORY REGULATIONS

All cremations shall be carried out according to the provisions of the Cremations Acts and the Regulations made thereunder, and any subsequent legislation.

Issued October 2014