

# **BRAMM**

**British Register of  
Accredited Memorial Masons**

---

# **INFORMATION GUIDE**

## **BRAMM Mission Statement**

BRAMM (British Register of Accredited Memorial Masons) Scheme aims to establish a network of nationally accredited businesses and registered fixers that will ultimately replace individual Registration Schemes.

### PRIMARY AIMS:

- To establish a recognised uniform standard of workmanship and business practice throughout the UK.
- To promote BRAMM Accredited Businesses and Registered Fixers.
- To ensure all Businesses, Fixers and Burial Authorities on the BRAMM Register follow the current health and safety guidelines to protect both the public and their employees.
- To ensure that BRAMM businesses give a guarantee of the stability of their memorial.
- To ensure the Scheme will be effectively policed ensuring that acceptable standards of fixing are maintained.
- To encourage on-going training and education within the memorial masonry industry.
- To promote a closer working relationship between Memorial Masons and Burial Authorities.

# CONTENTS

	Page
<b>What is BRAMM?</b> .....	<b>5 – 6</b>
- For the Public	5
- For the Mason	5
- For the Burial Authorities	6
- BRAMM Executive Board	6
<b>What is Required to Join BRAMM?</b> .....	<b>6 – 8</b>
- What will be required of a Mason Wishing to Join?	6
- What will be required of the Burial Authority Wishing to Join?	7
- BRAMM Register	8
<b>The Business Accreditation</b> .....	<b>9 – 11</b>
- Documents Required	9
- Branches	10
- Random Spot Check Visits	11
<b>The Practical Accreditation</b> .....	<b>12 – 13</b>
- Assessors	12
- Timetable	12
- Written Test	12
- Practical Test	13
<b>Diagram “How do I get accredited?”</b> .....	<b>14</b>
<b>Frequently Asked Questions</b> .....	<b>15 – 16</b>
<b>Training</b> .....	<b>17</b>
<b>Burial Authorities</b> .....	<b>18 – 19</b>
- How will Masons become Accredited?	18
- Should I continue with my local scheme?	19
<b>Scheme Fees (<i>table of fees</i>)</b> .....	<b>20</b>
<b>Rules &amp; Regulations</b> .....	<b>21 – 22</b>
<b>Disciplinary Procedures</b> .....	<b>23 – 24</b>
<b>Right of Appeal</b> .....	<b>25 - 26</b>

## **Appendix**

Appendix 1 - Glossary	<b>27</b>
Appendix 2 - Organisations and their Responsibilities	<b>28</b>

# **BRITISH REGISTER OF ACCREDITED MEMORIAL MASONS**

## **What is BRAMM?**

BRAMM (British Register of Accredited Memorial Masons) was set up in 2004. The purpose of the Scheme is to establish a network of nationally accredited businesses and registered fixers that will ultimately replace individual Registration Schemes. The scheme aims to establish a recognised standard of workmanship and business practice throughout the UK.

The Scheme also aims to promote a recognised standard of service to the public by ensuring that adequate public liability insurance is provided. It is also essential that an accredited business and registered fixer follow current health and safety guidelines to protect both the public and their employees.

### For The Public

- BRAMM businesses will have an adequate level of public liability insurance.
- BRAMM businesses will give a guarantee of the stability of their memorial.
- BRAMM fixers will be able to prove that they have been accredited to safely fix/install memorials.

### For the Mason

- BRAMM businesses will have certificates to show that their business is registered and their fixers will be issued with a BRAMM Fixer Licence and a certificate showing they are a registered fixer and have obtained a BRAMM Fixer Licence.
- Ultimately BRAMM businesses will only need to maintain their BRAMM registration instead of joining separate registration schemes.
- Masons can be assured that all BRAMM fixers are working to the same standard.
- This Scheme will be effectively policed to ensure that recognised standards of fixing are maintained.

## For Burial Authorities

- Authorities will no longer need to spend time and money administering individual registration schemes.
- They can be assured that any BRAMM business has adequate insurance, a risk assessment, a current Health & Safety policy, and a Certificate of Compliance.
- Burial Authorities can be assured that a BRAMM fixer has the skill and knowledge of the correct trade practices and procedures in order to erect a safe and stable memorial. BRAMM fixers will have to attain a BRAMM Fixer Licence and present it when required.

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

Your business **MUST** be accredited before you can apply for yourself or any of your employees to be registered. **YOU CANNOT BECOME A LICENSED FIXER UNLESS YOUR BUSINESS/EMPLOYER'S BUSINESS IS ACCREDITED.**

## **BRAMM EXECUTIVE BOARD**

The BRAMM Executive Board currently has the following representation:-

4 x	Individuals from the memorial masonry industry
1 x ICCM	Institute of Cemetery & Crematorium Management Professional
1 x ICCM	Institute of Cemetery & Crematorium Management Corporate
1 x FBCA	Federation of British Cremation Authorities
1 X SLCC	Society of Local Council Clerks
1 x	Co-opted Assessor Representative – <b>No Voting Rights</b>

Each organisation is responsible for nominating their own representative(s).

## **What is required to join BRAMM?**

### What will be required of a Mason wishing to join the Scheme?

- The Business Accreditation will require you to complete and send in the Business Accreditation Application Form with certain documentation (a list of these documents is on page 9). This includes sub-contractors and freelance fixers.
- Once these documents have been verified by BRAMM and as soon as you have at least one qualified 'Registered Fixer' the business will receive a Business Registration Certificate.

- Assessors may carry out random spot check visits to ensure that businesses are complying with BRAMM's Rules and Regulations (more details on pages 21& 22). 48 hours notice will be given of any intended visit.
- You will then be able to apply for Fixers to attend a practical assessment in order to obtain a BRAMM Fixer Licence. This will involve a practical test with multi-choice questioning at Regional Test Centres (for more details see pages 12 & 13).
- An alternative route to attain the Licence would be by NVQ (National Vocational Qualification) Unit VR194 'Fixing Unit' (for more details refer to 'The BRAMM Fixer Licence NVQ route' pack) or the NAMM qualification that adheres to City and Guilds standards.
- As soon as the Fixer is accredited as a 'Licensed Fixer' he/she will be issued with a BRAMM Fixer Licence and certificate.
- Fixers will be required to re-register after a period of five years where documentary evidence of relevant on going training must be produced. Where there is no documentary evidence available, a re-test will be necessary.
- If a Fixer achieves a full NVQ Stonemasonry Level 2 – Memorial Mason in all five units he will not have to re-register, but will have to give documentary evidence that he has kept abreast of any new methods of fixing that may evolve from time to time.

#### What will be required of The Burial Authority wishing to join the scheme?

Burial authorities must take their responsibility for the safety of memorials as seriously as the masons who register on the scheme. They will be expected to show:

- **Commitment to training** – burial authorities should train their own staff to ensure they have a basic understanding of the NAMM Code of Working Practice or similar installation specification. They should also ensure they are fully aware of burial and grave digging procedures, particularly where this could affect the stability of the memorial.
- **Compliance with BS8415** – burial authorities should ensure that any work that relates to memorial safety, e.g. provision of concrete beams, repair of memorials, removal and replacement of memorials etc. should comply to BS8415.
- **Compliance with the ICCM Code of Safe Working Practice** – all burial and grave digging procedures should be carried out in accordance with ICCM guidance or equivalent, particularly in relation to the backfilling of graves.

- **Monitoring of Memorial Masons** – A degree of monitoring will be required by the burial authority who are still directly responsible for maintaining safe sites. Staff should be aware of the NAMM Code or equivalent and should monitor the installation of memorials on a random basis. Risk assessments and safe systems of work will be sent to the burial authority by BRAMM but the authorities will be responsible for approving them or otherwise. The dismantling of memorials, as a form of control, is discouraged and should only be carried out in exceptional circumstances. The disciplinary process will be available to burial authorities where masons fail to comply with burial ground standards.
- **Responsibility for local disciplinary procedures** – Registered and Licensed masons will be expected to work to local management rules and regulations as well as the rules of BRAMM. Where any of these are breached, the burial authority will be expected to deal with the disciplinary process as they have direct responsibility for their own burial grounds. Any action taken should be reported to BRAMM Head Office.
- **Commitment to providing virgin ground or concrete beams for all new memorials, where this is possible** – where it is feasible the burial authority should provide sufficient room within the grave space to ensure memorials can be erected on virgin ground (never to be disturbed by burial) or provide a concrete beam (to NAMM standards). It is understood that this will not be possible on some old sections and where new rows have been started in new sections.

Where it is identified that burial authorities are not making a commitment to the above then this will be investigated by the BRAMM Executive Board and raised with the burial authorities concerned. Any complaints from memorial masons will be dealt with through an agreed grievance procedure.

### **BRAMM REGISTER**

By entering the BRAMM website <http://www.bramm-uk.org> you will have access to the BRAMM Register. The database will show information on the Accreditation status of businesses and individual fixers.

- To show which businesses have applied to join, have achieved BRAMM 'Business Accreditation' and are working towards fully complying with the scheme to enable their fixers to attain a BRAMM Fixer Licence.
- To show businesses that meet all the requirements (this includes that at least one fixer has achieved a BRAMM Fixer Licence) and have achieved the BRAMM standard.

Once your Business has achieved accreditation you have three months in which to apply for your Fixer Accreditation or start working towards the NVQ Unit VR194.

The database will also show Burial Authorities that are participating in the scheme.

## **BUSINESS ACCREDITATION**

The Business Accreditation requires the applicant to produce certain documentation. These documents should be sent together with your Business Accreditation Application Form and a cheque for the registration fee.

### **Documents required are:**

1. **COPY OF PUBLIC 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.
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. **COPY OF CURRENT SUMMARY OF HEALTH & SAFETY POLICY AND DETAILS OF WHERE THE FULL POLICY IS HELD**  
This will be forwarded on to the relevant burial authorities by BRAMM and will be subject to their approval.
4. **COPY OF RISK ASSESSMENT (Applies on entry through the Cemetery Gate.)**  
This will be forwarded on to the relevant burial authorities by BRAMM and will be subject to their approval.
5. **COPY OF CERTIFICATE OF COMPLIANCE – which guarantees the stability and safety of a memorial.**

### **PLEASE NOTE**

**In order to keep your Business Accreditation and to get your annual Business Accreditation Certificate you will need to provide documents number 1 & 2, and pay the Annual Registration Fee of £99 + VAT on an annual basis (cheques payable to BRAMM). Documents number 3, 4 & 5 to be forwarded when any alterations are made.**

**IF YOU ARE FOUND AT ANY TIME DURING A SPOT CHECK NOT TO HAVE CURRENT UP-TO-DATE INSURANCE IT WOULD BE CONSIDERED A SERIOUS BREACH OF THE RULES AND REGULATIONS.**

## **BUSINESS ACCREDITATION - BRANCHES**

Branches are divided into two categories which are shown below:-

### **Branches Trading With A Different Name To The Parent Company**

Branches with a different name will be processed on the same basis as the parent company. This requires each named branch to produce the same documentation, listed on page 9 but relevant to that branch. The documentation is listed below and should be sent together with the Branches 1 Application Form and a cheque for the registration fee/s (see page 20).

1. Copy of Public Liability Certificate.
2. Copy of Employers Liability Certificate.
3. Copy of Current Health & Safety Policy Statement.
4. Copy of Risk Assessment.
5. Copy of Certificate of Compliance.

### **Branches Trading Under Same Name As The Parent Company**

Branches trading under the same name who are covered by the main Business's insurance, risk assessment and Health & Safety policy etc will not have to send in documentation for each branch. A Branches 2 Application Form should be completed and sent together with a cheque for the registration fee/s (see page 20).

- **The parent company should be aware that if branches are registered by this method then the entire group would be regarded as a single unit.**
- **This could have serious consequences if disciplinary action was taken against anyone of the group.**
- **If any of the branches or parent company were removed from the BRAMM Register then all other members of the group would also be removed.**
- **This is designed to ensure that the parent company is proactive in monitoring the activities of their branches.**

## **BUSINESS ACCREDITATION**

A BRAMM CAA A1 Assessor may carry out random validation spot check visits. You will be given 48 hours notice of any intended visit.

The BRAMM Assessor will be looking for the following:-

1. You will be asked to produce a copy of BS8415 and understand what it is.
2. The BRAMM Assessor will inspect your workshop, materials and documentation to ensure that they comply with current specifications in NAMM's Code of Working Practice.
3. The BRAMM Assessor will check copies of your Public Liability and Employers Liability Insurance Certificates.
4. The BRAMM Assessor will check that you have recorded which 'Licensed Fixer' carried out the work on any memorial.

# THE PRACTICAL ACCREDITATION

## ASSESSORS

All Assessors are required to send a copy of their Assessment Reports to BRAMM. The purpose is to ensure uniformity across the network. All of our Assessors are experienced memorial masons. The BRAMM Assessors are qualified as A1 Assessors by CITB (Construction Industry Training Board).

## TIMETABLE

For a practical assessment will be as follows:-

09.00 – 12.00	PRACTICAL am Group
12.00 – 13.30	WRITTEN TEST am & pm Groups
13.30 – 16.30	PRACTICAL pm Group

## WRITTEN TEST

For the purpose of further assessing a candidate's skill and job knowledge there will be a basic multi-choice written test. This test is divided into two parts:

- Part 1: The first part consists of 30 multi-choice questions dealing with a mixture of "common sense" fixing issues and associated skills together with the candidate's overall knowledge and understanding of the NAMM Code of Working Practice. Part 1 is timed at 45 minutes and its pass mark is a minimum of 70%.
- Part 2: The second part consists of 10 multi-choice questions designed to be a more specific measurement of the candidate's job knowledge regarding the safe fixing of memorials. Part 2 is timed at 15 minutes and its pass mark is a minimum of 80%.

Please Note:

1. The candidate may **NOT** refer to any external reference source such as personal notes, the NAMM CoWP, BS8415, etc. at any time during the written test.
2. Parts 1 and 2 will be marked separately. Part 1 will require a minimum 70% pass mark and Part 2 will require a minimum 80% pass mark to achieve success in the BRAMM written test.
3. It is **VITAL** that the candidate studies a current issue of NAMM's Code of Working Practice and understands its contents **BEFORE** sitting the written test.
4. For those with special needs an oral test will be available by prior request.

The BRAMM Assessor will evaluate the candidate's practical assessment and written test within ten working days of the BRAMM Test Day. The Assessor will inform BRAMM of each candidate's overall success or failure. BRAMM will notify the candidate's company in writing.

## **THE PRACTICAL ASSESSMENT**

If you have more than one team attending then you should bring a set of equipment for each team. 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.

It is recommended that all teams should 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). One man fixing will be allowed if suitable Risk Assessment and Health and Safety policy are produced.

You will need to bring all equipment necessary to achieve the following:

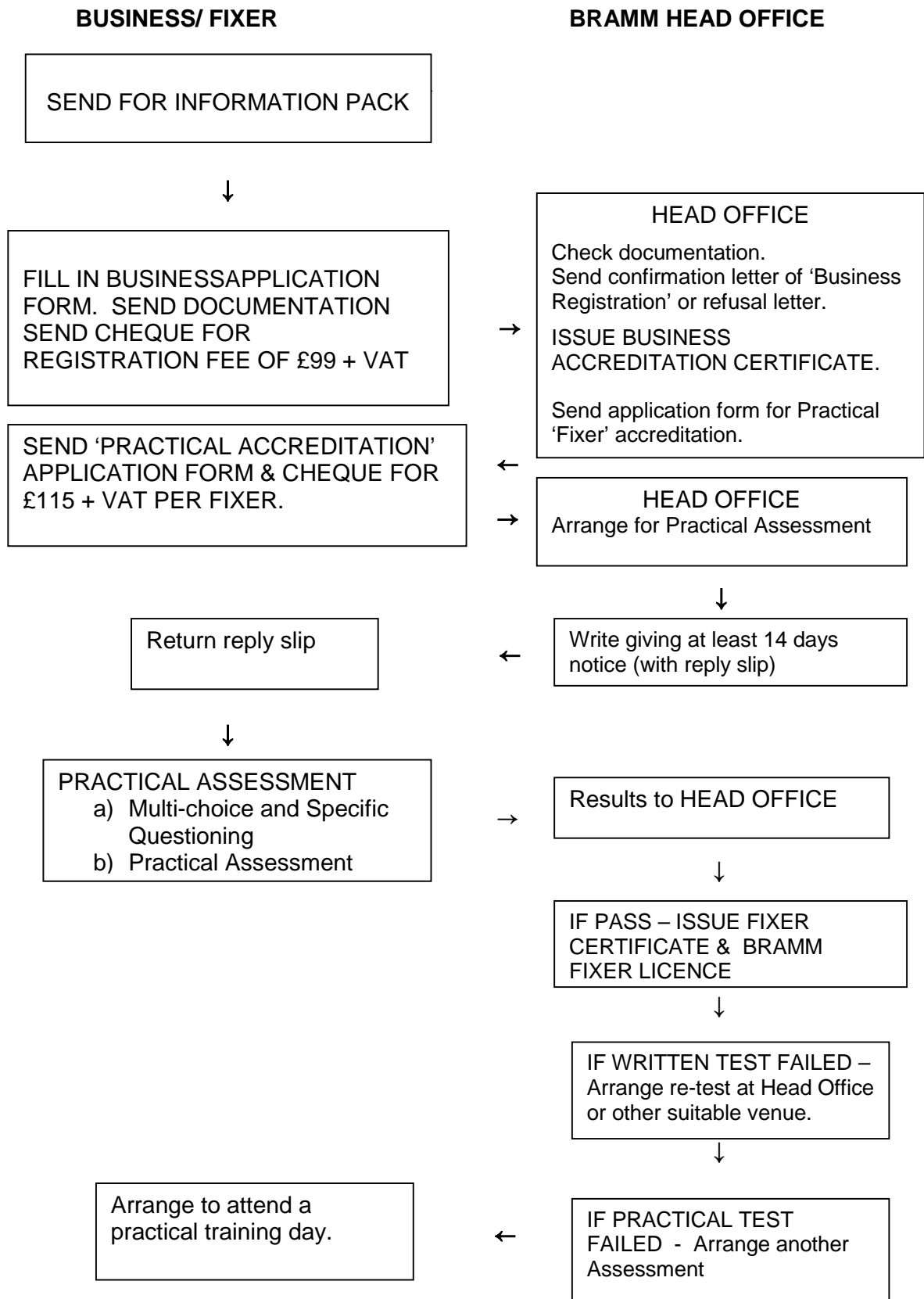
1. to fix a memorial using a NAMM accredited ground anchor system or a ground anchor system approved by the BRAMM Board.
2. correct lining up and centering.
3. to ensure memorial is level when fixed.
4. to ensure that when you erect the memorial you have considered your own safety and the safety of those around you.
5. drilling and fixing to reinforced concrete foundations.

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

An Information Pack will be sent out giving more detail on procedures and charges at 'Application' stage.

# “HOW DO I GET ACCREDITED?”

## REGIONAL TEST CENTRES



## FREQUENTLY ASKED QUESTIONS

- ❖ **Will I be able to work in a cemetery if I am not accredited?**  
*If a Burial Authority is signed up to the Scheme and insists that fixers must be accredited then anyone not accredited will be unable to work in that Authority's Cemeteries.*
- ❖ **As a Fixer can I be accredited if my business has not been accredited?**  
*You will be unable to apply if your business has not received its Business Accreditation.*
- ❖ **Do all of my employees have to be accredited?**  
*Every 'team' erecting a memorial must have at least one Licensed Fixer. If you have three teams working on three memorials you would need to have at least three Licensed Fixers (one working/supervising on each memorial). No fixing work in cemeteries on any memorial can take place without a Licensed Fixer being present.*
- ❖ **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 once without having to take a full re-assessment.*
- ❖ **What happens if I fail the practical assessment but pass the written test?**  
*You can retake the practical assessment once without having to take a full re-assessment.*
- ❖ **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.*
- ❖ **I have been a mason for 30 years, why do I have to be tested?**  
*An increasing number of Burial Authorities are insisting that masons working in their cemeteries can prove that they can erect a memorial safely.*
- ❖ **What if I am self employed but work on a sub-contracting basis for other businesses?**  
*You would still have to comply with the Risk Assessment of the main contractor and have your own insurance that complies with the BRAMM Scheme.*

❖ **How long does an Accreditation last?**

*A business will have to forward Insurance Documents on an annual basis. Spot checks will be carried out on a percentage of premises and completed work on site every year. Fixers may be subject to a re-test as a result of any disciplinary action. Fixers will be required to re-register after a period of five years where documentary evidence of relevant ongoing training must be produced. Where there is no documentary evidence available a re-test will be necessary.*

❖ **What does the annual fee I pay cover?**

*The annual fee charged for being on the BRAMM Register is used to pay for the administration of the Scheme and staff salaries.*

❖ **Is it money down the drain?**

*It is envisaged that a Licensed Fixer 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 have a disability can I be a Licensed Fixer?**

*Yes, the role of a Licensed Fixer is to supervise the fixing when an installation is carried out thus ensuring high standards of installation are maintained.*

❖ **Can we have more than one Licensed Fixer?**

*Yes, there is no restriction on the number of Licensed Fixers a business can have.*

❖ **Can a Licensed Fixer fix a memorial on his own?**

*Although this is considered as not really acceptable it may be possible in certain situations – ie a very small memorial. This would have to be justified by the risk assessment.*

❖ **Who is liable if there is a problem?**

*The business is always financially liable, however the fixer has personal responsibilities to comply with the instructions given by their employer.*

❖ **Can a BRAMM Assessor assess their own fixers?**

*Only if their fixers are to be assessed using the NVQ route.*

## **TRAINING**

If you decide that you or your employees would require some training before applying for a practical assessment then training is available.

BRAMM 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 sufficient numbers to hold a training day.

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

## BURIAL AUTHORITIES

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

The Institute of Cemetery & Crematorium Management Professional, the Institute of Cemetery & Crematorium Management Corporate, the Federation of British Cremation Authorities and the Ecclesiastical Judges Association have stated that they are fully supportive of this initiative and have representation on the BRAMM Executive Board.

These organisations recommend that burial authorities join BRAMM to ensure that consistent arrangements can be put in place throughout the UK to employ the use of masons who are able to demonstrate their competence to install memorials to a recognised standard.

### **HOW WILL MASONS BECOME ACCREDITED?**

There will be 2 stages.

#### Business Accreditation

A business will need to provide insurance certificates, a current health & safety policy, risk assessment documentation. A certificate will be awarded to a Business that has achieved Business Accreditation.

(A BRAMM Assessor may conduct random spot check visits to the premises to ensure that businesses comply with the NAMM 'Code of Working Practice'.)

#### Practical Assessment

- (a) Fixers will be given a written test based on NAMM's current 'Code of Working Practice' and their job knowledge pertaining to fixing in general.
- (b) Fixers will be asked to demonstrate the safe erection of a stable memorial based on NAMM's current 'Code of Working Practice'.
- (c) An alternative route for Fixers will be by NVQ (National Vocational Qualification) Unit VR194 'Fixing Unit'.

When a fixer has been accredited they will be issued with a BRAMM Certificate and BRAMM Fixer Licence, the Fixer will then be licensed to carry out the fixing of memorials in burial grounds. The BRAMM Fixer Licence can be presented to a member of cemetery staff if requested.

If studying the NVQ, successful fixers will receive a Certificate of Unit Credit in MR 260 from CITB (Construction Industry Training Board) / City & Guilds. BRAMM, on receipt of a copy of the NVQ Certificate of Unit Credit, will issue the fixer with a BRAMM Fixer Licence.

## **SHOULD I CONTINUE WITH MY LOCAL REGISTRATION SCHEME?**

It is recommended that Burial authorities continue to run individual registration schemes until the BRAMM scheme is fully operational.

BRAMM recommends that Burial 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 Burial authorities allow a degree of flexibility before fully implementing the Scheme.

## SCHEME FEES

These charges are subject to review at any time.

<b>BUSINESS REGISTRATION</b>	£99.00 + VAT	per annum
<b>Branch</b> with different name to parent company	£99.00 + VAT	per annum
<b>Branch</b> with same name as parent company	£10.00 + VAT	per annum

---

### PRACTICAL ASSESSMENT

#### TEST CENTRE

1 Fixer	£115.00 + VAT
Fixer Re-Test	£115.00 + VAT
One part only	£75.00 + VAT

---

(A fixer can re-take a failed section ONCE only without having to take a full assessment.)

---

Please note that test fees are non refundable if cancellation is less than seven days prior to the test day.

**Fixers will also need to provide three passport size photographs.** (One photo for the BRAMM Fixer Licence and the other two for file.)

### ADMINISTRATION FEES

Transfer of Fixer between businesses	£50.00 + VAT
Fixer NVQ Exemption	£25.00 + VAT
BRAMM Fixer Licence Replacement	£10.00
Disciplinary Appeal Fee	At cost

### TRAINING FEES

Initially by negotiation depending upon area and number of masons attending. Costs will be kept reasonable.

# **RULES AND REGULATIONS**

## **1. BRAMM Business Accreditation**

Listing on the BRAMM Business Accreditation Register lasts for one year. It is renewable, on successful application, annually thereafter. To be successful a business must therefore meet BRAMM's business accreditation requirements annually. If an individual, say a freelance memorial mason for example, wishes to become listed on the register he will still have to follow the same route.

## **2. Eligibility**

Any business or fixer who has been barred from performing work in any cemetery within the previous **two years** may be ineligible to be accredited within the BRAMM Scheme. In these instances each case will be considered individually. Businesses or Fixers must submit details of such disciplinary actions with their application. Failure to disclose details of disciplinary actions, which subsequently come to the attention of the BRAMM Board, may result in disciplinary action.

## **3. Insurance**

Every business must be covered for PUBLIC LIABILITY INSURANCE to the value £5,000,000 – FIVE MILLION POUNDS (minimum) for any one incident.

Every business must be covered for EMPLOYERS LIABILITY INSURANCE to the value of £10,000,000 – TEN MILLION POUNDS (minimum).

## **4. Health & Safety Policy**

Every business must be compliant with current Health & Safety legislation. Proof of compliance is required in the BRAMM Business Accreditation Requirements Documentation.

## **5. Risk Assessment**

Every business must be compliant with current Risk Assessment legislation for its practical work within its workshop, Cemeteries and Churchyards. Proof of compliance is required in the BRAMM Business Accreditation Requirements Documentation. Compliant with current Health & Safety legislation.

## **6. Certificate of Compliance**

Every business must provide its customers with a Certificate of Compliance which provides a stability and safety guarantee for the memorial.

## **7. BS8415**

Every business is expected to have a copy of the British Standard BS8415 on its premises and understand clearly what it means.

**8. NAMM Code of Working Practice**

Every business must have at least one copy of the current NAMM Code of Working Practice on the premises and conform to it. It is also recommended that a copy of the current Code of Working Practice be carried in any vehicles used for fixing. Masons must also ensure that they have evidence that all materials purchased in from wholesalers meet the standards defined within NAMM's Code of Working Practice.

**9. Spot Check Visits**

Every business may receive a random visit from a BRAMM Representative to ensure on-going compliance with the BRAMM Rules and Regulations. 48 hours notice will be given of an intended visit and the relevant documentation must be made available to the Representative for inspection. The Representative may also wish to inspect the workshop to ensure that working practices, supplies, materials used, etc. are in line with the current NAMM Code of Working Practice.

**10. Burial Authority**

Every business must provide details of any Burial Authority Cemeteries where it normally works. BRAMM will apply for any references it considers relevant.

**11. Disciplinary Procedures**

Every business or individual listed on the BRAMM Register is deemed to have agreed to fully comply with the Disciplinary Procedures and abide by its decisions in all matters.

## DISCIPLINARY PROCEDURES

All disciplinary action taken by burial authorities or by BRAMM shall be against the registered BRAMM business. Licensed fixers are considered to be representatives of the business and the business will be expected to take any action against individuals via their own procedures.

Any disciplinary matters in relation to the conduct of any registered BRAMM business will be dealt with in the first instance by the local burial authority and reported to BRAMM to allow a national record to be maintained. A recommended procedure is set out below and any registered authority should follow these recommendations if they need to take disciplinary action against any registered BRAMM business. Should any registered burial authority wish to use different guidelines when dealing with the discipline of masons they should submit this to BRAMM so that their procedures can be kept on file. Any decision of the local burial authority may be appealed against to BRAMM under the appeals procedure set out below.

In exceptional circumstances BRAMM will also have disciplinary powers to deal with repeated breaches of conduct of any registered BRAMM business or licensed fixer.

Each registered burial authority shall follow the disciplinary guidelines set out below:

### First Disciplinary Warning

Any first disciplinary warning shall be confirmed to the registered BRAMM business in writing and will remain on file for six months. The warning will be removed unless during the six month period a second disciplinary warning is issued.

### Second Disciplinary Warning

Should a second disciplinary warning be issued whilst the first warning is still current, both warnings will remain on file for a period of 12 months from the date of the second disciplinary warning.

The warnings will be removed unless during the twelve month period a third and final disciplinary warning is issued.

### Third and Final Disciplinary Warning

If a third disciplinary warning is issued whilst previous disciplinary warnings are still current, this shall be considered as a final disciplinary warning. All warnings will then remain on file for a period of 18 months from the date of the final disciplinary warning.

The warnings will be removed unless during the 18 month period there is a further breach of discipline. Where a further breach of discipline occurs the burial authority will conduct a further disciplinary. As a result of the disciplinary hearing the registered BRAMM business may be suspended from working in the burial authority's cemeteries for a period of 12 months.

## Gross Misconduct

Should any breach of conduct be considered as a gross breach of the BRAMM Scheme conditions then the burial authority may move directly to a first or second stage disciplinary warning or may take the following action:

- (1) issue a final warning against the registered BRAMM business. A final warning will mean that in the event of a further disciplinary warning being issued by the burial authority against that registered BRAMM business within the 18 months that a final warning will remain current, then the business shall be suspended from BRAMM for a period of 12 months from the date of the disciplinary hearing.
- (2) immediately suspend such registered BRAMM business until a disciplinary hearing can be arranged. Should the registered BRAMM business be found guilty of gross misconduct then the burial authority may suspend them from operating within the authority's cemeteries for a period of 12 months from the date of the disciplinary hearing.

BRAMM shall also be entitled to convene a BDC meeting in relation to any registered BRAMM business or licensed fixer who has repeatedly received disciplinary warnings or has seriously breached BRAMM conditions. In any such case the BDC shall be able to arrange a disciplinary hearing and impose a penalty as set out above, or in the case of a licensed fixer may revoke their licence for a 12 month period. Any appeal against a BDC disciplinary warning will be considered by a separate appeals panel composed of burial authority and masons representatives.

All hearings shall be convened and held in accordance with the procedure for appeals set out below.

## RIGHT OF APPEAL

Any BRAMM business or licensed fixer may appeal against any decision made by a burial authority, or by the BRAMM Disciplinary Committee in accordance with the procedures set out above.

The appeal must be made to BRAMM in writing within 7 days of the date of the notification of the disciplinary decision made by a burial authority .

The appeal application must set out the grounds in which the appeal is made and only those grounds will be considered at the appeal.

The BRAMM business or licensed fixer will be invited to an appeal hearing and will have the right to be accompanied at that hearing, and will be notified of that right when invited to the appeal hearing. The appeal hearing will reconsider the original decision(s). The BRAMM business or licensed fixer will have an opportunity to put forward the following:

- (a) new evidence which was not available during the first hearing; and/or
- (b) complaints of a flaw in the original decision-making process, such as the failure to follow procedures or the failure to give you a fair hearing.

The appeal application will be sent to all interested parties and they will be invited to submit a written response to the application prior to the appeal hearing Any written responses received will be copied to you prior to the hearing and authors of such responses will be invited to attend the hearing to give oral evidence.

The outcome of any appeal will be confirmed to the BRAMM business or licensed fixer in writing within 7 days of the hearing and will take one of three forms:

- (a) the original decision may be upheld, in which case any disciplinary sanction will be confirmed;
- (b) the original decision may be overruled, in which case any disciplinary sanction will be rescinded;
- (c) the original decision may be substantially confirmed but a lesser or more severe sanction may be substituted for that originally imposed.

There is no further right of appeal.

The appeal will be heard by the BRAMM Disciplinary Committee which shall be formed by BRAMM with representatives from the mason and burial authority sectors of the industry being persons not involved in the complaints or the disciplinary procedure on such complaints to date.

In a case where the BRAMM Disciplinary Committee have taken disciplinary action against a registered BRAMM business or licensed fixer and there is an appeal, the same procedures will be followed, however, the appeal will be held by an independent appeals committee composed of masons and burial authority representatives not involved in the complaints or the disciplinary procedure on complaints to date.

Any disciplinary decision will be suspended on the making of an appeal application until the final decision of the appeal but any sanction previously imposed will take effect from the date of the decision of the appeal.

The travelling and reasonable subsistence costs of the BDC shall be paid by the appellant or the complainant(s) in such proportions as the BDC shall decide. The normal rule will be that should an appeal fail, the registered BRAMM business/licensed fixer will be responsible for all costs, should an appeal be successful the burial authority shall be responsible for all costs.

<b>BRAMM Assessor</b>	Qualified CITB A1 Assessor
<b>BRAMM Business Accreditation</b>	A requirement to complete and send in the Business Accreditation Application Form with certain documentation.
<b>BRAMM Fixer Licence</b>	A Licence obtained by passing a practical and written test. (Exemption given for those with NVQ Unit MR260 'Fixing Unit'.)
<b>BRAMM Register</b>	A database showing information on the Accreditation status of business and individual fixers.
<b>BS8415</b>	A British Standard document.
<b>Burial Authority</b>	Organisation responsible for managing a burial ground.
<b>CAA</b>	Construction Awards Alliance.
<b>Employer's Liability Insurance</b>	Insurance to cover an employee for an injury suffered in the course of their work.
<b>Foundation</b>	A part of a structure in direct contact with and transmitting load to the supporting ground.
<b>Ground Anchor</b>	A system of fixing a memorial to its foundation and the ground.
<b>Certificate of Compliance</b>	A promise to protect the customer from defective quality and performance.
<b>Health &amp; Safety</b>	Is a declaration of the employer's intent to provide and maintain, so far as is reasonably practicable, a safe and healthy working environment.
<b>Memorial</b>	An object erected in a burial ground in memory of a deceased person.
<b>Memorial Mason</b>	A tradesperson responsible for installing memorials.
<b>NVQ</b>	National Vocational Qualification.
<b>Public Liability Insurance</b>	The insurance covers you for claims against you from third parties for personal injury or property damage.
<b>Risk Assessment</b>	Examines the company's activities to identify any hazards involved, the likelihood of those hazards causing harm and the steps required to eliminate or minimize the risks.
<b>Spot Check</b>	A visit to ensure that businesses are complying with BRAMM's Rules and Regulations.
<b>Test Centre</b>	Regional location for taking the 'Fixer' written and practical test.

## Appendix 2

# **Organisations and Their Responsibilities**

### **Institute of Cemetery and Crematorium Management Professional**

National institute representing cemetery and crematoria professionals and providing guidance and support in all cemetery and crematoria matters.

### **Institute of Cemetery and Crematorium Management Corporate**

National organisation representing cemetery and crematorium authorities and providing guidance and support in all cemetery and crematoria matters.

### **Federation of British Cremation Authorities**

National organisation representing cemetery and crematorium authorities and providing guidance and support in all cemetery and crematoria matters.

### **Ecclesiastical Judges Association**

National association representing churchyards and consecrated areas in cemeteries.

### **National Association of Memorial Masons**

National Association representing memorial mason's interests and providing guidance and support for the memorial masonry industry.

## British Register of Accredited Memorial Masons

Scheme Administered by :  
BRAMM  
8 The Crescent  
Taunton  
Somerset  
TA1 4EA

Tel: 01788 544963  
Fax: 01823 253681

E-mail: [bramm@bramm-uk.org](mailto:bramm@bramm-uk.org)  
Web site: <http://www.bramm-uk.org>

