



381 Preston Old Road, Blackburn BB2 5LL

The BRAMM Fixer Licence Assessment

The BFL Assessment is only suitable for experienced memorial fixers and will assess a range of skills required for memorial installation, to meet current BS8415 standards, not necessarily using methods used every day.

More and more Burial Authorities are asking for proof of competence from memorial masonry firms. The BRAMM fixer license gives tangible proof of competent memorial fixers.

NB A Memorial Company must be registered with BRAMM or be in the process of doing so before fixers can be entered for assessment.

The BRAMM FIXER LICENSE assessment is in two parts:

The Theory Test

The Theory Test is an Online Assessment and is comprised of 63 questions with multiple-choice “tick-box” answers, which tests the knowledge and understanding of BS 8415

Fixer candidates will be required to be familiar with and have either a paper copy of the **BRAMM Blue Book** or a digital copy on their phone available for reference. They will also be asked to watch a short video before trying to answer the questions.

Candidates must achieve 100% correct but can have 3 attempts to achieve this. There is no time limit but you must have access to a computer or tablet. A mobile phone screen will be too small!

The Practical Assessment

The Practical Assessment tests a range of skills required for memorial installation, to meet current BS8415 standards. All candidates are assessed in exactly the same way, which may not necessarily be the chosen method that each candidate may use on a daily basis.

On the day of the practical assessment, you will be met by your assessor at the test site who will put you at ease.

The practical assessment is split into three parts:

1. Measurements
2. Fixing
3. Feedback



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Section 1 – Measurements

Your assessor will record photographic evidence of the foundation size, ground anchor and ground anchor holes, dowel holes and dowels being used on the assessment, as these are key components of BS 8415:2018. You will also be asked to show your chosen ground anchor manufacturers fixing instructions and the BRAMM Blue Book (physical copy or electronic copy on your phone)

Section 2 – Fixing

The grave site will be indicated between two mock wooden bases within cemetery grounds. Candidates will demonstrate proof of competence in digging and tampering a foundation hole, fixing a 2'3" lawn memorial on a pre-cast foundation with an accredited ground anchor with dowels and cement paste (no part prefixed) The candidate will demonstrate all skills required for the fix within a MAXIMUM time of 1.5 hours. The assistant can help only with lifting the foundation, the base and the headstone

A Skills test: The candidate will be asked to drill a new ground anchor hole in a specified location on the foundation, demonstrating the ability to drill holes when required, especially useful when refixing memorials in situ.

Photographic evidence will be recorded throughout the assessment. In all about 30 proof of evidence photographs will be taken, ending with a photograph of the candidate with the finished landscaped memorial and a neat and tidy site, as it should be for every memorial erected.

Please see the sample portfolio for all the skills being assessed.

Section 3 – Feedback

All candidates begin with full marks. The assessor will deduct points for each item of non-compliance and will explain the reasoning for why each point has been deducted AFTER the assessment is finished.

The candidate will then be asked to score the assessment process out of 10 and is invited to comment on the experience.

The assessor will share the portfolio with the BRAMM Internal Quality Auditor, who will review the evidence before a final assessment decision is made. Candidates with a final score of 6 or more in both the measurement and fixing sections will be granted a BRAMM Fixer Licence.



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A refund will not be given in the event the candidate fails the assessment.

BRAMM strongly recommend that candidates have a full practice a few days before the assessment to check hole sizes, practice drilling an accurate hole, practice mixing cement, check ground anchor guidelines and time a test run.

Please do not hesitate to contact BRAMM if you have any concerns or questions.

Policies are available upon request.

If you would like to appeal an assessment decision or would like to submit a complaint, please contact BRAMM Head Office on 01452 346 741 or email bramm@bramm-uk.org

The BRAMM Fixer Licence assessment is verified by AIM Qualifications and Assessments Group





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The Practical Assessment: What to bring.

On the assessment day you must bring:-

- **Headstone 2'3" x 1'9" x 3"** (685mm x 535mm x 75mm)
- **Base 3" x 24" x 12"** (75mm x 610mm x 305mm)
- **Reinforced Concrete foundation 3" x 36" x 18"** (75mm x 900mm x 450mm) with the correct diameter ground anchor hole. Note: Trough foundations are not permitted
- **Accredited stainless steel ground anchor and manufacturers written instructions**
- **Copy of the BRAMM BLUE BOOK** (Printed or on your mobile phone)
- **Stainless steel dowels** can be either threaded or smooth sided, must be a minimum size of 6" x 16mmØ (150mm x 16mmØ), be the correct grade of stainless steel (A2 or A4) and, **not be pre-fixed into either the base or the plate**, but fixed with cement paste at the practical assessment.

Tools you will need for the assessment:

- Transport trolley (sack truck)
- Wheel barrow
- Plastic sheet/tarpaulin on which to lay out tools/equipment
- Strong string line
- Heavy ground rammer/tamper
- A minimum 8'0" tape measure
- Spade
- Long (approx 18") Spirit level
- Sand for levelling the foundation
- A 110v output portable generator (or a suitable fully charged battery powered portable drill if preferred) and either the appropriate Wet Coring or professional SDS Dry Drilling equipment to produce an accurate diameter hole to match the specification requirements of your chosen ground anchor.
- Pointed Trowel
- A bag of 'In Date' cement
- Appropriate wooden skids
- Water, sponges, drying off/cleaning cloths
- Road cones and/or warning tape

Appropriate **Personal Protective Equipment (PPE)** is advised as per individual product guidelines. The use of PPE is the responsibility of the candidate. Manual Handling is the responsibility of the employer.

If you have any questions, please contact BRAMM or your assessor before the practical assessment day.



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The BFL Assessment Sample Portfolio.

Note: The words are the instructions to the assessor

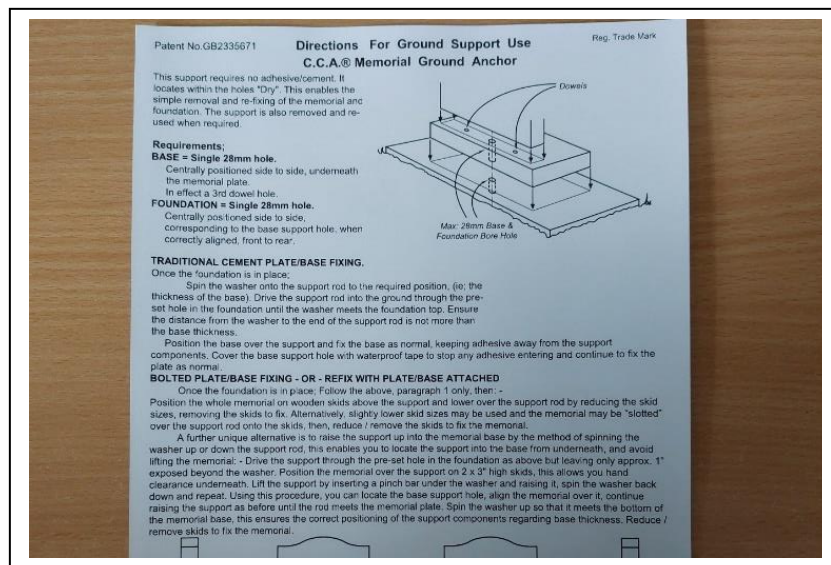
Section 1 - Measurements

Please take these photos BEFORE the practical assessment starts to identify any issues that may prevent the assessment from going ahead. Any discrepancies need to be recorded.

- 1 Ask for sight of the current edition of the BRAMM Blue book, hard copy or electronic copy is acceptable. Lose 1 point if this is not available.



- 2 Ask for sight of the correct ground anchor instructions for the chosen, APPROVED ground anchor. Lose 1 point if this is not available.



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- 3 Check the fixing vehicle loaded safely and securely with softening to protect against movement damage. Lose 1 point if the memorial is not protected for transport.



- 4 Measure the foundation slab to be 36" wide – assessor to check it is the correct overall size and not a trough foundation. Lose 1 point if less than 36".



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- 5 Measure the dowels to be used with tape measure and vernier gauge (minimum 150mm long x 16mm diameter) Lose 1 point if the dowels are too short or too thin.



- 6 Use your vernier gauge to check the correct diameter of both of the headstone holes: **20mm MAXIMUM** as per BS 8415. Take an evidence photograph of just one of the holes. Lose 1 point if greater than 20mm but less than 22mm. **Measurements 22mm and over will result in the assessment being automatically failed.**



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- 7 Insert the dry dowels into both the headstone dowel holes, then measure the protruding dowel in each of the holes. This should be **just under 3"** Take an evidence photograph of one of the dowels protruding. with the tape measure showing length of protruding dowel. **Lose 1 point if this is more than 3"**



- 8 Use the vernier gauge to measure the diameter of both dowel holes in the base: **24mm MAXIMUM** as per BS 8415. Take an evidence photograph of just one of the holes. **Lose 1 point if greater than 24mm but less then 26mm. Measurements 26mm and over will result in the assessment being automatically failed.**



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- 9 Use the vernier gauge to measure the diameter of the ground anchor hole in the base. Use the information from GA manufacturer's instructions. Lose 1 point if hole is up to 2mm bigger than the maximum. **Measurements 2.01mm or more over the maximum will result in the assessment being automatically failed.**



- 10 Use the vernier gauge to measure the diameter of the ground anchor hole in the foundation flag. Use the information from GA manufacturer's instructions. Lose 1 point if hole is up to 2mm bigger than the maximum. **Measurements 2.01mm or more over the maximum will result in the assessment being automatically failed.**



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Section 2 – Fixing

- 11 Ask the candidate to unload their tools and foundation etc, and lay them out next to where the memorial is to be erected, ideally on tarpaulin (but not 100% required) Assessor to check all materials and equipment looks to be present and in good working order.



Practical Assessment Start Time: 10.14am

The candidate has 1 hour to complete the assessment without losing any points.

- 1 point will be lost if assessment takes 61 – 75 minutes.
- 2 points will be lost if assessment takes 76 – 90 minutes.
- Candidate fails if the timed assessment takes 91 minutes or over.

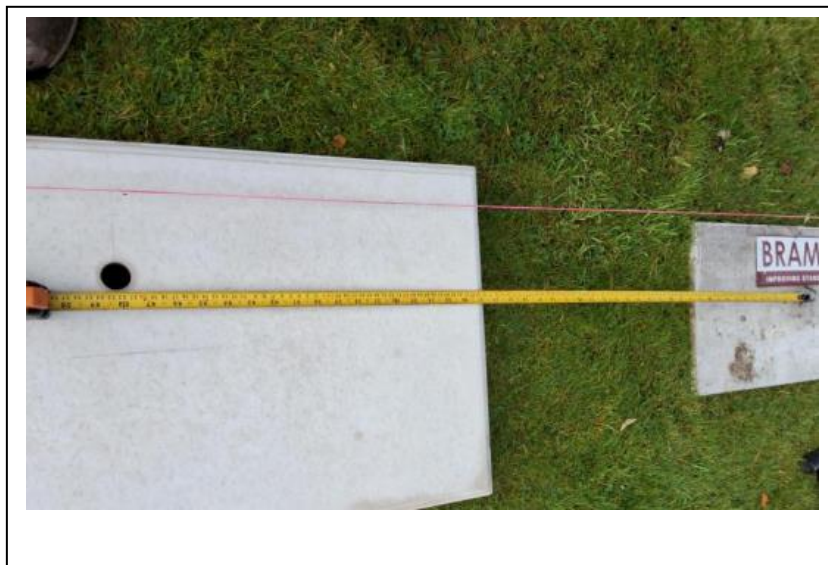
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- 12 Ask the candidate to place any warning notices, cones or similar method to define their work area.

Highlight best practice in Feedback, but no marks are lost for Health and Safety issues, which are the responsibility of the Employer



- 13 The candidate to run a string line from the back of one mock base to the other and mark out the centre of the grave, using the foundation slab as the template. **Lose 1 point if the string line is not used correctly.**



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- 14 The candidate to remove the topsoil and turf placed into a barrow or onto a large plastic sheet to protect the grassed area. **Lose 1 point if soil is left on unprotected ground.**



- 15 Use of tamper to consolidate the earth – photo with candidate. Please ask the candidate to look at the camera.



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- 16 The candidate fixes the foundation flag. The assessor then stands on the foundation flag transferring weight to test the foundation flag is firm with no wobble. Once the assessor is satisfied the foundation is firmly seated, place the spirit level on the foundation and take an evidence photo.

Lose 1 point if the firmly seated foundation is not level or wobbles, before asking the candidate to refix the foundation level and firm.

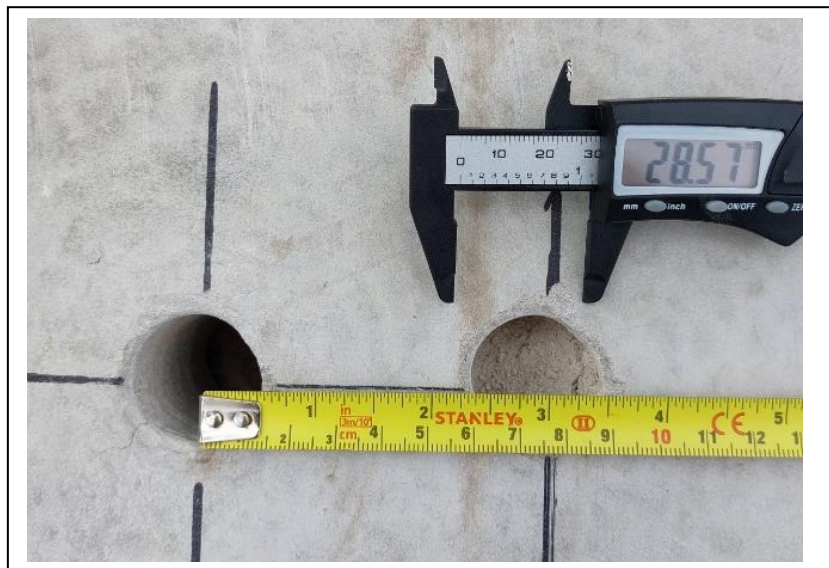


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- 17 **Skills Test:** Please ask the candidate to drill a hole on the foundation to the correct diameter for their ground anchor (30mm??) The centre of the hole is to be exactly 3" or 75mm directly in front of, or directly to the side of, the existing anchor hole.

If the hole is more than 5mm out, candidate loses 1 point and must repeat the test in a different spot (but still 3" from the centre of the original GA hole). **If the second hole is more than 2mm out then the candidate fails the assessment.** Once completed, the assessor is to measure for accuracy, and take an evidence photograph with a vernier gauge and tape measure.

Refer to the ground anchor instructions for the required hole size. Lose 1 point if the hole is up to 2mm bigger than the required maximum size. **Measurements over 2mm larger will result in the assessment being automatically failed.**



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- 18 The candidate drives the accredited ground anchor through the foundation – include the candidate in the photo. Please ask the candidate to pause and look at the camera.



- 19 The assessor to measure the centre of the memorial when the ground anchor has been hammered home, which should be exactly 4'0" away from the centres of both mock bases. If the measurement is more than 2" from 4'0" the candidate loses 1 point then must remove the ground anchor and reposition the foundation flag correctly. Note the original measurement in your feedback. On a second measurement, the candidate **immediately fails the assessment if the measurement is greater than 1" out.**



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- 20 The candidate cleans the foundation slab preparing it for the cement. Lose 1 point if the fixer does not wet the foundation.



- 21 The candidate mixes the cement to a creamy consistency. The assessor is to check the consistency is appropriate and also check the amount mixed. Lose 1 point if the mix is very wet or very dry. Lose 1 point if there is not enough cement mixed to complete the fix.



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- 22 The cement is applied to the pre wetted foundation, avoiding the anchor hole. Lose 1 point if there is NO cement behind the ground anchor hole. Lose 1 point if there are unnecessary container holes. Lose 1 point if any bolting holes are not filled with solid material or covered with tape. Lose 1 point if maximum contact area for the base is not covered.



- 23 The candidate and assistant lift the base onto the anchor, ideally damping the underside of the base to assist in the base and the cement bonding together, then checking for correct alignment and equal distancing on the foundation. Lose 1 point if the base is not aligned with the foundation.



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- 24 The candidate fully cements the dowel holes and dowels in the headstone. Lose 1 point if the headstone holes are insufficiently filled. Lose 1 point if the dowels protrude less than 2.5"



- 25 The candidate and assistant use safe lifting technique to lift the memorial onto wooden skids (tight to the dowel holes, leaving enough finger space) Lose 1 point if the ground anchor hole is not covered. Lose 1 point if cement does not cover the whole available contact area of the headstone – including the corners. Lose 1 point if only 1 skid is used. Lose 1 point if the skids are unnecessarily wide, reducing optimal cement coverage. Lose 1 point if the dowel holes are insufficiently filled.



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- 26 The candidate checks the headstone for equal distances side to side and parallel to the back of the base. Lose 1 point if the memorial is not checked for alignment.



- 27 The memorial should be upright using the spirit level – take an evidence photograph with the candidate in the photo clearly showing the bubble. Lose 1 point if the memorial is not upright.



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- 28 Ask the candidate to place the spirit level on the base side to side – take an evidence photograph clearly showing the bubble. Lose 1 point if the base is not level.



- 29 Fixer pointing the memorial before removing surplus cement. Please check cement is pushed into the joints. Lose 1 point if the fixer does not use a pointed trowel.



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- 30 The assessor can now ask the fixer to clean the memorial and landscape up to the foundation. Ask the fixer to let you know when he has finished. Once the memorial has been landscaped and dusted down, in other words completed – take an evidence photograph with the candidate in the photo. **Lose 1 point for poor landscaping or cleaning.**



Practical Assessment Finish Time: 11.07am

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The assessor to carry out a final check for alignment and equal distance of the base and headstone, noting any variance on the feedback form. **Please record on your feedback form that you did these final checks.**

The memorial is now to be taken down by the fixer and his assistant.

Assessor to observe the base being removed from the foundation and check if cement encroached onto the ground anchor: Candidate to lose 1 point if cement covered over 25% of the ground anchor.



Please take a photograph of the reinstated ground in case the cemetery has any questions at a later date. Please add this photo here:





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Section 3 - Assessor & Candidate Feedback with Professional Discussion

Assessor Feedback (please comment to justify your scores)

Section 1 Measurements 1 2 3 4 5 6 7 8 9 10

Comments:

Section 2 Fixing 1 2 3 4 5 6 7 8 9 10

Comments:

Observations (does not form part of the assessed portfolio):

Picture 12: Were safety cones or tape used to cordon off the work site?	Yes	No
Skills Test: Did the candidate wear Safety goggles and ear defenders when drilling?	Yes	No
Picture 18: Did the candidate wear safety goggles when driving in the ground anchor?	Yes	No
Pictures 21: Did the candidate wear appropriate gloves and a mask when mixing the cement?	Yes	No
Did the candidate move the string line to the side when not being used to remove a trip hazard?	Yes	No
Has Best Practice been discussed regarding these points?	Yes	No

Professional Discussion:

Comments:

I believe the Fixer is: Competent Not competent

This portfolio of evidence will be reviewed by the BRAMM IQA before a final assessment decision is given.

A copy of this form will be sent to the employer (for information only)

Assessor's signature:-



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Candidate Feedback

Mark out of 10 – with 10 as 100% fully agree, 5 partially agree, 1 don't agree

I found the whole process straightforward

1 2 3 4 5 6 7 8 9 10

Comments:

I fully understood the instructions of the assessor

1 2 3 4 5 6 7 8 9 10

Comments:

I did fully understand need for the measurement of sizes (Section1)

1 2 3 4 5 6 7 8 9 10

Comments:

I did fully understand why photographs were being taken (Section 2)

1 2 3 4 5 6 7 8 9 10

Comments:

I do fully understand why I am being asked for feedback (Section 3)

1 2 3 4 5 6 7 8 9 10

Comments:

Any Other Comments:

Candidate signature:-