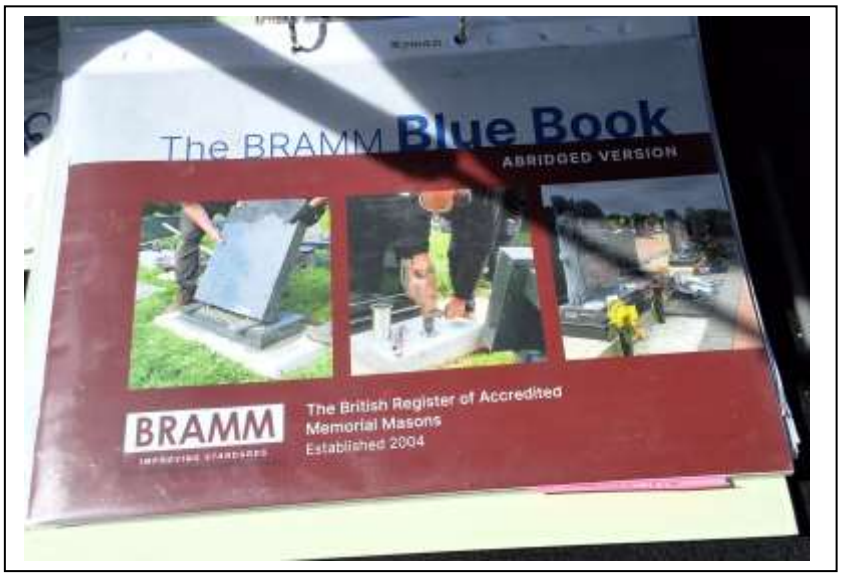
381 Preston Old Road, Blackburn BB2 5LL

The BFL Assessment Example Portfolio.

Section 1 - Measurements

These photos are taken BEFORE the practical assessment starts to identify any issues that may prevent the assessment from going ahead. Any discrepancies will be recorded. If 5 or more points are deducted in this section, the assessment will be a fail.

1 Assessor will 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 Assessor will ask for sight of the correct ground anchor instructions for your chosen, APPROVED ground anchor. Lose 1 point if this is not available or they are the wrong instructions for the ground anchor being used.

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

4 Assessor will measure the dimensions of the foundation slab to check it is the correct overall size and not a trough foundation. Lose 1 point if the base of the foundation is less than 36” wide . Lose 1 point if the foundation is less than 3” deep. Lose 1 point if the base of the foundation is less than 18” front to back.

5 Assessor will 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 less than 6". Lose 1 point if the dowels are too thin (less than 15.5mm diameter).

6 A vernier gauge will be used to check the diameter of both of the headstone holes: **20mm MAXIMUM** as per BS 8415. Lose 1 point if the holes are greater than 20.5mm but less than 22mm. **Measurements 22mm and over will result in the assessment being automatically failed**.

7 Assessor will 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”** Lose 1 point if this is more than 3”.

8 A vernier gauge will be used to measure the diameter of both dowel holes in the base: **24mm MAXIMUM** as per BS 8415. Lose 1 point if the holes are greater than 24.5mm but less than 26mm. **Measurements 26mm and over will result in the assessment being automatically failed**.

9 A vernier gauge will be used to measure the diameter of the ground anchor hole in the base. Use the information from GA manufacturer's instructions for the maximum size. Lose 1 point if hole is 0.5mm to 2mm bigger than the maximum. **Measurements 2.01mm or more over the maximum will result in the assessment being automatically failed**.

10 A vernier gauge will be used to measure the diameter of the ground anchor hole in the foundation flag. Use the information from GA manufacturer's instructions for the maximum size. Lose 1 point if the hole is 0.5mm to 2mm bigger than the maximum. Lose 2 points if the hole is more than 2.01mm bigger than the maximum.

Section 2 – Fixing

If 5 or more points are deducted in this section, the assessment will be a fail.

11 The candidate is asked 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)

Practical Assessment Start Time: 10.05am

Your assessor will let you know when the timed assessment is about to begin.

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.

No marks are lost for Health and Safety issues, which are the responsibility of the Employer.

12 Candidate may wish to place any warning notices, cones or similar method to define their work area.

Best practice will be mentioned in Feedback.

13 The candidate is 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. Lose 1 point if the foundation is not lined up correctly with mock bases.

14 The candidate to remove the topsoil and place the turf 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 Candidate to use a tamper to consolidate the earth. This is an ID verification picture. Candidate will be asked to pause for a moment to look at the camera.

16 The candidate fixes the foundation flag so it is proud of ground level. The assessor then stands on the foundation flag transferring weight side to side to test the foundation flag is firm with no wobble. Once the assessor is satisfied the foundation is firmly seated, the candidate will place a spirit level on the foundation and the assessor will take an evidence photo.

Lose 1 point if the foundation wobbles when tested by the assessor, who will then ask the candidate to refix the foundation level and firm. Lose 1 point if the foundation is still not level. Lose 1 point if the foundation is seated at, or below, ground level.

17 **Skills Test:** The candidate is to drill a hole on the foundation to the correct diameter for their ground anchor. Please refer to the manufacturer's instructions. The centre of the hole is to be exactly 3" / 75mm directly in front of, or directly to the side of, the existing anchor hole.

If the hole is more than 5mm out of alignment, 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.**

Lose 1 point if the hole is 0.5 to 2mm bigger than the required maximum size, as per the ground anchor manufacturer instructions. **Measurements over 2mm larger will result in the assessment being automatically failed**.

Once completed, the assessor will measure for accuracy, and take an evidence photograph with a vernier gauge and tape measure.

18 Candidate drives the accredited ground anchor through the foundation. This is an ID verification picture. Candidate will be asked to pause for a moment to look at the camera.

19 The assessor will measure the position 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. The original measurement will be recorded in your feedback. On a second measurement, the candidate **immediately fails the assessment if the measurement is greater than 1" out.**

20 The candidate cleans the foundation slab preparing it for the cement. Lose 1 point if the fixer does not wet the foundation as necessary. Lose 1 point if excess water is not removed from a saturated foundation.

21 The candidate mixes the cement to a smooth, creamy consistency. The assessor will check the consistency and check the amount mixed is appropriate. 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 and a second batch of cement needs to be made up.

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.

Note - Fixing the base to the foundation – what the assessment requires and what BRAMM recommends

In the assessment the base is set on the foundation on a full, even bed of cement paste and an accredited ground anchor is fitted. The base is **not** dowelled or locked down to the foundation, and no points are deducted for that.

In everyday work, however, BRAMM recommends as **best practice** that the base is also fixed to the foundation: with an approved mechanical lockdown system, or with stainless steel dowels where the memorial will not need to be removed later. The ground anchor is a **safety device, not a structural component**: it stops the memorial toppling, but it does not hold the base to the foundation. Safety inspections most often fail memorials at the base to foundation joint, and a dowelled or locked-down base keeps the memorial structurally sound for the long term. See the Abridged BRAMM Blue Book 2026, “Ground anchors for memorials over 625mm”.

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 check for correct alignment and equal distancing on the foundation. Lose 1 point if the base is not checked for alignment with the foundation.

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 over 2" wide when lay flat, reducing optimal cement coverage. Lose 1 point if the dowel holes are insufficiently filled.

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 and checked by the candidate using the spirit level. This is an ID verification picture. Your assessor will take an evidence photograph with the candidate in the photo. Lose 1 point if the memorial is not upright.

28 The assessor will place a spirit level on the base side to side to check the memorial is level then take an evidence photograph clearly showing the bubble. Lose 1 point if the base is not level.

29 Fixer to point 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. Lose 1 point if there are gaps in the pointing.

30 The assessor will now ask the fixer to clean the memorial and landscape up to the foundation. Once the memorial has been landscaped and dusted down, in other words completed, the candidate is to say he has finished and the assessor will take an evidence photograph with the candidate in the photo. Lose 1 point for poor landscaping or cleaning.

Practical Assessment Finish Time: 11.03am

The assessor will carry out a final check for alignment and equal distance of the base and headstone, noting any variance on the feedback form.

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

31. Assessor will 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.

32. Assessor will take a photograph of the reinstated ground in case the cemetery has any questions at a later date.:

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Section 3 - Feedback with Professional Discussion

Assessor Feedback

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

Candidates start with full marks (10) and points are deducted for each item identified as not compliant with assessment requirements. Each point deducted for evidence pictures 1 to 10 will be explained in this section.

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

Each point deducted for evidence pictures 11 to 31 will be explained in this section.

If the final score in either section is a 5 or less, the candidate will fail the assessment.

Please note that the assessor may identify other issues not already recorded in the portfolio. Any 'new' issues are recorded for review (points lost at the discretion of the IQA) and may be added to the criteria for future assessments.

Observations by the assessor. These do not form part of the assessed portfolio nor influence the assessment decision:

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:

Your assessor will chat with you following the practical assessment to explain where he has identified issues, where points have been lost and where skills were commendable. Details of that discussion will be recorded here.

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

Please 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:- …….