

# Preparation Room Acceptable Standards for Assessors of the SAIF QA Assessments Program

## October 2023



Following the introduction of the most up to date QA Assessment criteria, many assessors and members are finding it challenging to determine the standard of quality required in the area where the deceased person is cared for and prepared and this seems to be where most failings occur.

Here are some bullet point observations to look for when assessing a member's preparation area.

1. Are the walls protected and wipeable? Yes = Fully Compliant
2. Is the flooring able to withstand spillage and able to be washed thoroughly and not broken or cracked allowing for unhealthy conditions to occur? Yes = Fully Compliant
3. Is the area secure and safe from intrusion or accidental access by members of the public?  
Yes=Fully compliant
4. Does equipment seem clean and in good working order; is there a record of maintenance? Yes – Fully Compliant
5. Does the member have facilities in place to track and record the deceased journey within the prep area, (E.g. Mortuary Register, Electronic Funeral Software, Wrist Tags, Deceased Passport) ? Yes = Fully Compliant
6. Are there clinical waste bins, sharps boxes present, along with relevant contract in place with registered waste handling company? Yes = Fully Compliant
7. Are chemicals safely stored away in lockable cabinets? Yes = Fully Compliant
8. Is there suitable drainage within the area with hot and cold running water and sluice facilities?  
Yes = Fully compliant
9. Are Health and Safety Policies present and clear instruction of how they should be used (E.g. Cleaning Policies, First Aid procedures, COSH Record Sheet for Chemicals) Yes = Fully Compliant
10. Are eyewash stations and First Aid Kits present and in date? Yes = Fully Compliant
11. If embalming is carried out, is equipment clean and regularly maintained and records present for inspection? Yes = Fully Compliant
12. If embalming is carried out, is there sufficient ventilation and understanding of the need for ventilation known by member? Yes = Fully Compliant.

13. Are the people within the member's care properly identified by use of tags and other procedures such as Funeral Management Software, Mortuary Register, White Boards? Yes = Fully Compliant
14. Is the refrigeration clean, suitable for use and well maintained? Yes = Fully Compliant
15. Are procedures in place and the knowledge apparent of how a deceased is prepared? If possible, the assessor should ask to see a prepared deceased to determine good practice.
16. Has the preparation area got any other use? A preparation area should only be used for the purpose of preparing and caring for the person in the member's care. A preparation area or mortuary should not be used for any other purpose, (for example making tea and coffee, toilet facilities, preparation of food.) If this is a yes, the member must be advised that this is not appropriate and this will determine an immediate non-compliance on assessment.
17. Examples of extreme good standards and extreme poor standards:

Good standard of preparation area



Poor standard of preparation area



Not all members will be able to provide an embalming theatre or room preparation area

and some may only have a very small space which holds both refrigeration and preparation in one room.

It is down to the Assessor to make an informed decision based on the guidelines provided by the QA criteria on whether a member is fully, partially or non-compliant, but it is of the utmost importance that the standards are high and future-proof with the dawn of legislation for the profession looming.

The future could be costly for our members with serious changes to practices and infrastructure to their Funeral Homes and especially the preparation and mortuary facilities, but the seriousness of complying has never been more of a requirement and as an organisation SAIF must be able to stand up to scrutiny and maintain the standards it sets out and is accredited to deliver by ISO09001.