



FIX AND SECURE MEMORIALS ASSESSMENT DAY



Depending on the type of memorial some of the advice below may not be completely relevant to your particular assessment. However, the assessor will contact you in advance of the assessment to answer any concerns and to clarify the following details.

- The type and size of the memorial being fixed.
- The fixing method being used for the assessment.
- If it is a live fixing the relevant cemetery procedure must be followed, an approved fixing permit must be in place and produced for the assessor.

Note; If fixing a lawn memorial, the minimum component sizes permitted for the assessment are as follows, memorial plate 27" x 3" on a base 24" x 12" x 3" set on a reinforced precast foundation in accordance with the current NAMM Code of Working Practice.

If fixing a live memorial to a foundation provided by the council the candidate will still need to satisfactorily demonstrate the instillation and levelling of a precast foundation and ground anchor tube. If fixing a monolith memorial into a precast shoe foundation for the assessment the minimum height from ground level to apex of the memorial must be no less than 30" however the candidate will still need to satisfactorily demonstrate the instillation and levelling of a precast foundation suitable for a lawn memorial and fitting ground anchor tube.

A meeting point will be arranged with the assessor.

Once you have made yourself known to the assessor you should wait by your vehicle until he is ready.

Installing a memorial is ideally a two-man operation with the person being assessed taking the lead role, the assistant should stand aside and must not take a lead role or answer when the assessor asks questions to the person being assessed.

The City & Guilds Assured assessment sheets have individual tasks that must be completed. Do not rush and try to complete each task at your normal speed. You may break at any time if you feel stressed, just inform the assessor of your wish to do so. The assessor may ask questions at these break points and may set a time limit for certain sections of the work; however, the time set will be more than enough for a competent fixer to complete the task.

The assessor will inspect the memorial whilst on the vehicle to see that it is safely loaded and nothing on the vehicle could be damaged in transit. **Open backed vehicles must have a secure tarpaulin or net fully covering the exposed load. This is a lawful requirement, the assessment cannot continue and the candidate will fail the assessment if this regulation has not been complied with.**

For a live fixing you will show the assessor the permit for the work and the plot where you are going to fix the memorial. If you are not using a purchased memorial for the assessment, it must be confirmed that you have the landowner's permission.

You will make a risk assessment of the area with the Assessor.

The Assessor will ask you to prepare the site and set the foundation. The assessor will check the foundation for correct alignment and level. If you are using a Ground Anchor you will be asked for the appropriate instructions from the manufacturer.

Use a line to place the foundation, cut the turf and dig out the soil. You will need to contain the soil removed from the hole and not damage the surrounding area. The foundation must be firm and level. The ground should be consolidated; sharp sand is ideal for finer levelling of the foundation.

PTO

You will be asked to accurately mark and drill a hole suitable for a dowel or ground anchor. If not wishing to drill the foundation bring a spare piece of concrete of the same thickness as the foundation for your drilling demonstration, this is the easiest option. A generator and 110v drill are needed to demonstrate drilling skills. (A portable battery drill is acceptable if man enough for the job)

The memorial can now be maneuvered to site and made ready for fixing.

The assessor will check that the cement is in date. Mix cement and prepare areas to be bedded and fix the base in place, ensuring the margins on the foundation are equal. When using a ground anchor do not put cement right up to the anchor in the foundation as this may hinder future removal and put sticky tape over the anchor hole in the top of the base to prevent the cement entering when later fixing the plate. Bring water, mixing trowels and a container for mixing.

If you are using the bolted system assembly using the correct torque settings and fixing method. You will still need to demonstrate the ability to mix cement to the correct consistency.

Mix cement well to a thick creamy consistency, bed the base on cement working it into position to remove excess cement and eliminate any voids in the joint. Fill the dowel holes with cement and place the correct sized dowels in the headstone plate and cement the joint. Position the memorial plate on the base ideally using wooden battens to protect the stone. Remove battens and tap the headstone to remove any air from the joint. Check the final position for level and the string line to determine the final position of the headstone. Check the memorial plate is upright.

Clean off the memorial, the assessor will inspect the finished job for level and alignment.

For cleaning you will need a sponge and cloth if the memorial is polished.

If using a test piece, dismantle the parts and securely clean and pack away, replace the turf and tidy up the tools etc.

The correct Personal Protective Equipment. (PPE) must be available and used.

- Protective Boots
- Ear Defenders if the drill or generator is noisy.
- Goggles (Drilling and knocking in ground anchor)
- Gloves, waterproof and high grip if necessary (mixing cement and washing down)
- Dust mask (mixing cement)
- Hi Viz vest.

On completion of the practical assessment the candidate will be required to undertake a multiple choice questionnaire which has a minimum pass mark. The questionnaire is based on the basic understanding of procedures required to fix memorials in accordance with the NAMM Code of Working Practice. The NAMM Code of Practice can be freely viewed and downloaded from the NAMM website, and we advise candidates take time to study the NAMM Code before taking the final assessment.

On completion of the assessment the Assessor will go over all paperwork and provide verbal and written feedback as necessary and inform the candidate of success or failure providing valid reasons for the result.

If the candidate fails the assessment and wishes to appeal the assessor will log the complaint and provide information regarding the appeals procedure. The appeals procedure is also provided in the candidate application pack. Good Luck.

Good Luck.