

SAFETY INSPECTION & ASSESSMENT OF MEMORIALS (SIAM)

Assessment Preparation

Candidate Information

The following notes are to ensure that all candidates undertaking the above assessment are fully prepared on the day of their assessment.

Candidates are requested to bring their own copy of these notes with them on the day of assessment as confirmation of safe receipt.

Candidates who successfully pass the formal assessment procedure for the NAMM Safety Inspection and Assessment of Memorials will be awarded the NAMM City & Guilds Assured certificate for that procedure.

Being entrusted to evaluate potential hazards presented by memorials of all shapes and sizes and their surrounding environment is a serious responsibility. Competent assessment requires appropriate knowledge, correct application of procedures and appropriate methods of data recording.

During the initial NAMM SIAM training course, all candidates are provided with a SIAM Manual which sets out the basic principles of Memorial Inspection and Assessment procedures. The manual also provides links to easily accessible associated on-line documents as an aid to further study and help provide a wider grounding of the subject.

Candidates are encouraged to allow enough time between attending the initial course and undertaking the formal assessment to study and practice the methodology and practical application of memorial assessment as demonstrated on the initial training day and presented in the course literature such as; the appropriate and correct application of a hand test, familiarisation in using the selected angle finder, recognition of various types of materials, observation and awareness of potential hazards, and accurately recording the findings.

On the day of assessment each candidate will be required to provide their own equipment such as: clip board, angle measuring device, tape measure, SIAM report forms (*the assessor will have spare generic assessment forms available*) pen/pencil. A small hand brush may be considered an additional asset to clean and inspect joints.

Appropriate Personal Protective Equipment (PPE) **must** be worn during the practical Assessment.

The SIAM course manual is designed to accompany the initial theory and practical training course and a learning aid to study in preparation for the final assessment. The manual also contains links and references to other useful documents that can be accessed on line.

Although in the real world it is possible to look up in a book or go on line to check an 'up to date' reference, during the written part of the assessment the Assessor must be satisfied that the candidate is competent and retains the necessary knowledge to carry out the required SIAM procedures without referring to the course manual.

The Basic Procedure for the Assessment will be as follows:

Part 1 Practical Safety Inspection & Assessment of a minimum of 3 separate memorials chosen by the Assessor. (*Typically, 1 Lawn Type, 1 Full grave, 1 Large*)

Part 2 Recognition of different types of memorials, their materials, finishes and general memorial terminology as requested by the Assessor.

Part 3 Candidate sits the SIAM theory Paper (*Answer 24 questions - usually around 1 hour allotted. Pass Mark = 80% = 20/24*)

THE PROCESS Parts 1 & 2

The Assessor will first carry out a formal risk assessment with the candidates using a copy of the official City & Guilds SSRA Form and ensure all candidates sign it.

The Assessor will ensure each candidate has appropriate PPE and the required tools and materials for the procedure along with four SIAM Report forms clipped to their own clipboards.

If numbers permit it may be possible to split the group into pairs enabling one Inspector and one form filler in each pairing, however in order to ensure no advantage is gained the form filler must have first completed the practical part of the test and provide no guidance for the inspector. If assessing only one candidate at a time then the assessor can take the role of form filler, or the candidate can fill out their own assessment form.

The Assessor will explain that the candidates will be required to carry out three separate inspection and assessment procedures on three memorials selected by the Assessor, (The fourth form is for taking notes)

The Assessor will continually monitor the candidate and be on hand to offer help and guidance but not to provide instructions on how to undertake a procedure or to provide answers. The Assessor will always attempt to put the candidate at ease, confirmation of appropriate knowledge can often be revealed through relaxed conversation and observation during every stage of the assessment. Written exams can be a stressful situation for some therefore any additional information accrued through conversation or questions made during the initial introduction or practical test can be helpful to confirm that the required knowledge is present, and this may be noted and taken into consideration at the final assessment stage.

The Assessor will ask candidates to recognise different types of materials, styles of memorials, finishes, and will assess their grasp of overall memorial terminology.

The Assessor will collect the completed SIAM Report Forms and review them in real time to get a feel of the candidate's overall knowledge, understanding and grasp of what has been taught during the SIAM training Course and their subsequent study and practice of required procedures.

The Assessor is free to ask the candidate any questions if necessary to clarify specific points.

THE PROCESS Part 3

Return to the Classroom to sit the SIAM Theory Papers. Time allotted = 1hr. (Answer 24 questions - Pass Mark = 80% = 20/24)

Appeals Procedure

Appeals to decisions regarding the terminating of training or failing final assessment will be acknowledged within 7 days of initial receipt in writing and sent to *Training at NAMM, 1 Castle Mews, Rugby, CV21 2XL*. In the first instance appeals will be handled by the Centre IQA.

If the appeal is concerning a previous complaint handled by the IQA it will be considered by a separate appeals committee of qualified NAMM Assessors who have had no input regarding the original compliant.

If further information should be requested by the IQA or Complaints Committee this will be actioned within 21 days receiving the original complaint. A full copy of the Policy for the *‘Managing and Support of Candidates’* is supplied with the induction pack and is also available on the NAMM website.

NOTE: Safe and appropriate application of SIAM procedures requires continual adherence and observance to the basic SIAM principles and once certified as competent experience and confidence will be gained through continual and conscientious application of SIAM procedures.

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