



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **SIFBCR011A Cremate coffins and caskets**

**Revision Number: 1**

## **SIFBCR011A Cremate coffins and caskets**

### **Modification History**

Not applicable.

### **Unit Descriptor**

**Unit descriptor** This unit describes the performance outcomes, skills and knowledge required to operate a cremator correctly and cremate coffins and caskets.

### **Application of the Unit**

**Application of the unit** This unit applies to crematorium staff and involves working with relative autonomy under the direction of a manager or supervisor according to workplace policies and procedures.

### **Licensing/Regulatory Information**

Not applicable.

### **Pre-Requisites**

**Prerequisite units** Nil

## Employability Skills Information

**Employability skills** This unit contains employability skills.

## Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency. Performance criteria describe the required performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.

## Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Prepare to cremate	<p>1.1 Identify <i>work requirements</i> according to <i>workplace policies and procedures</i>.</p> <p>1.2 Identify and use <i>personal protective equipment</i> according to workplace policies and procedures, and <i>relevant legislation</i>.</p> <p>1.3 Conduct pre-operational checks to identify defects or damage according to workplace policies and procedures.</p> <p>1.4 Report defects or damage to <i>appropriate personnel</i>.</p> <p>1.5 Start up cremator according to manufacturer guidelines, workplace policies and procedures, and relevant legislation.</p> <p>1.6 Stabilise cremator according to manufacturer guidelines, and workplace policies and procedures.</p>
2 Cremate coffins and caskets.	<p>2.1 Transfer coffin or casket onto trolley according to workplace policies and procedures, and relevant legislation.</p> <p>2.2 Check <i>relevant documentation</i> for accuracy.</p>

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
	2.3 Remove, store or dispose of nameplate according to workplace policies and procedures.
	2.4 Transfer coffin or casket from trolley and place correctly onto charger according to workplace policies and procedures.
	2.5 Place coffin or casket into the cremation chamber according to workplace policies and procedures, and relevant legislation.
	2.6 Select cremation cycle and run according to manufacturer instructions.
3 Monitor cremator.	3.1 Maintain cremator at optimum operating condition according to workplace policies and procedures and manufacturer instructions.
	3.2 Identify critical equipment and processes and monitor cremator performance.
	3.3 Tune cremator according to manufacturer instructions or report faults to appropriate personnel.
	3.4 Identify issues likely to impact on cremator performance and take <b>corrective action</b> according to workplace policies and procedures.
4 Complete cremations.	4.1 Inspect deceased person's remains at conclusion of cremation cycle and take corrective action.
	4.2 Clean primary hearth after deceased person's remains are fully cremated according to workplace policies and procedures.
	4.3 Place cremated remains in cooling tray.
	4.4 Store cleaning equipment according to workplace policies and procedures.
	4.5 Process, package, label and shelve cremated remains according to relevant legislation and workplace policies and procedures.
	4.6 Record and document shelving details according to workplace policies and procedures.

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
5 Shut down cremator.	<p>5.1 Identify and apply <i>shutdown procedures</i> according to manufacturer instructions and workplace policies and procedures.</p> <p>5.2 Reset trips and alarm after shutdown.</p>
6 Maintain cremator.	<p>6.1 Inspect cremator according to manufacturer instructions and workplace policies and procedures.</p> <p>6.2 Follow <i>operational maintenance procedures</i> for cremator according to manufacturer guidelines and workplace policies and procedures.</p> <p>6.3 Report and document maintenance work according to workplace policies and procedures.</p>

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

#### Required skills

- safe operation of cremation equipment
- communication skills, including clear and direct communication and active listening and questioning techniques to identify and confirm work requirements and report faults or defects
- literacy and numeracy skills to identify and interpret work requirements, follow manufacturer instructions and complete cremation documentation, including labelling of cremated remains
- organisational and self-management skills to complete required tasks according to client requirements and workplace policies and procedures.

#### Required knowledge

- crematorium procedures
- broad working knowledge of relevant federal, state or territory, and local government legislation and regulations relating to OHS, conduct of cremations and completion of required documentation
- workplace policies and procedures regarding cremation
- operating and maintenance requirements of relevant tools and equipment
- professional funeral services industry parameters in dealing with the deceased and the bereaved.

## Evidence Guide

### EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

#### **Critical aspects for assessment and evidence required to demonstrate competency in this unit**

Evidence of the following is essential:

- ability to start up, stabilise, operate, monitor and shut down cremator correctly according to manufacturer instructions, workplace policies and procedures
- correct interpretation, processing and completion of documentation to ensure accurate records are

## EVIDENCE GUIDE

- maintained for processing and storage of remains
- accurate and sensitive processing of cremated remains according to regulatory requirements and workplace policies and procedures
- use of safe manual handling techniques
- cremating coffins and caskets on multiple occasions to ensure consistency of performance and ability to respond to different situations.

### Context of and specific resources for assessment

Assessment must ensure:

- demonstration of skills within a facility where human remains are cremated
- access to human remains requiring cremation
- access to personal protective equipment.

### Methods of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- observation of candidate cremating human remains, completing cremations, shutting down cremators and maintaining cremators
- written or verbal questioning to assess knowledge and understanding of relevant workplace policies and procedures, and relevant legislation with regard to performing cremations
- review of workplace documents completed by candidate
- review of portfolios of evidence and third-party workplace reports of on-the-job performance by the candidate.

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- SIFBCR015A Memorialise cremated remains.

Employability skills embedded in this unit should be assessed holistically with other relevant units that make up the skill set or qualification and in the context of the job role.

## Range Statement

### RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

***Work requirements*** may include:

- time of cremation
- location of cremation
- transport requirements
- client requirements
- required staff.

***Workplace policies and procedures*** may include:

- standard operating policies and procedures
- standards and certification requirements
- quality assurance procedures
- OHS procedures
- emergency procedures, including fire and accident procedures
- security procedures
- procedures for handling contaminated or not completely cremated remains
- shutdown procedures
- maintenance procedures.

***Personal protective equipment*** may include:

- aprons
- overalls
- lab coat
- Kevlar gloves
- dust masks
- face shields
- leather sleeves.



## RANGE STATEMENT

*Relevant legislation* and regulations may include:

- OHS
- workers' compensation legislation and regulations
- cemetery Acts and by-laws
- Crematorium Acts
- Lands Act
- Births, Deaths and Marriages Registration
- Coroner's Act
- Public Health Act
- Environment Protection Act
- Worksafe Australia certification and standards.

*Appropriate personnel* may include:

- manager
- supervisor.

*Relevant documentation* may include:

- standard operating procedures
- schedule running sheets
- placement details
- order for cremation.

*Corrective action* may include:

- extension of cremation cycle time
- fault reporting.

*Shutdown procedures* may include:

- shutdown to standby condition
- full shutdown
- emergency shutdown.

*Operational maintenance procedures* may include:

- routine maintenance
- major service and maintenance.

## Unit Sector(s)

**Sector**

Funeral Services

## **Competency field**

**Competency field**

Burials and Cremations