



Australian Government

SIFFFNL003 Transfer coffins and caskets

Release: 1

SIFFNL003 Transfer coffins and caskets

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to move and transfer coffins and caskets from one location to another. It applies to funeral home staff working as part of a team and may direct or supervise others according to work health and safety, relevant legislation and workplace policies and procedures.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Competency Field

Funeral Operations

Unit Sector

Funeral Directing

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Prepare to transfer coffin or casket.	1.1 Interpret and complete documentation to transfer coffin or casket. 1.2 Liaise with manager to identify transfer time and any social, religious or cultural requirements. 1.3 Locate and prepare appropriately equipped transfer vehicle. 1.4 Locate and prepare appropriate transfer equipment. 1.5 Identify and use personal protective equipment.
2. Complete transfer.	2.1 Determine most appropriate method of moving coffin or casket. 2.2 Move coffin or casket using appropriate manual handling techniques and transfer it to trolley or other appropriate apparatus. 2.3 Transfer coffin or casket to and from appropriate vehicle.

- 3. Reinstate transfer vehicle and equipment.
 - 3.1 Clean transfer vehicle and equipment according to manufacturer instructions.
 - 3.2 Return transfer vehicle and equipment to correct location.

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

SIFBCR002A Transfer coffins and caskets.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c2c3131e-4418-4aa3-8ff1-a855c95f7fd6>

Assessment Requirements for SIFFNL003 Transfer coffins and caskets

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to:

- interpret and complete transfer documentation in accordance with regulatory requirements
- select and prepare transfer vehicles and relevant equipment
- transfer coffins or caskets safely and efficiently

Evidence of performance on two or more occasions is required to demonstrate consistency of performance and ability to respond to different situations.

Knowledge Evidence

Demonstrated knowledge of:

- documentation required in relation to transferring coffins and casket, including:
 - Death Certificate or Certificate of Life Extinct
 - coroner's warrant
 - medical report
 - transfer instructions
 - waterproof identification tag
 - coffin or casket nameplate
 - list of personal property of the deceased
 - receipts for jewellery and other valuables
 - mortuary occupancy register
- transfer requirements for coffins and caskets, including:
 - between place of death and funeral home
 - within a funeral home
 - between funeral home branches
 - between funeral home and location of funeral, burial or cremation
 - from one funeral, burial or cremation location to another
- transfer equipment including lifting aids, trolleys and stretchers and personal protective equipment
- social, cultural and religious differences in relation to transfer of coffins and caskets
- workplace policies and procedures applicable to transfer of coffins and caskets, including appropriate dress standards in line with workplace policy

- federal, state or territory, and local government legislation and regulations relating to work health and safety/occupational health and safety and the transfer of coffins and caskets
- operating and maintenance requirements of vehicles and equipment
- professional funeral services industry parameters for dealing with the deceased and the bereaved.

Assessment Conditions

Skills must be demonstrated in the workplace or in a simulated environment that is as industry realistic as possible. In a simulated environment, it is essential that assessment is conducted:

- using suitable facilities, equipment and resources, including:
 - a funeral home, cemetery or crematoria
 - coffins and casket containing deceased bodies, transfer equipment and funeral transfer vehicle
 - documentation for a range of transfer requirements
- under industry conditions where there is:
 - integration of tasks with possible interruptions to work typical of the job role
 - speed and timing requirements that reflect commercial operating conditions
 - interaction with relevant personnel

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

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