



Australian Government

SIFFFNL007 Arrange international repatriations

Release: 1

SIFFNL007 Arrange international repatriations

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to arrange and oversee the body preparation and transport arrangements required to transfer deceased persons from overseas to Australia or from Australia to overseas. It applies to funeral home staff whose responsibilities include the transportation of the deceased and involves working autonomously with a high level of responsibility and coordinating and supervising the work of others. It involves ensuring that all work is carried out 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. Coordinate repatriation of deceased persons to Australia.	1.1 Confirm and document full consignee details. 1.2 Liaise with consignee to confirm requirements of consignee and Australian regulatory authorities. 1.3 Confirm date and cause of death where possible and arrange for health authority certification related to communicable diseases. 1.4 Liaise with Australian Quarantine and Inspection Service (AQIS) or appropriate body to gain approval for repatriation prior to departure of the body from its originating location. 1.5 Arrange for appropriately endorsed death and embalming certificates, with English translations as necessary, to

- accompany human remains.
- 1.6 Liaise with consignee to identify and confirm full flight details.
 - 1.7 Determine and confirm transfer arrangements of human remains.
2. Arrange preparation of deceased persons for international repatriation.
 - 2.1 Identify correct human remains to be transported and ensure corroboration against body labels or mortuary records.
 - 2.2 Acquire and confirm required documentation of death according to relevant legislation and carrier requirements.
 - 2.3 Liaise with family of deceased to explain and confirm transfer procedures and requirements.
 - 2.4 Liaise with funeral directing staff at repatriation location to confirm transfer procedures and requirements.
 - 2.5 Arrange full or partial embalming of non-cremated remains as required.
 - 2.6 Determine and arrange preparation requirements of human remains for transport according to relevant legislation, regulations and industry guidelines.
 3. Make transport arrangements for international repatriations.
 - 3.1 Identify and document transfer location and consignee and transit director details.
 - 3.2 Identify and liaise with carrier to make transfer arrangements.
 - 3.3 Notify consignee and transit director of transfer arrangements.
 - 3.4 Organise and complete required documentation.
 - 3.5 Arrange for required documentation to be forwarded to relevant agencies.
 - 3.6 Arrange for transfer of shipping container to carrier at correct time.
 - 3.7 Review arrangements and documentation prior to departure.

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

SIFFFNL006A Arrange international repatriations.

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 SIFFFNL007 Arrange international repatriations

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to:

- assess, confirm and coordinate the body preparations and international transport of human remains and accurately complete and process documentation as required by country of transfer
- communicate with family, funeral personnel and transport carriers to ensure that repatriation of human remains is conducted safely, efficiently and sensitively.

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:

- federal, state or territory, and local government legislation and regulations relating to international repatriation of human remains
- industry guidelines for body preparation, sealing of human remains and shipping containers
- carrier options and requirements for air, rail, motor vehicle and ship, including:
 - separate consignment
 - packaging requirements for cremated remains
 - packaging requirements for embalmed and non-embalmed remains
 - signed declarations
 - quarantine declarations
 - refrigeration requirements
 - timeframes for receipt of remains
- body preparation requirements, including:
 - urn and outer packaging for cremated remains
 - packaging materials and methods for embalmed and non-embalmed remains
 - transfer shells
 - labelling
- documentation requirement for transport, including:
 - certified copy of Death Certificate

- locally issued burial or transit permit
- embalmer's affidavit
- shipper's declaration for dangerous goods
- non-contagious disease declaration
- full flight itinerary
- Australian passport
- next of kin information
- receipts for jewellery and other valuables
- list of personal property of the deceased person
- sources of information on legislative and operational requirements for international repatriation of human remains
- international electronic communication procedures
- workplace policies and procedures and industry guidelines
- funeral services industry protocols 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:
 - computers, communication technology and software programs to coordinate repatriations
 - documentation, including transport documentation and schedules
- 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 family and transport carriers relevant personnel

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

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