



Renfrewshire Council Registration Scheme for Memorial Masons

Ensuring a uniform standard of workmanship and working practices throughout Renfrewshire cemeteries and churchyards.

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www.renfrewshire.gov.uk



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1.0 Introduction

The Registration Scheme for Memorial Masons establishes a uniform standard of workmanship and working practices throughout all of Renfrewshire Council's ("the Council's") cemeteries and churchyards. The Scheme sets out the standards required for the installation, repair and maintenance of memorials, both new and existing. It ensures that the Council's health and safety and administrative requirements are met with a view to producing a common approach at every cemetery or churchyard under the Council's management. The Scheme standards reflect the best practice of the industry to be applied by all registered participants. ("Scheme Members")

Within this Scheme:

A memorial is a reference to all forms of headstone or grave marker, of any size or type.

Anyone undertaking work for the Scheme Member in the Council's cemeteries or churchyards must comply with the Scheme. This includes any person working for them directly or as a sub-contractor (or in any other capacity).

2.0 Aims

Renfrewshire Council carries out a rolling programme of memorial safety inspections across all of the Council's cemeteries and Churchyards. The Scheme supports this initiative by ensuring that Scheme Members working within the Council's cemeteries and churchyards operate to the highest standards of workmanship and competence. The Scheme promotes a partnership, encouraging formal and informal communication, long term working relationships, innovation and development initiatives between all Scheme Members. The Council's ultimate objectives are to ensure that the Council's cemeteries and churchyards are safe environments for working in or for visiting. All Scheme Members will be listed on Renfrewshire Council's website for ease of reference for customers.

3.0 Scope

Entry to the Scheme is available to any memorial mason who presently works, or intends to work within the Council's cemeteries and churchyards and meets the Scheme's eligibility requirements. Following implementation of the Scheme those memorial masons not registered under the Scheme will not be permitted to work within any cemetery or churchyard under the management of the Council. Once registered, Scheme Members must ensure that any work carried out by them or on their behalf is in full compliance with the Scheme and the Rules and Regulations set out in this document ("the Scheme Rules"), and that any person working for them directly or as a sub-contractor or in any other capacity complies with the same.

4.0 Administration of the Scheme

The Scheme will be administered on behalf of the Council by the Council's Bereavement and Burial Services (referenced herein as "Bereavement and Burial Services" or the "Scheme Administrator").

5.0 Requirements of the Scheme

All Scheme Members will be expected and obliged to adhere to the requirements set out in this Scheme. These are the minimum acceptable requirements of the Council and may be up-dated from time to time. Scheme Members are welcome to exceed these requirements and will be encouraged to propose suggestions or ideas, which they believe, will improve or enhance the Scheme. Any suggestions or ideas adopted by the Council will be applied equally to all registered participants(in accordance with condition 28, Modifications, below)

6.0 Annual Registration

Once admitted to the Scheme, Members will be required to renew their registration annually. The Council will issue a fresh Application Form to each Scheme Member which will require to be returned to the Council, submitted in accordance with the instructions given. A permit will be issued and must be displayed in vehicle windscreen/dashboard when in Council cemeteries and churchyards.

7.0 Insurance Requirements – General Risk

For the purposes of registration to the Scheme you are expected to be able to evidence a minimum of £5m public liability cover. Any Applicant not meeting this requirement will not be eligible for the Scheme. Applicants should note that it will be a condition of registration that the Applicant provides copies of their current insurance policies and receipts for the last premiums paid, if requested by the Council.

8.0 Certificate of Compliance

Scheme Members should be registered with RQMF (Register of Qualified Memorial Fixers) or be able to provide a current certificate of compliance, which certifies that all work carried out in relation to the installation of a memorial, complies with British Standard 8415 supported by the National Association of Memorial Masons (NAMM) Code of Working Practice and British Register of Accredited Memorial Masons (BRAMM) The Blue Book. Every Applicant must provide a sample copy of the certificate of compliance they use to the Scheme Administrator with their completed Application for Scheme Members. All certificates or register entries must be within the date of the Scheme Membership tenure.

9.0 Registration Scheme Compliance

Each applicant for Scheme Membership will be required to complete and sign the “Application Form and Declaration — Registration Scheme for Memorial Masons” in accordance with instructions given. By doing so, the applicant will be deemed to have agreed to comply with the following law and standards (including as subsequently be amended or reenacted):

Renfrewshire Council’s Cemetery Policy and Management Rules

NAMM Code of Working Practice (latest relevant edition)

BRAMM The Blue Book

The Health and Safety at Work etc. Act 1974

Control of Substances Hazardous to Health

British Standard 8415:2005

Other relevant British Standards

All other relevant statutory requirements

The terms of this Registration Scheme for Memorial Masons

10.0 Procedures for the Erection of Memorials, etc.

All procedures applied by the Scheme Member related to the erection of memorials, including (without limitation) the installation, renovation, repair or any work related thereto must fully comply with all of the Council's standard administration and operational procedures as detailed in the Scheme conditions.

11.0 Application to Erect, etc. a Memorial

11.1 Only Scheme Members can apply to undertake works in Section 10 (above). Applications must firstly be approved by Bereavement and Burial Services.

11.2 Applications relating to works under Section 10 must be submitted using the Council's relevant memorial application procedure. The memorial application form must be completed in full, failure to do so may result in the application being returned for completion or lead to delays in approval.

11.3 It is a requirement of Scheme Membership that memorial applications shall be submitted on the following basis:

Memorial height shall include the base.

Bases of 75mm or less shall be pinned in line with the procedures agreed by the Council and NAMM and BRAMM.

12.0 Erection, etc. of Memorials

12.1 Memorials must not be erected, renovated, or inscriptions added to a memorial unless this has been approved by the Council, and a permit for this has been issued by the Council. Where an existing foundation, which is fit for purpose, is to be used for the installation of a headstone, work can commence upon receipt of the Permit to Erect. Where a new or replacement foundation is required, Scheme Members shall give Bereavement Services notice of this on their application. The Memorial Mason must confirm they are satisfied with the foundation prior to erecting the headstone/memorial.

12.2 It is a requirement of Scheme Membership that the Memorial Mason and lair details require to be carved on the left hand side of the base of the headstone.

- 12.3 On completion of works, The Council shall sign off the application and return a copy to the Memorial Mason.
- 12.4 Following the erection, etc. of a memorial it should be noted that it will be subject to inspection at least every Five Years (5 years) by the Council to ensure Health and Safety requirements continue to be met.

13.0 Scheme Members Employing Sub-Contractors

Any person employed by a Scheme Member to work in the Council's cemeteries and churchyards ("sub-contractors") will be subject to all of the rules contained in this Scheme. The Scheme Member will be fully responsible for the supervision, administration and standards of workmanship of their approved sub-contractor. The use of sub-contractors will not relieve the Scheme Member from their responsibility for any liability, obligation, default, neglect or any act contrary to his obligations under the Scheme. If an additional vehicle permit is required this must be requested in the Application Form for Scheme membership.

14.0 Disciplinary Action

Breach of the Registration Rules or Specification will result in review of Membership and possible exclusion. This will be reviewed yearly upon submission of the renewal application.

15.0 Gross Misconduct

The Council will decide, at their discretion, what acts or omissions by Scheme Members constitute Gross Misconduct. The following list, though not exhaustive, will be considered as Gross Misconduct:

If a Scheme Member is found to have supplied information in connection with their Application which is inaccurate and /or false, or to have offered, promised or given a financial or other advantage to another person to induce to perform improperly or to reward a person for the improper performance of a relevant function or activity

Installation/erection/added inscription or renovation, etc. of a memorial not approved by the Scheme Administrator.

Refusal to rectify an error in the installation or erection, etc. of a memorial when instructed to do so by the Scheme Administrator or their appointee.

Abusive or aggressive behaviour to any Council staff or members of the public.

16.0 Exclusion from the Registration Scheme

Scheme Members may be excluded from the Scheme in the following circumstances:-

- If a Scheme Member is found guilty of Gross Misconduct

17.0 Re-registration on the Scheme following an Exclusion

Where a Memorial Mason is unhappy at a decision taken against them, they may appeal against the decision in writing addressed to the Council's Neighbourhood Services Manager. A hearing will then be arranged to reach a final decision.

All parties will act reasonably and proportionately.

18.0 Review

The Council may review the Rules and performance of this Registration Scheme at any time and may consult with Scheme Members. Following the conclusion of such a review any changes will take immediate effect.

19.0 Specifications

All works shall be carried out in accordance with the National Association of Monumental Masons (NAMM) Code of Working Practice (latest relevant edition), British Register of Accredited Memorial Masons (BRAMM) The Blue Book all relevant British Standards and any other conditions or code of practice within this Scheme. These can be downloaded from the following web sites:

www.namm.org.uk

www.bramm

or by contacting the:

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PA1 1AN

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