



## **MORTUARIES AND FUNERAL FACILITIES AGENCY**

### **DRAFT GUIDELINES AND PROCEDURES FOR REGISTERING AND LICENSING GRAVE SITE WORKERS / DIGGERS**

#### **I. THE ACT AND REGULATIONS**

**In accordance with Sections 36 to 38 (and other relevant Sections) of Act 829, all practitioners must be licensed in order to practice legally in Ghana.**

1. A person shall not practice or carry on a profession in a mortuary, a funeral facility or provide funeral services unless that person has been registered by the Board.
2. The registration of a practitioner shall not be transferable and shall lapse upon the practitioner's decease.
3. A person qualifies to be registered under sub regulation 1 if the person is over 21 years of age.
4. The person has at least one year post training experience in the relevant profession and is a legal resident of Ghana.
5. Subject to section 36 of the Act, professionals/practitioners in mortuary science and funeral services to be registered by the Board shall include but shall not be limited to:
  - (a) Autopsy Assistants;
  - (b) Casket/ Coffin Makers;
  - (c) Cemetery Managers/ Sextons;
  - (d) Cremators;
  - (e) Embalmers;
  - (f) Funeral Assistants;
  - (g) Funeral Escort;

- (h) Funeral Home Directors;
- (i) Grave Site Workers/Diggers;
- (j) Hearse Service Providers/Drivers;
- (k) Mortuary Attendants;
- (l) Mausoleum Directors;
- (m) Professional Pall Bearers;
- (n) Undertakers;

6. The Registrar shall publish the list of registered funeral facilities and practitioners annually in the Gazette.

7. The Board shall establish and keep a register in a form it may determine and shall record

in it:

- (a) the unique identification number of a practitioner;
- (b) certificates issued under this Act;
- (c) suspension and cancellation of certificates; and
- (d) other information relating to the certificates that the board considers appropriate.

8. The Registrar shall on recommendation of the Board remove from the register the name of a practitioner:

- (a) who has died;
- (b) against whom professional misconduct has been established by the Disciplinary Committee of the Board; and
- (c) who has not paid the prescribed licensing fee.

9. Subject to Section 44 of the Act, a person who is not a citizen may apply to the Board to own or operate a practice in a mortuary or funeral home facility if that person:

- (a) possesses a valid work permit issued by the Minister for Interior;
- (b) is registered with the appropriate regulatory professional body in Ghana;
- (c) has at least five (5) years post qualification experience in a recognized institution of relevance to the profession of the practice;

- (d) has a Ghanaian professional in a similar discipline as a business partner; and
- (e) has fulfilled any other conditions set by the Board.

10. A person who is not a citizen shall not own or operate a facility or provide funeral services unless that person has practised in the profession in Ghana for at least two (2) years in a recognized institution.

## **II. RENEWAL OF LICENCE AND PIN**

The licence shall be renewed after every three years. However, the Personal Identification Number (PIN) shall be renewed yearly with a proof of completion of required and relevant Continuous Professional Development (CPD).

## **III. TYPE OF PRACTITIONER**

### **1. GRAVE SITE WORKER / DIGGER**

A grave site worker is a practitioner who is tasked with the grounds keeping, excavating, equipment moving and setup of the cemetery for burial services.

### **2. ROLES OF GRAVE SITE WORKER/DIGGER**

A grave site worker is responsible for:

- i. Preparing graves for burials.
- ii. Maintaining memorial sites including equipment, furniture, trees, lawns, etc.

### **3. BASIC QUALIFICATION / TRAINING / EXPERIENCE**

There shall be no minimum level of education required for registration. However, the person must have;

- i. At least one-year experience.

- ii. Registered with the Mortuaries and Funeral Facilities Agency.

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