



MORTUARIES AND FUNERAL FACILITIES AGENCY

DRAFT GUIDELINES AND PROCEDURES FOR REGISTERING AND LICENSING

CASKET/COFFIN MAKERS

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. CASKET/COFFIN MAKER

Casket maker is a person or an artisan who practices a craft of making a box or case in which the body of a dead person is placed for cremation or burial.

2. ROLES OF CASKET/COFFIN MAKER

A Casket/Coffin maker is responsible for:

- i. Manufacturing of burial caskets, cases and vaults intended to contain dead bodies during and after burial or until cremation.
- ii. Ensuring that the right materials are used in the manufacturing of the casket/coffin.

3. BASIC QUALIFICATION / TRAINING / EXPERIENCE

To practice as a cemetery manager, you must:

- i. Have a minimum of Basic Education Certificate Examination (B.E.C.E); or be able to read and write;
- ii. Have undertaken at least two (2) years of training in apprenticeship under a licensed practitioner (casket/coffin maker);

- iii. Have at least 1 year post training experience in the casket making profession (with proof);
- iv. Be able to communicate effectively (in English and/or any local language).
- v. Have registered with the Mortuaries and Funeral Facilities Agency.

