

REPUBLIC OF GHANA



REQUIREMENTS AND GUIDELINES FOR REGISTRATION AND LICENSING HEARSE SERVICE OPERATION IN GHANA

MORTUARIES AND FUNERAL FACILITIES AGENCY-MoFFA

Requirements and Guidelines for Registration and Licensing Hearse Service Operation in Ghana

1.0 Introduction

The Mortuaries and Funeral Facilities Agency (MoFFA) is an agency established under the Part Two of the Health Institutions and Facilities Act, 2011 (Act 829) “to license, control and regulate all facilities connected with the storage, transportation and disposal of human remains”.

According to section 57 of Act 829, hearse means a device registered for the purpose of carrying or transporting human remains with or without coffin. In the Act, hearse is one of the facilities required to be registered and licensed by the Agency (Section 43, subsection 2h)

A hearse could be a carriage, vehicle or bier used for transporting mortal remains of an individual. Another name for a hearse is funeral coach. It is expected that owners and operators of hearses have adequate knowledge and standard procedure on how to handle human remains in the course of transporting them. Failure to do so is not only unacceptable but will raise valid public health concerns. Adherence to the requirements and guidelines set out in this document will inspire confidence in this essential component of the Ghana Health System. Many of the requirements relate to the **type of vehicles used, colour and decoration of the vehicle and provision of services.**

The purpose of this document therefore is to outline registration requirements and guidelines of hearses, provide information required to enable an applicant register a hearse facility and directs what is allowed or not allowed in the operations of hearses in Ghana.

2.0 Guidelines for Licensing of Hearses.

In all occasions, reference shall be made to the guidelines for licensing of facilities in addition to all the following requirements and guidelines:

- (a) No vehicle other than those built for the purpose of carrying human remains shall be used as hearses unless it is a gun carriage;
- (b) The vehicle shall not be used to carry any other thing other than the remains of human beings;

- (c) No ambulance shall be used to carry human remains unless the person dies in transit.
- (d) A person shall not operate hearse services unless the hearse is licensed by the Agency;
- (e) Registration Papers and License issued by DVLA of the vehicle shall be attached to the Registration Application Form submitted to the Mortuaries and Funeral Facilities Agency.
- (f) The vehicle intended to be used as hearse shall:
 - i. Be licensed by the Vehicle & Licensing Division of the Ministry responsible for Transport;
 - ii. Be insured;
 - iii. Be sprayed in a prescribed colour by the Agency;
 - iv. Be enclosed from public view;
 - v. Have stretchers and or coffin/casket rollers and Landau bar;
 - vi. Have ample enclosed area to accommodate a mortuary cot, stretcher or coffin;
 - vii. Permits the loading and unloading of the human remains without excessive tilting of the cot, stretcher or coffin/casket;
 - viii. Have a large carrier for carrying large coffin/casket;
 - ix. Have First Aid Kit and log book;
 - x. Have gloves to be worn on the hands when handling the casket;
 - xi. Have adequate lighting;
 - xii. Have bier pins to allow the coffin/casket to be secured in place to prevent accidental rolling whilst the hearse is in motion;

3.0 Qualification and Ethics of Drivers.

Drivers of hearse shall:

- (a) Possess a valid Driver's License (at least license B) from the Driver and Vehicle License Authority showing his qualification in driving such vehicles;
- (b) Have requisite skills and knowledge for driving a hearse;
- (c) Submit a copy of his/her Driver's to be kept by the Agency for record keeping;
- (d) Dress in a manner that shows dignity and respect to the deceased;

- (e) Drive the vehicle in a manner that shows dignity and respect to the deceased such as driving at an appropriate speed to prevent displacement of casket on the platform.
- (f) Clean and disinfect the vehicle after each conveyance of human remains;
- (g) Maintain a log book that contains the name, address and age of the deceased being conveyed, the name of mortuary or funeral facility to or from which the deceased is being conveyed and the officer releasing or accepting the body, the cemetery, crematorium or mausoleum where the body is to be finally disposed of and the details and signature of the person accepting the body for disposal.

4.0 Maintenance of Hearses

- (a) Keep to maintenance schedule;
- (b) Non-expired roadworthy insurance stickers should be used;
- (c) Service providers shall provide all the needful and prescribed working materials including working clothes, gloves, disinfectants, etc. to their staff before, during, and after service delivery.

5.0 Rules to be observed when driving a Hearse

- (a) Operators of vehicles in a funeral procession shall yield the right-of-way, siren and lights should not be used;
- (b) All vehicles comprising a funeral procession shall follow the preceding vehicle in the funeral procession as closely as is practical and safe.

6.0 Definition of Terms

TERM	DEFINITION
Landau Bar	They are manually scrolls used to design the sides of the hearse.
Drapes	Popularly known as curtains, they are neatly sewn cloth used to cover the glass sides of the hearses.
Bier Pins	They are adjustable metal pins used to secure the casket firmly onto the platform.
Funeral procession	Means two or more vehicles including a funeral lead vehicle, accompanying the body of a deceased person or travelling to the chapel, church or other location where the burial service or the entombment is to be held.