

# **DUE DILIGENCE FOR FUNERAL HOMES UTILIZING THIRD PARTY CREMATORIES**

## **CREMATORY INSPECTION**

The final step in the crematory due diligence process is to conduct an unannounced inspection of the crematory during business hours. The unannounced inspection should be conducted at least once a year. If the crematory refuses to permit the inspection, it is strongly recommended that the funeral home switch its business to another crematory.

Funeral home personnel conducting the inspection should use a checklist to document their findings. A sample Crematory Inspection Checklist is found on page 17. If any problems are observed during the inspection, funeral home personnel should note it on the Checklist, raise those concerns in writing to the management of the crematory and make sure that the problem is remedied.

A new Checklist should be filled out for each inspection. As with all other documents, maintain a permanent copy of each Crematory Inspection Checklist in the cemetery due diligence file.

## CREMATORY INSPECTION CHECKLIST

Name and Address of Inspected Crematory: \_\_\_\_\_

\_\_\_\_\_

Name of Inspector: \_\_\_\_\_

Date and Time of Inspection: \_\_\_\_\_

Name of Crematory Personnel Present During Inspection: \_\_\_\_\_

\_\_\_\_\_

1. Does the crematory have its licenses and permits posted?      Yes      No.

Comment: \_\_\_\_\_

2. Are crematory operators and employees dressed appropriately and conducting business in a professional manner?      Yes      No. Comment: \_\_\_\_\_

\_\_\_\_\_

3. Are the overall crematory facilities maintained in a neat, clean and orderly fashion?      Yes      No. Comment: \_\_\_\_\_

\_\_\_\_\_

4. Are human remains that are awaiting cremation in the holding area or present elsewhere in the crematory covered up and handled in a respectful and dignified manner?      Yes      No. Comment: \_\_\_\_\_

\_\_\_\_\_

5. Is there refrigeration equipment and is it operational? Yes No.

Comment: \_\_\_\_\_

6. Is the retort operational? Yes No. Comment: \_\_\_\_\_

\_\_\_\_\_

7. Is the processing equipment clean, maintained and operational?

Yes No. Comment: \_\_\_\_\_

8. Is there an area for witnesses? Yes No. Comment: \_\_\_\_\_

\_\_\_\_\_

9. Is the area for the witnesses clean and well maintained?

Yes No. Comment: \_\_\_\_\_

\_\_\_\_\_

10. Is there a crematory log and is it up to date? Yes No.

Comment: \_\_\_\_\_

11. Is there an equipment maintenance schedule and is it up to date?

Yes No. Comment: \_\_\_\_\_

\_\_\_\_\_

12. Is there an identification system in place by which human remains awaiting cremation, remains in the retort, cremated remains being processed and cremated remains in storage are all properly identified at all times?

Yes No. Comment: \_\_\_\_\_

\_\_\_\_\_

13. Is the storage area for cremated remains maintained in a clean, sanitary, and secure condition? Yes No. Comment: \_\_\_\_\_

\_\_\_\_\_

14. Is there a security/alarm system present in the crematory? Yes No.

Comment: \_\_\_\_\_

15. Is the crematory sufficiently staffed with crematory operators to monitor the cremations taking place? Yes No. Comment: \_\_\_\_\_

\_\_\_\_\_

16. Can you visibly detect any cremated remains, fragments or dust anywhere in the crematory? Yes No. Comment: \_\_\_\_\_

\_\_\_\_\_

