

**Death Certification in Scotland. Joint Guidance Information for Those Involved In Burial and Cremation, Prepared By the ICCM & FBCA.**

From Wednesday 13<sup>th</sup> May, 2015, all deaths must be registered before a Burial or Cremation can take place. It has been changed to assist in the improvement and quality of death certification

**Background**

The Death Certification (Scotland) Act 2011 was introduced after the Scottish Government conducted a review into Burial and Cremation chaired by Sheriff Brodie, which reported in 2010 with a number of recommendations made on Death Certification.

The new scrutiny system will replace Crematoria employed Medical Referees with independent Medical Reviewers, employed and appraised by the quality assurance and scrutiny body Healthcare Improvement Scotland (HIS). The Medical Reviewers will receive a random sample of Medical Certificate of Cause of Death (MCCD's) provided by National Records of Scotland, for accuracy, and work collaboratively with the medical profession to improve standards in the completion of the MCCD.

**Cremation Forms – Description – Future Use, Revocation or Replacement**

<b>Cremation Form</b>	<b>Purpose</b>	<b>Future Use, Revocation or Replacement</b>
Cremation Form 'A'	Application for Cremation	Will remain in use, however the form will be modified to include information about implants etc.
Cremation Form 'AA'	Application for the Cremation of Body Parts following post mortem examination	Will remain in use.
Cremation Form 'B'	Certificate of Medical Attendant	This Form will be revoked.
Cremation Form 'C'	Confirmatory Medical Certificate	This Form will be revoked.
Cremation Form 'D'	Certificate after Post Mortem Examination.	This Form will be revoked.
Cremation Form 'E'	Procurator Fiscal's Certificate.	Will remain in use.
Cremation Form 'F'	Authority to Cremate	This Form will be revoked.
Cremation Form 'FF'	Authority to cremate Body Parts.	This form will be revoked and will be replaced with a Certificate of Authorisation for Disposal of Body Parts as permitted by the Certification of Death (Scotland) Act 2011, (Section 25)
Cremation Form 'G'	Cremation Register	The Register will remain in use.
Cremation Form 'GG'	Cremation Register (Body Part)	The Register will remain in use.
Cremation Form 'H'	Certificate of Anatomical Examination.	This form will be revoked and will be replaced with Form M, a Certificate of Authorisation for Disposal of a Body Following Anatomical Examination as permitted by the Certification of Death (Scotland) Act 2011, (Section 25)

## Q and A's for Managers and Administrative Staff

- What is changing in relation to the forms that we receive from the Registrar for Births, Deaths and Marriages?  
Form 14 (Certificate of Registration of Death) will have additional information, which will include:  
Details of whether the body poses a risk to public health, for example “did the deceased have a notifiable disease or was the body contaminated immediately before death”.  
Whether a cardiac pacemaker or any other potentially explosive device is present in the deceased.  
Whether any radioactive material or other hazardous implant was present in the deceased.  
Form 14 will also carry the details of the certifying Doctor along with his/her business address and contact telephone number.  
  
Form 8 (Certificate of Registration of Still-Birth) will carry the following information:  
Does the body of the still-born baby/infant pose a risk to public health, for example, did the infant have a notifiable infectious disease or contamination immediately before birth.  
Form 8 will also carry details of the certifying Doctor/Midwife along with his/her business address and contact telephone number.
- Is Form A changing?  
Form A (Application for Cremation) as set out in the table on page one of this document. The Form A will carry additional questions relating to implants such as pacemakers etc. and contamination. **It should be noted that this form cannot be altered or changed in any way.** It is also advisable to collect information that is required for performance of the service on a separate preliminary form. In addition it would be good practice to introduce an appropriate form to be signed by the Applicant with regard to the disposal of the ashes.
- Will cremation regulations will be amended?  
Yes. The Regulations have been amended to meet the requirements of the Certification of Death (Scotland) Act 2011.
- Do I still require to employ a Medical Referee after 13<sup>th</sup> May 2015?  
No. Medical referees will no longer be required by crematoria from 13<sup>th</sup> May.
- Will the new forms be issued to crematoria?  
The new forms will be made available to all Crematoria electronically. This will allow you to liaise with your print section to have the required number of forms printed.  
As the form will be sent to you electronically, you may also forward it on to funeral directors and medical centres who may require copies.
- Will Form 14 be sent electronically?  
Yes. It will now be possible for the registrar to send the Form 14 to the funeral director electronically who in turn will be able to share the electronic copy with burial and cremation authorities. The original Form 14 should be forwarded to the cemetery or crematorium to form part of the documented record of the disposal.

- Will we be required to change our booking procedures?  
Some change of processes may be required as a result of the amendment or revocation of Forms. As the implementation date is the 13<sup>th</sup> May, you should discuss system changes with your software provider as soon as possible.
- What do we do with the forms we are currently using?  
Please refer to the table on page one of this document. Where Forms are being amended or revoked, only the new forms should be used after 13<sup>th</sup> May 2015. All revoked or old versions of Forms should be destroyed.
- What will I do if my printer cannot deliver new forms by 13<sup>th</sup> May?  
If it is your practice to print bulk stocks of forms and a delay occurs you can send all funeral directors PDF versions of the new forms via email. Funeral directors can print as needed in the interim period. The PDF versions could also be placed on your website for use by any 'out of district' funeral directors that might book a funeral with you.  
It should also be noted that the forms will also be available via the ICCM and FBCA websites:  
[www.iccm-uk.com](http://www.iccm-uk.com)  
[www.fbca.org.uk](http://www.fbca.org.uk)
- Will there be some confusion over which forms should be used prior to and on and after the 13<sup>th</sup> May?  
There is a possibility that old forms will be submitted at the change-over date, however the medical profession and funeral directing organisations are updating their members therefore any confusion should be minimal. Should any old forms be submitted you should refer to the funeral director arranging the funeral.
- Is there a period of changeover when either new or old forms could be accepted?  
No. For any deaths registered before 13 May 2015 Forms B and C will require to be completed even if the funeral takes place after 13 May 2015.
- Where a Post Mortem has taken place will we still receive a Form E 1?  
Yes. Procurator Fiscal cases are excluded from the Medical Review Service and current processes will remain unchanged.
- What do I require to cremate a body from other UK countries?  
For death in England or Wales you will require:  
  
Form 103 (Out of England)  
Form 1 (Application for Cremation)  
Form 4 (Medical Certificate)  
Form 5 (may be required dependant on circumstances)  
Form A will also be accepted  
  
Where a Coroner has investigated the case of death, Forms 4 and 5 are replaced by Form 6, Certificate of Coroner.  
  
For a still-born baby you will require:  
Form 3 (Application for cremation)  
Form 9 (Certificate if Stillbirth)  
Out of England Certificate.

For body parts you will require:

Form 2 (Application for cremation of Body Parts)  
Form 8 (Certificate releasing body parts)

For a body that has undergone an anatomical examination you will require:  
Form 1 (Application for cremation)  
Form 7 (Certificate following anatomical examination)  
Out of England certificate

For a death in Northern Ireland you will require:  
Registration of Death Certificate  
Form 18 (Coroners Certificate)  
Form A (Application for Cremation)  
Implant Form

- What do I require to bury a body from other UK countries?  
For death in England or Wales you will require:  
Application for burial.  
Form 103 (Out of England)

For death in Northern Ireland you will require:  
Application for burial  
Form 18 (Coroner's Certificate)

- What do I require to cremate a body from abroad?  
If the deceased died outside the UK then the Medical Reviewer will consider whether to authorise cremation.  
You will require:  
Form A. (Application for Cremation)  
Medical Review Certificate of authorisation for cremation,
- What do I require to bury a body from abroad?  
If the deceased died outside the UK then the Medical Reviewer will consider whether to authorise burial.  
You will require:  
Application for Burial.  
Medical Reviewer Certificate of Disposal.  
[www.healthcareimprovementscotland.org/our\\_work/governance\\_and\\_assurance/death\\_certification.aspx](http://www.healthcareimprovementscotland.org/our_work/governance_and_assurance/death_certification.aspx)
- What do I require to cremate a body, where death occurred in Scotland, which was donated to Medical Research and has been released?  
You will require:  
Form A. (Application for Cremation)  
Form 14. (Registration of Death)  
Form M -The Certificate of Authorisation for the disposal of a body following anatomical examination.  
**Note:** You will also be required to inform the University of the date, time and cremation number for each individual.
- What forms are required to allow cremation of body parts retained following release of the body?  
You will require:  
A covering letter or email from the university applying for cremation and Form N - Certificate of Authorisation for the disposal of body parts  
**Note:** You will also be required to inform the University of the date, time and cremation number for each individual.

- What forms do I require for the cremation of a Stillbirth?  
Form A. (Application for Cremation)  
Form 8. (Certificate of Registration of Stillbirth)
- What forms do I require for the burial of a Stillbirth?  
Application for burial.  
Form 8. (Certificate of Registration of Stillbirth)
- Will I have to scrutinise stillbirth forms given that they are not included within the review service?  
Yes. To ensure that all are in order, as you currently do.
- Will the duty of Crematorium Managers to authorise cremation be written into the regulations?  
No. Authority for the technician to cremate will continue to be given by the Cremation Authority once all forms and certificates have been received. Cremation Authorities should also have a process in place for authorisation in the absence of the manager taking into consideration an auditable paper/email trail.
- How do we deal with cross border forms given that there will be no medical referee. Is this the duty of the crematorium manager? Is there a responsibility to pick up medical issues?  
The manager will check the paperwork for accuracy and any obvious discrepancies and should any come to light make contact with the appropriate Doctor with any queries or the relevant Coroner if considered necessary.
- If there is something wrong with the forms, where do we go for help?  
In the first instance you would call the certifying doctor. If the concern was not addressed then the Medical Reviewer Service can be contacted and an interested person's review carried out. Dependant on the circumstances, the PF may also be contacted as outlined with the guidance.  
The ICCM and FBCA may also be contacted for advice and support.  
[www.iccm-uk.com](http://www.iccm-uk.com)  
[www.fbca.org.uk](http://www.fbca.org.uk)
- With the removal of Form F, what is in place for final sign off prior to cremation? Is this type of authorisation not needed?  
Receipts of all forms and certificates required constitutes the sign off. The Crematorium Manager has the responsibility for signing off once he is satisfied. The Medical Reviewer only reviews a percentage of cases.
- Will there be amendments to the regulations to state that you can cremate where there is no cause of death i.e. in PF cases where the cause of death is unascertained?  
As currently, cremation can only take place for PF cases where a Form E1 is provided.
- Are the cremation authorities responsible for notifying medical referees that their services are no longer required?  
As letters have been sent to all Scottish Crematoria by the Scottish Government, Medical Referees should be aware of the changes and -removal of their posts. However, you should check any contractual obligations that your authority has with the Medical Referee as a matter of urgency