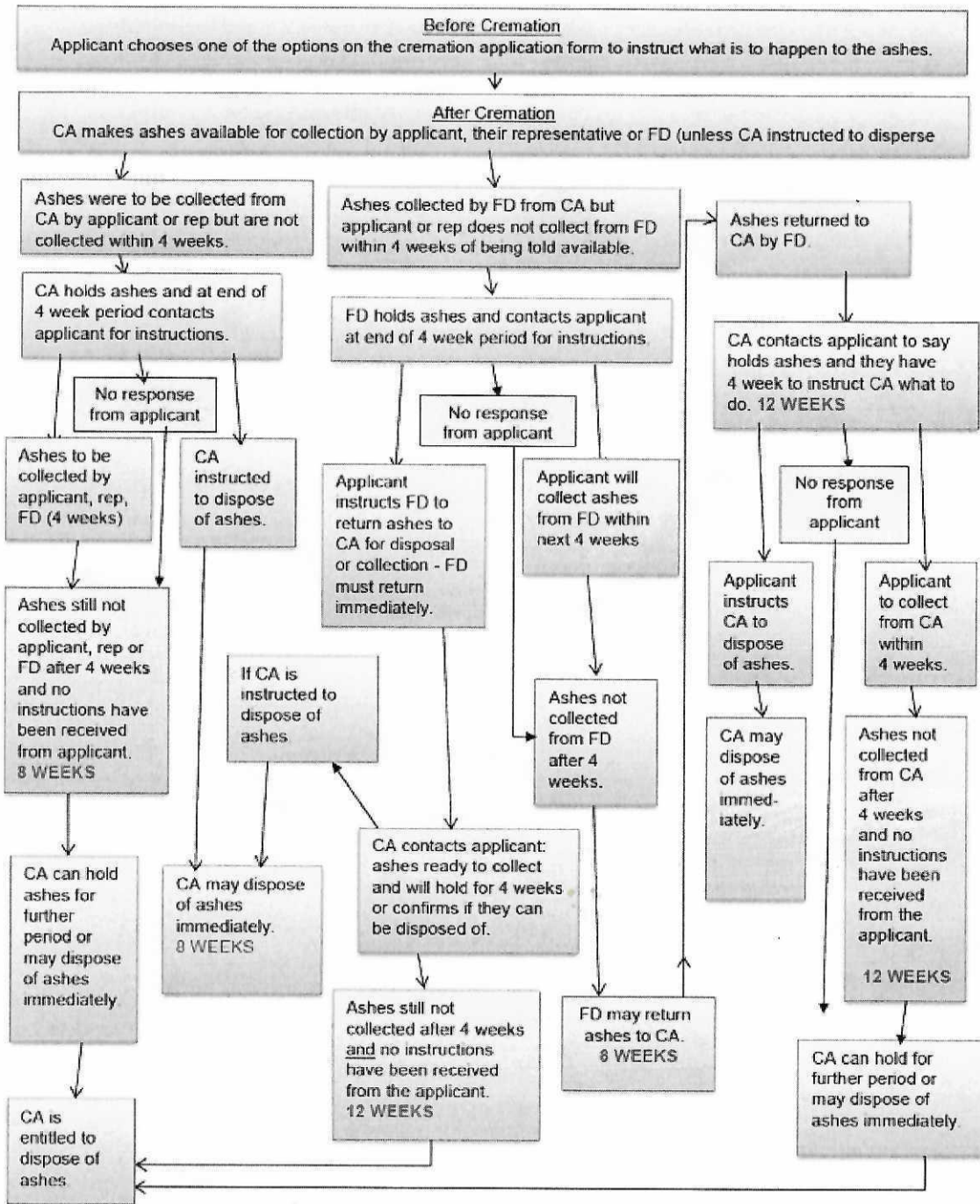


The R.B. Steele Ashes Management Policy is written to comply with Section 54 of the Burial and Cremation (Scotland) Act 2016 and the Cremation Scotland Regulations 2019.

Handling of Ashes

All timescales are minimum and can be extended



Procedure while ashes are held by R.B. Steele.

Ashes can be held at the Kilwinning Parlour and Irvine parlour.

All ashes will be stored in a designated, locked, clean and dry area of the Parlour, which are not accessible to the general public.

All ashes will be stored along with the cremation certificate.

The management of ashes will be recorded on the individual funeral documentation in conjunction with the family instructions. Records kept for an audit trail.

Any deviations to the above guidance must be reported to the General Manager immediately.

Any loss of ashes must be reported to the General Manager immediately and reported to the Inspectors within 48 hours of discovery.

Transfer of Ashes from one container to another

1. Prepare a clear and flat surface for transfer. Find a work area with a lot of space, It is vital that this area is not near a window or subjected to wind or a draft. Do not divide ashes outside as a gust of wind may blow some of the ashes around or away.
2. Next, cover the work area with something disposable such as plastic sheeting that can be discarded afterward.
3. Get the necessary tools and equipment. The tools you need to transfer depend mainly on how you are moving the ashes. However, common tools include a cup/scooper, plastic bags or containers, disposable gloves, and a funnel.
4. If you are transferring ashes into plastic bags or containers, a cup may suffice for dividing. However, if you are transferring into urns or other smaller containers, a funnel will be helpful.
5. Open the temporary urn and plastic bag.
6. The ashes are usually within a plastic bag, placed in a temporary urn. First, remove the bag and open it. For a more effortless transfer, cut a corner of the bag to make it easier to pour. Or open it all the way to make it easier to scoop the ashes.
7. Transfer the ashes carefully. If you cut a small corner of the bag, you can pour the ashes directly into another bag or container. It may be helpful to get assistance to help with this if you are funneling the ashes into a container or urn. Get assistance to hold the funnel over the opening and scoop or pour the ashes into the funnel.
8. When transferring ashes, you can also weigh the containers to ensure the amount is even.
9. Seal or secure the containers, bags, or urns so there is no worry about spilling their contents and putting them in a safe place.
10. Next, clean up the area by removing and discarding table coverings. Throw out gloves, and clean or discard items used for the transfer.