Mortuary Service Inspection Checklist- Final

Name of the Facility: _____

Date of Inspection: _____ / _____ / _____

Ref.	Description	Yes	No	N/A	Remarks
5	**STANDARD ONE: LICENSURE AND REGISTRATION REQUIREMENTS**				
5.4.	The health facility should have relevant policies and procedure as follows, but not limited to:				
5.4.1	Preparing the body of the deceased in the ward, before transferring it to the mortuary				
5.4.2	Tagging the body of the deceased for proper identification				
5.4.3	Documentation of property and clothing				
5.4.4	Method of transportation to the mortuary				
5.4.5	Record of receiving the deceased in the mortuary				
5.4.6	Viewing of the deceased by patient's family and representatives				
5.4.7	Care and management of patient's family and representatives				
5.4.8	Releasing the deceased to the next of kin				
5.4.9	Burial of unclaimed bodies.				
5.4.10	Infection control measures and hazardous waste management				
5.4.11	Incident reporting				
5.4.12	Privacy, safety and security of the deceased and his/her family				
5.4.13	Transportation of the deceased from the mortuary				
5.4.14	Emergency action plan				
5.4.15	Handling amputated body parts				
5.4.16	Removal and appropriate disposal of devices and materials used, e.g. cannulas, dressings, sutures, among others.				
5.4.17	Communicated with the family of the deceased				

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5.4.18	Handling the bodies of the deceased where contamination is known or suspected.				
5.4.19	Storage of the body of the deceased.				
5.4.20	There is a Memorandum of Understanding (MOU) with another Hospital to transfer deceased patients where storage capacity is insufficient to accommodate a sudden surge in deaths.				
a	Portable mortuary services may be used subject to DHA approval				
5.7	The health facility shall ensure it has in place adequate lighting and utilities, including temperature controls, water taps, medical gases, sinks and drains, lighting, electrical outlets and communications.				
5.8	Materials and finishes should be selected to minimise maintenance and be compatible with their intended function				
5.9	Work surfaces should be made from impervious materials				
6	**STANDARD TWO: HEALTH FACILITY REQUIREMENTS**				
6.3	The mortuary should be accessible through an exterior entrance and shall be located to avoid the need for transporting bodies through public areas to ensure appropriate screening from visibility				
6.4	The mortuary could be a walk-in cool room for individual trolleys or a bank of refrigerated cabinets stacked vertically and/or horizontally				
6.5	The size of the mortuary depends on the body holding capacity and the health facility's operational policy				
6.6	Hospitals with more than twenty-five (25) beds shall provide a Mortuary Unit within the hospital premises				
6.7	The ratio of mortuary body holding cabinets per hospital beds shall be 1:25 for bodies to be kept for up to forty-eight (48) hours				

6.9	The functional zones of the mortuary may consist of the following, but not limited to				
6.9.1	Entry/exit lobby				
6.9.2	Body reception				
6.9.3	Body holding area				
6.9.4	Body washing area/body preparation area				
6.9.5	Bereaved visitor's area and viewing area				
6.9.6	Storage and support area				
6.9.7	Staff area				
6.10.	**Entry lobby/exit lobby**				
6.10.1	The entry lobby should connect the hospital to the mortuary with an internal corridor and or elevator, for the body of the deceased to enter the mortuary with special consideration to connections to units such as the Intensive Care Unit, Coronary Care Unit and Emergency Unit.				
6.10.2	The exit lobby should provide access to body retrieval from the body holding area to the outside, where the body could be transported in a suitable vehicle.				
6.10.3	Both the entry and exit lobbies should be able to accommodate the following:				
a	Transport Trolley				
b	Transport trolley parking				
c	Hand washing facility				
d	Workstation or office for body registration and removal record				
6.11	**Body holding area**				
6.11.1	Separate body holding cabinets should be provided for patients in isolation and bariatric patients, if applicable				
6.11.2	There shall be adequate space in front of the refrigerated body holding cabinets to manoeuvre and withdraw trays				

6.11.3	The minimum space requirement per body is three (3) square meters. In hospitals handling bariatric bodies, the trays size and weight holding capacity should be accordingly				
6.11.4	Ensure that the body holding cabinets have provision for appropriate labelling to ensure identification of the deceased person				
6.11.5	The temperature in the body holding cabinets should be				
a	Positive Temperature +2 to +6 ℃.				
b	Negative Temperature -15℃/-25℃ (used in case of long term storage of bodies that have not yet been identified)				
6.12	**Body washing area (if available)**				
6.12.1	Should be located adjacent to the body holding area with a stainless steel table and an integral plumbing facility with an extendable hose in the centre of the room.				
6.12.2	Should have a separate sink and hand washbasin				
6.12.3	Benches, waste bins and storage facilities in the body washing shall be of stainless steel material				
6.13	**Waiting area and preparation/multipurpose room**				
6.13.1	Shall be pleasant spaces and be ergonomically designed to avoid any potential injury to staff, family members and maintenance personnel				
6.13.2	These areas are for family members/friends and hence shall have a discreet entry, directly from the outside, separate from the exit lobby without placing them at risks and contamination				
6.13.4	Visitors and undertakers should be able to access the mortuary after operating a bell or audio-intercom at the entrance				
6.13.5	Consideration should be given to the use of audio-visual intercoms, door alerts/alarms, video surveillance and remote locking of entrance doors				
6.13.6	Separate male and female waiting areas shall be provided,				

	which could have direct visibility through an internal window into the viewing area				
6.13.7	The waiting area should have access to male and female washroom facilities				
6.14	**Storage and support area**				
6.14.1	The mortuary should have sufficient storage area for the following:				
a	Consumables like plastic body bags and other consumables				
b	Lockable storage for personal effects of the deceased				
c	Storage of waste				
d	Storage of linen (clean and used)				
e	Dedicated housekeeping room for cleaning equipment, materials and agents.				
6.15	**Staff areas**				
6.15.1	Changing facilities with lockers for holding personal clothing and other personal items as well as stocks of clean protective garments				
6.15.2	Separate male and female toilets				
6.15.3	Office (if required)				
6.15.4	Meeting rooms (optional)				
6.16	There should be an appropriate vehicle to transport the bodies where the dignity of the deceased shall be considered				
8	**STANDARD FOUR: MANAGEMENT OF THE BODY OF THE DECEASED**				
8.9	There should be a well-documented registration system for receiving, transferring and or releasing of the body of the deceased, which includes time and date, name and signature of person delivering and accepting the body				
9	**STANDARD FIVE: MANAGEMENT OF BODIES WITH INFECTIOUS OR COMMUNICABLE DISEASES**				
9.1	Bodies with infectious or communicable diseases (e.g. COVID 19, Ebola Virus Disease, etc.) may pose a risk when handled by				

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	untrained personnel. To ensure appropriate management of these bodies the mortuary staff should comply with the following:				
9.1.1	The health facility should have a protocol for the management of bodies with infectious or communicable diseases				
10	**STANDARD SIX: SAFETY MANAGEMENT**				
10.2.	Use durable and impermeable body bags for storage of the body of the deceased.				