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## Mortuary Service Inspection Checklist- Random

Name of the Facility: \_\_\_\_\_

Date of Inspection: \_\_\_\_/\_\_\_\_/\_\_\_\_

| Ref.         | Description  | Yes | No | N/A | Remarks |
|--------------|--|-----|----|-----|---------|
| <b>5</b>     | <b>STANDARD ONE: LICENSURE AND REGISTRATION REQUIREMENTS</b>   |     |    |     |         |
| 5.5          | The health facility shall provide documented evidence of collaboration with the following services, but not limited to:  |     |    |     |         |
| 5.5.1        | Clinical laboratory services   |     |    |     |         |
| 5.5.2        | Equipment maintenance services   |     |    |     |         |
| 5.5.3        | Laundry services   |     |    |     |         |
| 5.5.4        | Medical waste management   |     |    |     |         |
| 5.5.5        | Housekeeping services  |     |    |     |         |
| 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.  |     |    |     |         |
| <b>6</b>     | <b>STANDARD TWO: HEALTH FACILITY REQUIREMENTS</b>  |     |    |     |         |
| 6.1          | Hospitals providing mortuary services shall ensure that the service is available twenty- four (24) hours a day, seven (7) days a week, with access to authorized personnel identified by the hospital management |     |    |     |         |
| 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   |     |    |     |         |
| <b>6.10.</b> | <b>Entry lobby/exit lobby</b>  |     |    |     |         |

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| 6.10.3      | Both the entry and exit lobbies should be able to accommodate the following:  |  |  |  |  |
| a           | Transport Trolley   |  |  |  |  |
| <b>6.11</b> | <b>Body holding area</b>  |  |  |  |  |
| 6.11.5      | The temperature in the body holding cabinets should be  |  |  |  |  |
| a           | Positive Temperature +2 to +6 °C.   |  |  |  |  |
| b           | Negative Temperature -15°C/-25°C (used in case of long term storage of bodies that have not yet been identified)  |  |  |  |  |
| 6.11.6      | Temperature of the body holding cabinets should be monitored daily and documented. In case of temperature variation, the mortuary attendant shall contact biomedical engineers/department immediately for corrective action |  |  |  |  |
| <b>6.13</b> | <b>Waiting area and preparation/multipurpose room</b>   |  |  |  |  |
| 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   |  |  |  |  |
| 6.16        | There should be an appropriate vehicle to transport the bodies where the dignity of the deceased shall be considered  |  |  |  |  |
| <b>7</b>    | <b>STANDARD THREE: HEALTHCARE PROFESSIONAL REQUIREMENTS</b>   |  |  |  |  |
| 7.1         | All staff including the mortuary attendants and housekeeping staff in the mortuary shall practise standard precautions and safety guidelines.   |  |  |  |  |
| 7.6         | A morgue attendant should perform relevant mortuary duties mentioned below but not limited to:  |  |  |  |  |
| 7.6.4       | Register all important and relevant information is entered into the registration system of the mortuary   |  |  |  |  |
| 7.6.5       | Place the body in the body holding cabinet and label it appropriately to ensure identification of the deceased person.  |  |  |  |  |
| 7.6.8       | Ensure the mortuary is cleaned daily and document it.   |  |  |  |  |

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| 7.6.10   | Ensure terminal cleaning of all body holding cabinets monthly and document it  |  |  |  |  |
| 7.6.12   | Document the handover of the body of the deceased, stillbirth, amputated limbs and other body parts  |  |  |  |  |
| <b>8</b> | <b>STANDARD FOUR: MANAGEMENT OF THE BODY OF THE DECEASED</b>   |  |  |  |  |
| 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 |  |  |  |  |
| 8.13.4   | The identification tag must be visible outside the body bag.   |  |  |  |  |
| 8.21.    | Complete records of the following shall be maintained:   |  |  |  |  |
| 8.21.1   | Registration of bodies received in the mortuary and transported out of the mortuary.   |  |  |  |  |
| 8.21.2   | All specimens and evidences taken from the deceased  |  |  |  |  |
| 8.21.3   | All specimens forwarded to other laboratories  |  |  |  |  |
| 8.21.4   | All relevant reports (e.g. laboratory results)   |  |  |  |  |
| 8.21.5   | All movement of record or reports out of the mortuary services office  |  |  |  |  |
| 8.22.1   | Attaching two identification tags immediately upon identification, where possible to the right wrist and left ankle with the following information fields completed:   |  |  |  |  |
| a        | Name of the deceased   |  |  |  |  |
| b        | Ward of the facility, or the last site at which death occurred (such as ambulance, road, etc.)   |  |  |  |  |
| c        | Nationality of the deceased  |  |  |  |  |
| d        | Date of birth and/or age of the deceased   |  |  |  |  |
| e        | Date and time of death   |  |  |  |  |
| f        | Identification number issued by the facility mortuary.   |  |  |  |  |
| 8.22.2   | Use uniform identification number for all documentation associated with a body, including on the death register.   |  |  |  |  |
| 8.26     | Unclaimed bodies could be kept for a maximum of four (4) weeks before contacting the relevant embassy and police   |  |  |  |  |
| <b>9</b> | <b>STANDARD FIVE: MANAGEMENT OF BODIES WITH INFECTIOUS OR COMMUNICABLE DISEASES</b>  |  |  |  |  |

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|-----------|---|--|--|--|--|
| 9.1       | Bodies with infectious or communicable diseases (e.g. COVID 19, Ebola Virus Disease, etc.) may pose a risk when handled by 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  |  |  |  |  |
| <b>10</b> | <b>STANDARD SIX: SAFETY MANAGEMENT</b>  |  |  |  |  |
| 10.2.     | Use durable and impermeable body bags for storage of the body of the deceased.  |  |  |  |  |
| 10.4.     | After release of bodies with confirmed or suspected infections or communicable diseases, the mortuary equipment and body trays must be thoroughly cleaned and disinfected with approved hospital disinfectants.                                       |  |  |  |  |
| 10.10     | All repairs and maintenance must be accurately documented.  |  |  |  |  |

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