

A record sheet for funeral directors, laid out to match clause 3.11.1 of the NAFD *UK Funeral Director Code* (version 3, October 2025) and the refrigeration clauses of the core code. Print as many copies as you need. Four pages: this guide, the monthly log, the out-of-range record, and the unit register.

What the code requires

"A temperature monitoring routine must be in place for all on site refrigeration, and the results must be documented."

Part two, mandatory enhanced requirements, clause 3.11.1 (all NAFD members)

"Refrigeration units and cold rooms must be kept between 4 – 7 degrees Celsius."

Core code, clause 3.14.3 (statutory in Scotland; recommended practice elsewhere)

- **3.14.2** Where a third party provides refrigeration, a service level agreement must be in place and reviewed at least once a year.
- **3.14.4** Review your refrigeration capacity at least once a year.
- **3.14.5** Each deceased person is stored individually in a separate compartment.
- **3.14.6** Units in a locked and secure location; cold rooms locked.
- **3.9** A comprehensive record of every person in your care, retained for at least five years.
- **Enhanced 3.6** Any inspector can identify every person in your care without help from staff.
- **Enhanced 12.4** Inspections may be announced or unannounced. **13.1.4.2** Keep documented evidence of regular internal audits.

How to use the sheets

- **One monthly log per unit.** Write the unit or cold room identifier at the top. If a cold room has several zones with their own thermometers, treat each as a unit.
- **Decide the routine and write it in the box below.** The code does not fix a frequency. The log has a morning and an evening column per day; if your routine is one reading a day, use one column and say so.
- **Each reading:** time, temperature as shown on the unit's own display or your calibrated thermometer, initials, and a tick if it sat between 4 and 7 °C.
- **Anything outside 4 to 7 °C:** cross instead of tick, then complete a line on the out-of-range record: what you found, what you did, when it returned to range, who was told.
- **Monthly sign-off:** the responsible person initials the foot of each monthly log after checking it is complete. That sign-off is your internal audit evidence.
- **Keep completed sheets** with the unit's service records. A sensible habit is the same five-year period as the record of each person in your care.

OUR MONITORING ROUTINE (WHO, WHEN, HOW)

THERMOMETER OR DISPLAY USED, AND HOW IT IS CHECKED

Monthly temperature log

Mortuary Log

PREMISES / BRANCH

UNIT OR COLD ROOM

MONTH AND YEAR

TARGET RANGE
4 to 7 °C (core code 3.14.3)

Day	AM time	AM °C	Initials	In range	PM time	PM °C	Initials	In range	Notes / action ref.
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									
26									
27									
28									
29									
30									
31									

Checked complete by (name and signature)

Date

Initials

Out-of-range and corrective action record

PREMISES / BRANCH

YEAR

SHEET NUMBER

TARGET RANGE
4 to 7 °C

Complete one line for every reading outside 4 to 7 °C, every alarm, and every power or equipment failure. Record the reading that was found, what was done (adjusted, moved to another unit, engineer called), when the unit came back into range, and who was informed.

Date	Time	Unit	Reading °C	What was found and done	Back in range (date, time)	Who was told	Initials

PREMISES / BRANCH	REVIEW DATE	REVIEWED BY	NEXT REVIEW DUE

Units on site

Unit ID	Type (unit / cold room)	Compartments	Location	Locked and secure	Last service	Thermometer check

Third-party refrigeration (core code 3.14.2)

Provider	Premises address	Compartments available	SLA in place	SLA last reviewed	Next review

Annual capacity review (core code 3.14.4)

COMPARTMENTS ON SITE PLUS UNDER SLA, AGAINST THE MOST PEOPLE IN OUR CARE IN ANY WEEK THIS YEAR	CONCLUSION AND ANY ACTION (MORE CAPACITY, NEW SLA, NO CHANGE)
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Responsible person (name and signature)	Date	Initials
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