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Dear Colleague

### **Mandatory questionnaire for post mortem sector establishments**

The HTA moved to a system of continuous licensing in April 2009, rather than a fixed licence period. To support this system, all establishments are required to provide us with an annual update of licensing information so that our records are up to date and we can ensure that licence conditions are being met. General Directions 001/2010 were issued to the post mortem (PM) sector on 30 April 2010 which made the submission of the annual update a mandatory requirement.

Because the HTA gathered a large amount of detailed information from the post mortem sector in 2010, we do not consider it necessary to ask establishments to complete another self-assessment in 2011. Instead, a questionnaire has been designed, which gathers information needed to inform the HTA's risk assessment of establishments and prioritise inspection scheduling, and contains questions on matters of interest to the HTA for strategic purposes and policy development. Your questionnaire should be completed via the online form HTA01-002/2011 on the HTA website, where you will also find information to guide you.

<http://www.hta.gov.uk/legislationpoliciesandcodesofpractice/htalegaldirections.cfm>

All post mortem establishments are required to complete the questionnaire and submit it to the HTA no later than 30 June 2011. This is an important part of our regulation to ensure safe and ethical use of human tissue and not submitting the questionnaire would constitute a breach of the General Directions 001/2010, which might in turn lead to consideration of regulatory action.

We thank you in advance for your co-operation.

Yours sincerely

A handwritten signature in black ink, appearing to read "Craig Muir". The signature is fluid and cursive, with the first name "Craig" written in a larger, more prominent script than the last name "Muir".

**Craig Muir**  
Chief Executive  
Human Tissue Authority