



PROFESSIONAL INDEMNITY  
PROPOSAL FORM

*fire, health & safety consultants*

**PLEASE READ THE FOLLOWING BEFORE**

**COMPLETING THIS PROPOSAL FORM:**

**TO PRESENT A CLEAR AND UNAMBIGUOUS PICTURE AND TO ENSURE THAT UNDERWRITERS UNDERSTAND THE NATURE OF YOUR RISK:**

- \* ALL QUESTIONS SHOULD BE COMPLETED IN INK.**
  
- \* WHERE A QUESTION IS NOT APPLICABLE TO YOUR PARTICULAR CIRCUMSTANCES, PLEASE WRITE 'N/A'.**
  
- \* PLEASE TICK THE YES OR NO BOXES.**
  
- \* IF THERE IS INSUFFICIENT SPACE TO ANSWER QUESTIONS PLEASE USE AN ADDITIONAL SHEET AND ATTACH IT TO THIS PROPOSAL FORM.**
  
- \* COMPLETING AND SIGNING THIS PROPOSAL FORM DOES NOT BIND THE PROPOSER OR INSURERS TO COMPLETE THIS INSURANCE.**
  
- \* IF THIS PROPOSAL RELATES TO A NEW BUSINESS OR VENTURE, PLEASE COMPLETE THE QUESTIONS AS FAR AS POSSIBLE, GIVING ESTIMATED OR ANTICIPATED INFORMATION.**



b) Names of Consultants  
regularly used

Age and  
Qualifications

Date  
Qualified

Number of years  
Practical Experience

**PLEASE ATTACH DETAILED C.V.'S**

c) Do you require cover for past Partners, Principals or Directors?  
If yes, please provide details

**YES/NO**

3a) Is any Individual or the Firm admitted to any Association or Trade Body?  
If yes, please give details.

**YES/NO**

b) Has any person been the subject of disciplinary proceedings by any professional body?  
If yes, please give details.

**YES/NO**

4 Please state the total number of Partners, Principals or Directors:

Specialist Staff:

Consultants:

5a) If you are a sole practitioner, please give details of arrangements made in the event of sickness or holiday.

b) Is this a Part-time occupation?

**YES/NO**

If yes, please give brief details of your present full-time work.

6 Please provide a description of your business activities in your own words including any specialisations, clarify the type of work normally carried out, whether consisting of well-established techniques or the nature of new and original-thought developments, processes or design employed. State whether and what licensing or similar agreements are in force and the degree to which supervision of them is exercised. Also, please state if the end product of your work is critical to the continued process of any of your clients' systems, failure of which could result in pecuniary loss to them.

7a) Have there been any major changes in the activities undertaken during the past twelve months or are any likely to take place in the next twelve months?

**YES/NO**

If yes, please give details.

b) Is cover required for any activity, now ceased, which is different from those declared, within this proposal form?

**YES/NO**

If yes, please give details.

8 Please list by activity the approximate percentage of work carried out in each instance:

%  
%  
%  
%  
%  
%

**PLEASE ATTACH A BROCHURE OR ANY 'HANDOUT' THAT YOU USE  
ALTERNATIVELY A COMPREHENSIVELY TYPED EXPLANATION OF THE ABOVE ACTIVITIES  
(this will enable underwriters to better understand your risk)**

9a) Please state the gross fees/turnover received for each of the last three financial years billed to clients and an estimate for the next twelve months.

Year		U.K.	Worldwide ex USA/Canada	USA/Canada
	Turnover			
20	Fees			
	Turnover			
20	Fees			
	Turnover			
20	Fees			
	Estimate			
	Turnover			
20	Fees			
	Financial Year ends:		(Month)	

b) What percentage of fees is paid to sub-contractors or consultants? %

10a) Please list the three largest contracts undertaken in the last three years:

i)

ii)

iii)

b) What is the largest annual income earned from a single client in the last twelve months?

In the case of Overseas contracts, please list the countries involved and whether U K or local law applies. Also, please give brief details of the contract(s) and size.

11 Do you or have you **ever** undertaken:

a) contracts involving physical contracting? **YES/NO**

**IF YES, PLEASE COMPLETE THE ADDITIONAL QUESTIONNAIRE**

b) design of fire protection or security systems? **YES/NO**

c) inspections of amusement or fairground rides or lifting equipment? **YES/NO**

d) asbestos surveys? **YES/NO**

e) projects involving radiation? **YES/NO**

f) training in connection with motorised vehicles, aircraft, water or hovercraft **YES/NO**

If yes, to any of the above, please provide full details

12 Do you ensure that all contracts are the subject of contract terms and conditions?

YES/NO

**IF YES, PLEASE PROVIDE A COPY**

13 Do you liaise with any regulatory authorities, in connection with advice given?

YES/NO

If yes, please provide full details

14 Do you ensure that any advice that you provide conforms to the latest guidelines and/or codes of practice?

YES/NO

If no, please explain fully.

15a) When Professional Sub-contractors or Specialist Consultants are engaged, have you, in the past, and will you in the future endeavour to ensure that they are appointed directly by and paid by the client?

YES/NO

b) Have you and will you ensure that such persons or firms have entered into a binding contract accepting full responsibility for their own Professional neglect, error or omission and that they carry and maintain in force Professional Indemnity insurance?

YES/NO

**IT IS A CONDITION OF THIS POLICY THAT P I INSURANCE IS MAINTAINED BY THIRD PARTY PROFESSIONALS, TO ALLOW FOR SUBROGATION, IN THE EVENT OF A CLAIM**



16a) If you are a member of a consortium or have entered into a joint-venture agreement, please give details.

b) Do you undertake work for or are you associated, either by shareholding or official position, with any company/organisation, where you are in a position to make major decisions? **YES/NO**  
If yes, please give details.

c) Have any of the Partners, Principals or Directors been a Partner, Principal or Director or been associated with any business that has ceased trading, either voluntarily or compulsorily? **YES/NO**  
If yes, please give details

17 Do you wish to consider any of the following extensions?

Loss of Documents **YES/NO**

Unintentional Breach of Confidentiality **YES/NO**

Libel & Slander **YES/NO**

Unintentional Breach of Copyright **YES/NO**

Dishonesty of Employees **YES/NO**

Claims arising from Associated Companies **YES/NO**

18 Do you currently have Professional Indemnity insurance? **YES/NO**

If yes, please give details.

Expiry Date:

Limit:

Excess:

Insurer:

19 Have you ever had any Professional Indemnity insurance cancelled, declined or only written at special terms?

YES/NO

If yes, please give details.

20 Please state: limit of indemnity required

: self insured excess

21a) Do you always require satisfactory written references when engaging employees?

YES/NO

b) Is any Partner, Principal, Director or Employee allowed to sign cheques on their sole signature?

YES/NO

If yes, please give details

c) How often are employees who receive cash or cheques, during the course of their duties, required to pay these in?

d) How often are checks carried out on all entries in cash books, with all paying-in books, receipts, counterfoils and vouchers being reconciled with bank statements, including the balance of cash and unrepresented cheques, independently of employees receiving or banking monies, belonging to the Firm or in trust, on behalf of others?

22 Have you EVER had any claims made against you or know of any circumstances that could or would have resulted in a claim, if cover had been in force?

YES/NO

If yes, please give full details.



## CONTRACTING QUESTIONNAIRE

TO BE ANSWERED BY ANY PROPOSER UNDERTAKING PHYSICAL CONTRACTING

1 Please break down your turnover between the following activities:

Where you design and construct, from your own design	£
Where you provide design only	£
Where you provide design and supervision, of third party labour	£
Where you construct from the design of qualified architects or engineers, appointed on your behalf, who have their own P.I. insurance	£
Where you construct from others' designs, undertaken on your behalf and they also undertake the supervision	£
Where you construct from the design supplied by the Principal, Employer or Client but have no responsibility at law, for such design	£
Where you construct only	£
Other (e.g. Manufacture)	£

**CONSTRUCT (IN THIS CONTEXT) CAN ALSO MEAN INSTALL OR FABRICATE**

2 Please indicate to what structures those activities extend

Individual Dwellings	%	Power Plants	%
Roads, Highways	%	Hospitals, Nursing Homes	%
Low Rise Multiple Dwellings	%	Refineries and Petro-Chemical	%
Bridges, Tunnels and Dams	%	Hotels and Leisure Centres	%
High Rise Multiple Dwellings	%	Manufacturing Plants	%
Railways, Airports, Harbours & Jetties	%	Schools and Universities	%
Modular Dwellings (Repetitive)	%	Industrial Building Systems	%
Commercial Offices/Shopping Centres	%	Retail/Business Parks	%
Water Schemes, Sewerage	%	Other (please specify)	%