



**2. SALES INFORMATION**

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2.1 Please list the total sales figure for the past 2 years as well as the estimated sales for the forthcoming year and indicate the approximate percentage split in sales per territory:

Year	Total Sales	USA / Canada in %	Europe in %	Other %

2.2 Please complete the following information for the top 3 plants / facilities:

	Address	Total Sales	Products	Production Lines	Daily output in \$
Plant I					
Plant II					
Plant III					

2.3 Please complete the following information for the top 3 products or if coverage is product specific, please list products to which this insurance is to apply:

	Product Name/ Type	Total Sales	Average batch / shipment size in \$
Product I			
Product II			
Product III			

**3. PRODUCT INFORMATION**

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3.1 What percentage of your products is manufactured by an outside vendor? \_\_\_\_\_%

3.2 Please list your top 3 customers by percentage of sales:

Customer = \_\_\_\_\_ % of Sales = \_\_\_\_\_

Customer = \_\_\_\_\_ % of Sales = \_\_\_\_\_

Customer = \_\_\_\_\_ % of Sales = \_\_\_\_\_

3.3 Please provide percentage of branded, non-branded and/or own label products:

Branded = \_\_\_\_\_% Non-Branded = \_\_\_\_\_% Own Label = \_\_\_\_\_%

3.4 Do products require external power source to operate?  Yes  No

3.5 Do products require special storage facilities?  Yes  No

3.6 Do products require assembly after delivery?  Yes  No

3.7 Do products require installation?  Yes  No

If yes, what are the average costs of installation per product? \_\_\_\_\_

3.8 Please indicate any new products that have commenced production or have entered the public stream of commerce within the last 12 months:

\_\_\_\_\_

#### 4. SUPPLIER INFORMATION

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4.1. Please indicate the estimated number of suppliers: \_\_\_\_\_

4.2. Please indicate the average length of contractual relationship with key suppliers: \_\_\_\_\_

4.3. Please complete in respect of your top 3 suppliers and then all other, per below:

Suppliers Name	Product(s)	Do you Audit?	Right of Subrogation?
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

4.4. With what percentage of your suppliers do you have contracts that set out hold harmless and indemnity provisions inuring to your benefit in the event of your being supplied with defect products? \_\_\_\_\_%

4.5. Are the products ordered to you specifications?  Yes  No

4.6. Do you require suppliers to abide by specified standards?  Yes  No

4.7. Are suppliers quality standards monitored?  Yes  No

If yes, how are standards monitored? \_\_\_\_\_

4.8. Are warranties obtained from all suppliers?  Yes  No

#### 5. QUALITY CONTROL & TESTING

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5.1 Do you have a Quality Assurance Plan in place (if yes, please provide copy)?  Yes  No

- 5.2 Do you have any SOPs (Standard Operating Procedures) or GMPs (Good Manufacturing Practices) in place?  Yes  No
- 5.3 Is there are Quality Assurance Department  Yes  No
- 5.4 Is the head of the Quality Assurance Department dedicated full time for such work?  Yes  No
- 5.5 Is product testing utilized?  Yes  No
- 5.6 At what point in the manufacturing process is testing performed?  
 Raw Materials  End Product  In Line  Other \_\_\_\_\_
- 5.7 Do you use internal and/or external testing laboratory?  Internal  External  
 If external, please provide detail: \_\_\_\_\_
- 5.8 Do you retain an outside testing laboratory?  Yes  No
- 5.9 Are labels inspected??  Yes  No  
 If yes, by whom: \_\_\_\_\_
- 5.10 Do warning labels meet applicable industry standards?  Yes  No  
 If no, please explain: \_\_\_\_\_

**6. RECALL PREPARDNESS & TRACEABILITY**

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- 6.1 Does the company have a Recall Plan in place (if yes, please provide copy)?  Yes  No
- 6.2 Does the company have a Crisis Management Plan in place? (if yes, please provide copy)  Yes  No
- 6.3 Does the company have a batch coding system utilized?  Yes  No
- 6.4 What percentage of your products can the company identify by the following:

Product Name:	%	Day:	%	Hour:	%
Batch:	%	Shift:	%	Other:	%

- 6.5 To what level can you trace your products handled, manufactured or produced once they have left your care, custody and control?  
 Please provide details: \_\_\_\_\_
- 6.6 Are records kept of all shipments?  Yes  No  
 If yes, for how long: \_\_\_\_\_
- 6.1. Do you collect and monitor customer complains?  Yes  No

6.7 Who can initiate a product recall? \_\_\_\_\_

6.8 What is your estimate likely cost of recall? \_\_\_\_\_

## 7. LOSS INFORMATION

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7.1. Have you, your premises, products or processes been the subject of recommendations or complaints made by any regulatory body, internal or third party audit over the past year?  Yes  No

If yes, please provide details: \_\_\_\_\_

7.2. In the last 10 years have you withdrawn or recalled any products or have you been responsible for the costs incurred by any third party arising from the withdrawal or recall of any products regardless of any subrogation?  Yes  No

**If yes, please complete a claims supplemental form, as attached.**

7.3. Does the company, its directors and officers have any knowledge of any current situation, fact or circumstances which might lead to a claim under this policy?  Yes  No

## 8. LIMITS & SELF INSURED RETENTION

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8.1. Limits of Insurance requested: \_\_\_\_\_

8.2. Self Insured Retention Requested: \_\_\_\_\_

## 9. COVERAGE

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9.1. Base coverage under this policy is Recall Costs (incl. third party recall costs) and Consultant Cost. Please indicate what additional elements of Loss you would like to have covered:

- Loss of Profit
  - 3 months  6 months  9 months  12 months
- Rehabilitation Expenses
  - 25%  50%  75%  100%
- Extra Expense
- Replacement Costs
- Product Extortion
- Customer Loss of Profit
  - \$250,000  \$500,000  \$750,000  \$1,000,000  Other \_\_\_\_\_
- Customer Rehabilitation Expense
  - 25%  50%  75%  100%
- Customer Extra Expense
- Defense Costs
- Governmental Recall
- Adverse Publicity
- Long Term Agreement

## 10. DECLARATIONS

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I declare that the statements and particulars in this application are true and that no material facts have been misstated or suppressed after enquiry. I agree that this application, together with any other information supplied shall form the basis of any contract of insurance effected thereon. I undertake to inform the Insurers of any material alteration to those facts occurring before completion of the contract of insurance. A material fact is one which would influence the acceptance or assessment of the risk.

I certify that I have read and understand the applicable fraud warning set forth below:

**ANY PERSON WHO KNOWINGLY AND WITH INTENT TO DEFRAUD ANY INSURANCE COMPANY OR ANOTHER PERSON FILES AN APPLICATION FOR INSURANCE OR STATEMENT OF CLAIM CONTAINING ANY MATERIALLY FALSE INFORMATION, OR CONCEALS FOR THE PURPOSE OF MISLEADING INFORMATION CONCERNING ANY FACT MATERIAL THERETO, COMMITS A FRAUDULENT INSURANCE ACT, WHICH IS A CRIME AND SUBJECTS THE PERSON TO CRIMINAL AND [NY: SUBSTANTIAL] CIVIL PENALTIES. (Not applicable in CO, DC, FL, HI, MA, MD, NE, OH, OK, OR, VT or WA- see Additional Fraud Notices attached hereto for these States). INSURANCE BENEFITS MAY ALSO BE DENIED.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Position: \_\_\_\_\_