



Fire Safety Questionnaire

Important Notes – You must read these before completing the form

“**You / Your**” refers to all firms to be insured under this arrangement including their **Principals**, including any predecessor or previous business for which cover is required.

“**We / Us / Our**” means the Insurer or Insurers subscribing to the insurance to be effected through Pen Underwriting Limited trading as Manchester Underwriting Management (“**MUM**”).

“**Firm**” means any business, whether a sole trader, partnership or company, limited liability or otherwise.

“**Principal/s**” means any director, partner, member or sole trader.

“**Public Buildings**” include but are not limited to care homes, nursing homes, hospitals, buildings of multiple occupancy, hotels, mixed use developments, schools, shopping centres and sports stadiums.

This form should be completed such that the information provided relates to all **Firms** to be insured under this arrangement, including any predecessor or previous business for which cover is required.

Fire safety is a critical exposure for professional indemnity (PI) insurers to consider. Most PI insurers have either excluded or very much restricted the cover that they offer in relation to fire safety in recent years. As **We** are being asked to offer fire safety cover, the information that you provide within this questionnaire will go right to the core of **MUM’s** consideration of your exposure to claims relating to fire safety. **We** expect you to make all enquiry of any persons that you need to enquire of so that you can fully and truthfully answer the questions and provide full, accurate and complete information. **You** must disclose everything that **You** know or ought to know. Any ‘innocent non-disclosure’ provision in any insurance that **We** provide to you shall not apply in relation to this questionnaire.

This questionnaire forms part of **Your** presentation to **Us**. **You** must also disclose any changes to the facts disclosed that occur prior to commencement of insurance.

Failure to disclose all relevant material facts whilst making this application may lead to the invalidation of any insurance effected, and ultimately result in avoidance of the insurance or non-payment of any claim made.

We expect you to disclose information that:

- a. Might affect **Our** assessment of the risk; or
- b. could mean that **We** may need to change the terms or premium or both; or
- c. could mean that **We** may not be able to cover that aspect of risk; or
- d. could mean that **We** may no longer be able to provide **You** with insurance cover.

How does MUM maintain Your privacy?

MUM is the data controller of any personal data **You** provide to **MUM**. **MUM** collects and processes personal data in order to offer and provide insurance services and policies and to process claims. Personal data is also used for business purposes such as fraud prevention and detection, financial management, to generate risk modelling, conduct analytics including to advise, improve and develop its products and services and to comply with its legal and regulatory obligations. This may involve sharing information with and obtaining information from **MUM’s** group companies and third parties such as (re)insurers, other brokers, loss adjusters, credit reference agencies, service providers, professional advisors, regulators or fraud prevention agencies.

MUM may record telephone calls to help it to monitor and improve the service provided as well as for regulatory purposes.

Please see **MUM’s** Privacy Notice for further information on how **Your** personal data is used, shared, disclosed and retained, **Your** rights in relation to **Your** personal data and how to contact **MUM’s** Data Protection Officer. **MUM’s** Privacy Notice can be found at <https://www.penunderwriting.co.uk/Privacy-Policy>. **MUM** may make



important updates to its Privacy Notice from time to time and these may in turn affect the way **MUM** uses and handles **Your** data. Please ensure **You** review **MUM's** Privacy Notice periodically to ensure **You** are aware of any changes.

If **You** are providing data in the course of **Your** business, or as a charity, for charitable purposes and providing information on other individuals to **MUM**, for example **Your** employees and/or any other party that would be covered under the insurance or services that **MUM** may provide to **You**, **You** shall ensure that individuals whose personal data **You** are providing to **MUM** have been provided with fair processing notices that are sufficient in scope and purpose, and that **You** have obtained all appropriate consents, where required, or are otherwise authorised, to transfer the personal data to **MUM** and enable **MUM** to use the personal data and process the personal data for the purposes of this agreement and as set forth in **MUM's** Privacy Notice. **You** must not share personal data with **MUM** that is not necessary for **MUM** to offer, provide or administer its services.

1. In the last 25 years, have **You** had involvement in projects where you or any sub-contractor or sub-consultant of **Yours** were involved in the specification, selection, design, installation, project management, project co-ordination or certification of cladding systems or rainscreen systems, whether or not third parties also had involvement?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If **YES**, please advise:

- a) Have any of these projects been **Public Buildings**
- b) Did any of these projects involve buildings in excess of 6 storeys or 18m in height?
- c) Were any of the following products used in these projects:
 - i. Aluminium composite materials / panels
 - ii. Zinc composite materials / panels
 - iii. High pressure laminates
 - iv. Ventilated rainscreen systems incorporating PIR (Polyisocyanurate) or PUR (Polyurethane rigid foam) external wall insulation?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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2. Other than in relation to minor alterations, small extensions etc., have **You** always sent designs to Building Control for approval prior to works commencing?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If **NO**, was this always at the insistence of **Your** client and did you always confirm your client's decision to do this to them in writing?

3. What procedures do **You** have to verify that the fire protection specified in the designs has been installed / built in accordance with the designs?

Are these procedures documented in writing?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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From what date can you confirm that these procedures have been operative without exception?



4. In the last 25 years, have **You** had involvement in projects involving **Public Buildings** in excess of 6 storeys or 18m in height?

Yes	<input type="checkbox"/>
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No	<input type="checkbox"/>
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5. Have **You** ever undertaken EWS1 surveys or provided EWS1 certificates?

Yes	<input type="checkbox"/>
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No	<input type="checkbox"/>
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Declaration

I declare that, after full enquiry, the contents of this application are true and that I have not misstated, omitted or suppressed any material fact or information. If there is any material alteration to the facts and information which I have provided or any new material matter arises before the completion of the contract of insurance, I undertake to inform **You**.

Name of Principal signing this form
Signature
Date