

PROFESSIONAL INDEMNITY INSURANCE FOR CONSULTING ENGINEERS PROPOSAL FORM

Please ensure that all relevant sections of the Proposal are completed.

1. Name of firm:

2. Address (including branch offices):

Postcode: Telephone No.:

3. Type of business/practice:

4. Date firm established/commenced business:

5. Give details of the five largest contracts undertaken in the past three years, or for a new business/practice to be undertaken in the forthcoming year

STARTING AND COMPLETION DATES	TOTAL CONTRACT VALUE*	FEE	TYPE OF CONTRACT	PROFESSIONAL SERVICE PROVIDED

**Civil and Structural Engineers - Total Contract Value
Other Engineers – Value of Specific Work Undertaken by the Proposer*

6. Give details of the three largest contracts expected to be undertaken in the next twelve months

STARTING AND COMPLETION DATES	TOTAL CONTRACT VALUE*	FEE	TYPE OF CONTRACT	PROFESSIONAL SERVICE PROVIDED

**Civil and Structural Engineers - Total Contract Value
Other Engineers – Value of Specific Work Undertaken by the Proposer*

7. Give details below of

- (a) partners/directors (including details if sole principal) and
- (b) consultants under a contract of service with the Proposer

FULL NAME	AGE	QUALIFICATION	DATE QUALIFIED	NUMBER OF YEARS IN THIS CAPACITY IN THE AFORE - MENTIONED BUSINESS/PRACTICE
7 (a)				
7 (b)				

8. Give details below of previous business experience, as appropriate, or attach curricula vitae

Newly established business/practice – Complete for all Partners/Directors

Existing business/practice – Complete for each Partner/Director who has held such position with the Proposer for less than 5 years

NAME OF PARTNER/DIRECTOR	PERIOD ENGAGED IN PREVIOUS OCCUPATION	NAME OF FIRM/COMPANY	PROFESSION OR BUSINESS	POSITION HELD

9. State number of other permanent staff

(a)	QUALIFIED	FULL-TIME	PART-TIME
(b)	ALL OTHERS	FULL-TIME	PART-TIME

10. Limit of Indemnity required under this insurance

(a) Each and every claim

(b) Total aggregate for policy period

11. Is cover required for Partners' Previous Business in respect of any partner named in 7a? Yes No

If 'Yes' state

(a) FOR WHICH PARTNERS	
(b) TITLE OF PREVIOUS BUSINESS	
(c) DATE PARTNER LEFT BUSINESS	
(d) LIMIT OF INDEMNITY REQUIRED IF LESS THAN STATED IN 10A.	

12. Is cover required for Partners' Previous Business in respect of any partner named in 7a? Yes No

If 'Yes', state state how (eg. By subsidiary company, local office, local representative or by any other person or concern holding a power of attorney on behalf of the business/practice)

13. State gross fees (including those paid to sub-contractors) payable by clients for work undertaken in Ghana

	LAST YEAR	PREVIOUS YEAR	FORTHCOMING YEAR (ESTIMATED) FOR NEW AND EXISTING PRACTICES
(a) State gross fee paid to subcontractors			
(b) State largest fee earned from any client			

14. Indicate which of the following services are performed by the practice by showing the percentage of gross fees received during the past year

Architecture	%	Marine Engineering	%
Chemical Engineering	%	Mechanical Engineering	%
Civil Engineering	%	Mining Engineering	%
Electrical Engineering	%	Soil Engineering	%
Electronic Engineering	%	Structural Engineering	%
Heating & Ventilating Engineering	%	Other (give details)	%

15. (a) Does the business/practice or any partner/director act on behalf of, or undertake work for any firm, company or organisation in which the business/practice or any partner/director has a financial interest? Yes No

15. (b) Does any partner/director perform an executive role or hold a position whereby he or she is able to make a major policy decision on behalf of such firm, company organisation? Yes No

If 'Yes', in either case, give details (by separate note, if preferred)

15. (c) Is such other company, firm or organisation associated with any process of manufacture, construction or erection or any form of contracting or supply? Yes No

16. Does the Proposer undertake any contract which involves the business/practice or its subcontractors in:

(a) Manufacture, construction, erection or installation? Yes No

If 'Yes', state what proportion of the fees declared relates to such contracts %

(b) The supply of materials, plant, goods or equipment? Yes No

If 'Yes',

i. Does the supply relate to Ghana branded products only? Yes No

ii. What proportion of the fees declared relates to such contracts? %

A copy of the contract conditions between the Proposer and the manufacturer or source must be attached

17. Does the Proposer use any brochures, written agreements or conditions of contract in connection with the business/practice? Yes No

If **'Yes'**, please attach copies

18. Does the Proposer use conditions of contract in every case? Yes No

19. Does the Proposer work to a professional code of practice? Yes No

If **'Yes'**, provide details below

20. (a) Does the Proposer have written work instructions or checklists for the services provided? Yes No

If **'Yes'**, give details of the scope of these instructions below (by separate note, if preferred)

20. (b) What does the Proposer think are the more significant potential risks associated with their fields of work?

Give details below

20. (c) What does the Proposer do to minimize these risks?

Give details below

20. (d) How often does management review working procedures to ensure continuing suitability and what form does the review take?

Give details below

21. Is the Proposer accredited to or in the process of becoming accredited to or subject to any other form of external assessment? Yes No

If **'Yes'**, please give details below

If **'No'**, give details of how project development and customers relations are monitored (by separate note if preferred)

22. What is the procedure undertaken prior to contracts being accepted to ensure that:

(a) The contract specifications can be met? Give details below

(b) Customer requirements can be satisfied? Give details below

23. What records are kept of:

(a) The original contract

(b) Subsequent amendments to that contract

(c) Verbal agreements

(d) Telephone conversations

24. What steps does the Proposer take to review work undertaken by staff?

25. Do recruitment procedures involve taking up references?

Yes No

If 'Yes', over what period are references taken and what information is requested? Give details below

26. Has the Proposer any existing Professional Indemnity insurance in force?

Yes No

If 'Yes', state

(a) Name of insurer

(b) Renewal date

27. Has any insurer in respect of the risks to which this proposal relates ever:

(a) Declined a proposal, refused renewal or terminated an insurance?

Yes No

(b) Required an increased premium or imposed special conditions?

Yes No

If 'Yes', in either case, give details

