

## AIR TRAFFIC CONTROL LIABILITY INSURANCE QUESTIONNAIRE

### COMPLETE THE FOLLOWING PAGES

**Client Name:** \_\_\_\_\_  
(the policyholder that executes the contract of insurance)

#### 1. Annual Turnover

What is your annual turnover? \_\_\_\_\_

*Alternatively delete as appropriate:*

Is your annual turnover in excess of USD1 million? Yes/No  
Is your annual turnover in excess of USD10 million? Yes/No

#### 2. Balance Sheet Total

What is your balance sheet total? \_\_\_\_\_  
(total of all assets without any deduction for liabilities i.e. fixed assets and current assets)

*Alternatively delete as appropriate:*

Is your balance sheet total greater than USD5million? Yes/No  
Is your balance sheet total greater than USD10million? Yes/No  
Is your balance sheet total greater than USD20million? Yes/No

#### 3. Average number of employees

Is your average number of employees during the coming year greater than 250? Yes/No (please delete as applicable)

#### 4. Operations inside the European Economic Area (EEA)

Do you have business operations located in at least one of the following countries? Yes/No (please delete as applicable)

The EEA:  
Austria, Belgium, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, United Kingdom.

**To fulfill our regulatory obligations this section of the Proposal Form must be completed**

*If insufficient space provided please identify and attach separate sheet(s)*

Name of Insured	
Address of Insured	
Contact Name	
Telephone Number	

Facsimile Number	
Email	

For how long have you been undertaking ATC operations?	
How many Air Traffic Control (ATC) centres do you operate?	
Where is each located?	

Inception date of insurance to which this questionnaire relates?	
Provide details of your current insurance	
Limit of liability required under the insurance?	

*FOR EACH ATC CENTRE TO BE INSURED*

What is the area of responsibility including which airports?	
Does the centre have any responsibility for overflying traffic? If yes provide details of area of responsibility.	
At what distance do you assume control of incoming aircraft and relinquish control of outgoing aircraft?	
Who takes over ATC when you relinquish control of aircraft?	

Is the airspace divided into upper airspace and lower airspace for control purposes?	
What flight level is the dividing line between upper airspace and lower airspace?	
How many sectors are provided for the control of upper airspace and lower airspace?	
How is the military and civil interaction of Air Traffic Control achieved through the control centres?	

Are military controllers in the ATC room for liaison purposes? If so under whose authority do they operate?	
How many staff are normally on duty at any one time?	
How many staff are on duty at busy periods?	
What is the normal watchkeeping / shift period?	
What is the total number of control officers employed?	
State type of radar in use indicating whether this is primary or secondary surveillance radar?	
Does the radar provide full coverage over the whole of the area?	
Are computers used for Air Traffic Control function? If so, state type of system and how long in use.	
Is full overlapping provided for Visual Omni Range Stations currently installed on your airway network?	
Are standby VORs provided?	
<p>If applicable do you control airside vehicular movements? If yes to what extent (the crossing of taxi and runways)?</p> <p>Is this done by the same personnel who control aircraft?</p>	

Is standby power available at the VOR site?	
What direct user to user telephone service is provided between Air Traffic Control Centres and also between Air Traffic Control Centres and airports within defined areas?	
Does the Air Traffic Control Centre have standby power supplies and battery operated emergency lighting?	
If applicable is there a full view of the manoeuvring area from the tower?	
If applicable is there a full view of the marshalling area from the tower?	
Is heating, ventilation and cooling provided in the tower?	
Is the tower sound proofed?	
Are approach control and aerodrome services provided?	
Is radar used for approach control? If so, indicate type and operational cover given	
Is radar used for any other use at the airfield?	
Is any secondary surveillance radar in use?	
Is closed circuit television used for any purpose?	
State radio facilities provided	
State radio standby services provided	
Are the radio / telephone transmissions recorded?	
What direct telephone circuits are provided?	
Is there direction finding (DF) equipment available?	

What procedures are in place to monitor a controller's performance? How do they compare to that of the CAA / FAA?	
What recurrent training do the controllers undergo?	
What is the average controller experience?	

**PLEASE PROVIDE THE FOLLOWING LANDING / TAKE-OFF / OVERFLIGHT STATISTICS – THIS IS VITAL INFORMATION FOR INSURERS.**

**IN RESPECT OF FLIGHTS OVER WHICH YOU HAVE CONTROL PROVIDE THE FOLLOWING AS APPLICABLE (SPLIT BETWEEN CIVIL AND MILITARY IF APPROPRIATE)**

	Last Year		This Year		Next Year	
	Civil	Military	Civil	Military	Civil	Military
Number of Landings per annum						
Number of Take-Off's per annum						
Number of Overflights per annum						

**REVENUE**

	<u>Last Year</u>	<u>Current Year</u>	<u>Next Year</u>
Estimated total annual revenue			

**CLAIMS**

<p>Provide details of any aviation accidents / losses, or claims made against you during the last five years arising from your ATC operations (insured or otherwise) including amounts(s) (being) claimed and the claimant(s).</p> <p>This information should include details of losses / claims within any (insurance) deductible.</p>	
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Please supply copies of Air Traffic Control Holding and Approach Procedure Charts.

## Material Information

### Your Duty to Make a Fair Presentation

**“Material Information”** means all information that would influence an insurer in determining whether to accept the risk and, if so, the premium, terms and conditions to be applied. If you are in doubt as to whether information might be relevant to an insurer’s determination, we would advise that you disclose it.

By statute, you are required to make a fair presentation of the risk you are seeking to insure to your insurer. To make a fair presentation of the risk you must either (1) disclose all Material Information that you know or ought to know or (2) provide insurers with sufficient information to put them on notice that they need to ask you further questions to reveal all the Material Information. You should keep in mind that this is not meant to result in a two stage process where you provide insurers with a little information and they ask all the questions. This second limb will only apply where you have tried, but failed, to provide all Material Information and can show that you have given the insurer a good base on which to ask the further questions.

You will be deemed to know all Material Information that is known to your senior management or those responsible for arranging your insurance, and which should reasonable have been revealed by a reasonable search. Your search will need to include information which is held by other persons such as your agents (for example, your insurance broker). We are not required to provide you or insurers with any information that we have received (i) from anyone other than you or your representatives or (ii) otherwise than directly in connection with the particular contract of insurance we are placing for you. Any losses you suffer as a result of any related non-disclosure or misrepresentation will be your responsibility.

Failure to disclose all Material Information or misrepresenting circumstances could result in the terms of your insurance contract being rendered void (so that claims are not paid and there is no cover), terms being amended or insurers reducing any claim(s) paid in proportion to the increased premium that would have been charged had the true position been known. Insurers may also have a right to recover all or part of any claim payments made.

The disclosure obligations outline above will arise:

**Before the policy is entered into** – Therefore, if you become aware that information that you have supplied prior to confirmation of your insurance cover was incorrect or incomplete, you should tell us immediately; and

**After the policy is entered into** – The duty to make a fair presentation is re-imposed when there are changes or variations in cover, when the insurance contract is renewed or extended and when you make a claim. In addition, changes which substantially increase, or fundamentally alter the risk or relate to compliance with a warranty or condition in the insurance contract, must be notified at once. Some insurance contracts also contain an express obligation to notify any change in risk. You need to ensure that you are familiar with the terms of your policy and have taken any advice you require to understand the implications.

Declaration

I hereby declare that to the best of my knowledge and belief, the particulars and answers herein are true and correct and that I have not knowingly withheld any information which would influence the decision of the underwriters in regard to this proposal.

Name: .....

Signature: ..... Date: .....