

AIRPORT OWNERS AND OPERATORS LEGAL 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
Is your annual turnover in excess of	USD50 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
Is your balance sheet total greater than	USD50million?	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 the Insured	
Contact Name	

Telephone Number	
Facsimile Number	
Email	
Provide details of current insurance	
Inception date of insurance to which this questionnaire relates?	
Limit of liability required under the insurance?	

PLEASE COMPLETE THE FOLLOWING PAGES FOR EACH AIRPORT TO BE INSURED

Name of airport (if not stated above)	
Situation of airport	
Provide a plan of the airport	
Do you own / operate / manage the airport?	
For how long have you been undertaking this operation?	
Who are the five principal airlines / operators using the airport?	
Type of aircraft using the airport?	
What is the largest type or aircraft most regularly using the airport?	
What type of vehicles are used airside and how many?	

Annual Passenger Numbers	Last year	Current Year	Next Year
International Passengers			
Domestic Passengers			

Annual Aircraft Movements	Last year	Current Year	Next Year
International Flights			
Domestic Flights			

Aircraft Movements as a % of:-	Last year	Current Year	Next Year
Scheduled			
Charter			
Wide-bodied			
General Aviation			
Military			
What is the annual freight tonnage?			

SERVICES

Who undertakes the following services?:-	
Air Traffic Control	
Hangarage of third party aircraft	
Control tower	
Ramp and turn around services	
Refuelling and storage of fuel	
Catering	
Passenger transport airside to / from aircraft	
Freight and cargo handling	
Emergency services (fire fighting / ambulance – medical support)	

Passenger / cargo / baggage screening	
General airport security	
If you are responsible for the hangarage of third party aircraft advise in respect of aircraft in your care / custody / control	
Type of aircraft hangared / stored?	
Average value any one aircraft	
Average value all aircraft	
Maximum value any one aircraft	
Maximum value all aircraft	
Customers and Contractual basis?	

<p>Where any of the above are undertaken by others / concessionaires / (sub) contractors -</p> <p>What is the airport's contractual position with such parties relating to liability / indemnity / insurance? Does the airport have the benefit of any hold harmless / indemnity?</p> <p>Does the airport require contractor to carry a minimum liability insurance limit <i>including</i> for Terrorism?</p> <p>If so what limit?</p> <p>Is the contractor insurance closely monitored / policed?</p> <p>Does the airport contract any operation but retain the liability / responsibility for it?</p>	
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<p>Provide details of any capital works (buildings or infrastructure construction / alteration / demolition) ongoing or proposed during the next twelve months including the cost thereof.</p> <p>What is the airport's contractual position with the parties undertaking such works relating to liability / indemnity / insurance? Does the airport have the benefit of any hold harmless / indemnity?</p>	
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<p>Do you have a disaster / crisis management plan? Provide details</p>	
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SECURITY

<p>Is the airport completely closed with a fence? If so, what is the nature of the fence?</p>	
<p>How many entrance gates / access points are there at the airport and what security arrangements are in force at these points?</p>	
<p>What are the security checks within the terminal / at passport control prior to passenger departure? What equipment / systems are used in this respect?</p>	
<p>What systems are in place to prevent unauthorised access to restricted areas (beyond passport control / gate and ramp areas / airside)?</p>	
<p>What systems are in place to secure the fuel farm and control tower? How is access controlled?</p>	
<p>Are there custom facilities available and what type of bonded stores are available?</p>	
<p>Is all passenger baggage / cargo screened? Briefly state how passenger baggage / cargo is screened</p>	
<p>Do operators supply their own handling equipment and staff or are these provided by the airport?</p>	
<p>Are passengers escorted if jetways / airbridges are not used? Are buses provided to transport passengers between the airport and the aircraft?</p>	
<p>Is passenger profiling undertaken?</p>	

<p>Are there security patrols?</p> <p>Where do they patrol? Terminals? Airport perimeter?</p> <p>Are they armed?</p>	
<p>How are aircraft secured whilst not in service?</p>	
<p>Advise where CCTV is used.</p> <p>How extensive is the system?</p> <p>How old is the system?</p>	
<p>Describe your employee and contractor vetting procedures (background checks/drug testing)</p>	
<p>What is the % of employee turnover in the last twelve months?</p>	

REVENUE

	Last year	Current Year	Next Year
Estimated total annual revenue from all sources			
What % of this relates to services performed by the airport			
% split of income direct to the airport and from concessionaires			

CLAIMS

<p>Provide details of any AIRPORT/AVIATION related accidents / losses, or claims made against you during the last five years arising from your airport 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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SUPPLEMENTARY INFORMATION

RUNWAY / TAXIWAY DETAILS

Length and direction of runways	
Pavement classification number of runways and taxiways	
Number of usual approach slope indicators installed and if so, on which runway(s)	
Are runways and holding points marked or painted in accordance with AC10 recommendations?	
Who is responsible for runway / taxiway marshalling area inspection?	
Who is responsible for airport runways, approach and taxiway lighting?	
Are the taxiways clearly painted and marked to lead aircraft to the stand?	
What arrangements are there to guide aircraft to applicable stands?	
Are yellow lines marked on the aircraft stands to show where ancillary equipment should be parked?	
How many vehicles are allowed into the marshalling area?	
What checks are made to ensure that they are road worthy and personnel fully trained?	
Are such vehicles allowed within this area fitted with flashing beacons, exhaust flame traps and two way radio communication?	

EMERGENCY EQUIPMENT

What fire fighting equipment is provided at each airport and indicate who is responsible for ensuring safety standards are met?	
Are permanent fire fighting staff resident and are they permanently employed as firemen or do they have other duties in addition?	
Briefly outline the type of fire-fighting training available, and the frequency of training and practice alerts	
How many ambulances are stationed at the airport?	
Is a First Aid room available and what is the extent of the equipment provided and the staffing arrangements?	
What type of heavy lift equipment is available in the event of a crash?	
Provide details of bird control and dispersal operations	
Provide details of taxiway and runway debris control and removal operations.	

Please add any further information you feel may be relevant to this proposal

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: