



## Application Form for Consumable Products

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- i All questions must be answered completely – if you need more space please continue on a separate sheet of paper and indicate question number.
- i Please provide a copy of your Recall Plan, HACCP Plan, Quality Control / Assurance Plan and Crisis Management Plan
- i This application must be signed and dated by an officer of the company

### 1. APPLICANT'S DETAILS

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1.1 Name and Address of Applicant: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(please attach list of subsidiaries, if applicable under this policy)

1.2 Main Contact Name: \_\_\_\_\_  
 Main Contact Phone: \_\_\_\_\_

1.3 Website: \_\_\_\_\_

1.4 Date first established: \_\_\_\_\_

1.5 Prior Experience in this business under any other name: Yes                  No

If yes, please provide name of business: \_\_\_\_\_

1.6 Type of Operations:      Manufacturer                  Co-packer                  Packaging                  Bottler  
    Importer                                  Wholesaler                  Retailer                  Distributor  
    Supplier of Ingredients      Other \_\_\_\_\_

1.7 Type of Products:      Nuts / Snacks                  Vegetables                  Fruits                  Dairy  
    Meat / Poultry                  Fish / Seafood                  Bakery                  Beverage  
    Soup / Sauces                  Other \_\_\_\_\_

1.8 Total Number of Plants/Facilities:      Home Country      =      \_\_\_\_\_  
    Elsewhere                  =      \_\_\_\_\_

1.9 Total Number of Employees:      Home Country      =      \_\_\_\_\_  
    Elsewhere                  =      \_\_\_\_\_

**2. SALES INFORMATION**

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2.1 Please list the sales figure for the past 2 years as well as the estimated sales for the forthcoming year and indicate the approx. percentage of sales per country:

Year	Total Sales	USA (%)	Canada (%)	Europe (%)	RoW (%)

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 size in \$	Largest batch size in \$	Daily output 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 What percentage of your products are a component part / ingredient of other products? \_\_\_\_\_%

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

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

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

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

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

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

3.5 What is the average shelf life of your products (as a percentage of total sales)?

Less than a week:	
One week to one month:	
One month to six months:	
More than six months:	

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

\_\_\_\_\_

3.7 Please indicate whether any of your products contain allergens, genetically modified ingredients or any nutritional boosters and whether your labeling specifies these ingredients:

\_\_\_\_\_

**4. SUPPLIER INFORMATION**

4.1. 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?	
		Yes	No	Yes	No
		Yes	No	Yes	No
		Yes	No	Yes	No
		Yes	No	Yes	No
Other		Yes	No	Yes	No

4.2. 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 contaminated / tampered products? \_\_\_\_\_%

**5. SAFETY / HACCP / QUALITY CONTROL**

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

5.2 Do you have a HACCP Plan in place (if yes, please provide copy)? Yes No

5.3 Do you have any SSOPs (Sanitation Standard Operating Procedures) or GMP's (Good Manufacturing Practices) in place? Yes No

5.4 Is there are Quality Assurance Department Yes No

5.5 Is the head of the Quality Assurance Department dedicated full time for such work? Yes No

5.6 Do you have a testing program at critical control points on the following:

Incoming material (incl. packaging and labels)	Yes	No
Manufacturing / Processing	Yes	No
End product (incl. packaging and labels)	Yes	No

- 5.7 What testing methods are used?      Microbiological      X-Ray      Visual  
    Metal Detectors      Physical      Chemical
- 5.8 Are separate production lines dedicated to different product types?      Yes      No
- 5.9 How often do you:      Clean production lines?      \_\_\_\_\_  
    Break down lines?      \_\_\_\_\_  
    Maintain product lines?      \_\_\_\_\_
- 5.10 Do you use internal and/or external testing laboratory?      Internal      External  
       If external, please provide details: \_\_\_\_\_
- 5.11 Is there a hold period before shipping?      Yes      No
- 5.12 Is there a “positive release” procedure?      Yes      No
- 5.13 Is there an incoming quarantine process      Yes      No
- 5.14 Are labels inspected??      Yes      No  
       If yes, by whom: \_\_\_\_\_
- 5.15 Do warning labels meet applicable industry standards?      Yes      No  
       If no, please explain: \_\_\_\_\_
- 5.16 Are Food Safety Audits performed by an accredited third party?      Yes      No  
       If yes, please provide details: \_\_\_\_\_

## **6. PRODUCT SECURITY**

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- 6.1. Please detail how products are packed:      Canned      Glass      Paper      Cellophane  
    Cardboard      Quality Seals      Vacuum-packed  
    Other      \_\_\_\_\_
- 6.2. Do you collect and monitor customer complains?      Yes      No
- 6.3. Has the company ever been a direct target of political, racial, environmental, or other extremist or special interest groups?      Yes      No  
       If yes, please provide details: \_\_\_\_\_
- 6.4. Does the company import/export with volatile countries or undertake activities which might make it a target of extremist or special interest groups?      Yes      No  
       If yes, please provide details: \_\_\_\_\_
- 6.5. Does the company use or pay for animal testing of products      Yes      No
- 6.6. Has the company experienced any strikes, riots, work stoppages and/or plant closings in the last 3 years?      Yes      No
- 6.7. Has the company been sued, or is currently being sued by, any employees in the last 3 years?      Yes      No

**7. RECALL PREPAREDNESS & TRACEABILITY**

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

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

- 7.5 To what level can the company trace their products handled, manufactured or produced once they have left their care, custody and control?

Please provide details: \_\_\_\_\_  
\_\_\_\_\_

- 7.6 Are records kept of all shipments? Yes No  
If yes, for how long: \_\_\_\_\_
- 7.7 Who can initiate a product recall? \_\_\_\_\_
- 7.8 What is your estimate likely cost of recall? \_\_\_\_\_

**8. LOSS INFORMATION**

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- 8.1. 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 five (5) year? Yes No

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

- 8.2. 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 *recall*PROTECT claims supplemental form, as attached.**

- 8.3. Does the company know of any actual, threatened or suspected product tampering involving any of the company's products during the past 10 years? Yes No
- 8.4. 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



## **ADDITIONAL FRAUD NOTICES**

**NOTICE TO COLORADO APPLICANTS:** IT IS UNLAWFUL TO KNOWINGLY PROVIDE FALSE, INCOMPLETE, OR MISLEADING FACTS OR INFORMATION TO AN INSURANCE COMPANY FOR THE PURPOSE OF DEFRAUDING OR ATTEMPTING TO DEFRAUD THE COMPANY. PENALTIES MAY INCLUDE IMPRISONMENT, FINES, DENIAL OF INSURANCE AND CIVIL DAMAGES. ANY INSURANCE COMPANY OR AGENT OF AN INSURANCE COMPANY WHO KNOWINGLY PROVIDES FALSE, INCOMPLETE, OR MISLEADING FACTS OR INFORMATION TO A POLICYHOLDER OR CLAIMANT FOR THE PURPOSE OF DEFRAUDING OR ATTEMPTING TO DEFRAUD THE POLICYHOLDER OR CLAIMANT WITH REGARD TO A SETTLEMENT OR AWARD PAYABLE FROM INSURANCE PROCEEDS SHALL BE REPORTED TO THE COLORADO DIVISION OF INSURANCE WITHIN THE DEPARTMENT OF REGULATORY AGENCIES.

**NOTICE TO DISTRICT OF COLUMBIA APPLICANTS: WARNING:** IT IS A CRIME TO PROVIDE FALSE OR MISLEADING INFORMATION TO AN INSURER FOR THE PURPOSE OF DEFRAUDING THE INSURER OR ANY OTHER PERSON. PENALTIES INCLUDE IMPRISONMENT AND/OR FINES. IN ADDITION, AN INSURER MAY DENY INSURANCE BENEFITS, IF FALSE INFORMATION MATERIALLY RELATED TO A CLAIM WAS PROVIDED BY THE APPLICANT.

**NOTICE TO FLORIDA APPLICANTS:** ANY PERSON WHO KNOWINGLY AND WITH INTENT TO INJURE, DEFRAUD, OR DECEIVE ANY INSURER FILES A STATEMENT OF CLAIM OR AN APPLICATION CONTAINING ANY FALSE, INCOMPLETE OR MISLEADING INFORMATION IS GUILTY OF A FELONY IN THE THIRD DEGREE.

**NOTICE TO HAWAII APPLICANTS:** FOR YOUR PROTECTION, HAWAII LAW REQUIRES YOU TO BE INFORMED THAT PRESENTING A FRAUDULENT CLAIM FOR PAYMENT OF A LOSS OR BENEFIT IS A CRIME PUNISHABLE BY FINES OR IMPRISONMENT OR BOTH.

**NOTICE TO MARYLAND APPLICANTS:** ANY PERSON WHO KNOWINGLY AND WILLFULLY PRESENTS A FALSE OR FRAUDULENT CLAIM FOR PAYMENT OF A LOSS OR BENEFIT OR WHO KNOWINGLY AND WILLFULLY PRESENTS FALSE INFORMATION IN AN APPLICATION FOR INSURANCE IS GUILTY OF A CRIME AND MAY BE SUBJECT TO FINES AND CONFINEMENT IN PRISON.

**NOTICE TO MASSACHUSETTS, NEBRASKA, OREGON AND VERMONT APPLICANTS:** 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, MAY BE COMMITTING A FRAUDULENT INSURANCE ACT, WHICH MAY BE A CRIME AND MAY SUBJECT THE PERSON TO CRIMINAL AND CIVIL PENALTIES.

**NOTICE TO OHIO APPLICANTS:** ANY PERSON WHO, WITH INTENT TO DEFRAUD OR KNOWING THAT HE IS FACILITATING A FRAUD AGAINST AN INSURER, SUBMITS AN APPLICATION OR FILES A CLAIM CONTAINING A FALSE OR DECEPTIVE STATEMENT IS GUILTY OF INSURANCE FRAUD.

**NOTICE TO OKLAHOMA APPLICANTS: WARNING:** ANY PERSON WHO KNOWINGLY, AND WITH INTENT TO INJURE, DEFRAUD OR DECEIVE ANY INSURER, MAKES ANY CLAIM FOR THE PROCEEDS OF AN INSURANCE POLICY CONTAINING ANY FALSE, INCOMPLETE OR MISLEADING INFORMATION IS GUILTY OF A FELONY.

**NOTICE TO WASHINGTON APPLICANTS:** IT IS A CRIME TO KNOWINGLY PROVIDE FALSE, INCOMPLETE OR MISLEADING INFORMATION TO AN INSURANCE COMPANY FOR THE PURPOSE OF DEFRAUDING THE COMPANY. PENALTIES INCLUDE IMPRISONMENT, FINES AND DENIAL OF INSURANCE BENEFITS.