

Business Interruption:

Is any or all of your production machinery custom-made or imported? Yes No

If Yes, please advise where it is made and how long it would take to be replaced? _____

Do you have a peak season for production of your products? Yes No

If Yes, when would this increased production time occur? _____

Do you have a Research and Development business unit? Yes No

How many personnel do you employ for this activity? _____

In the event of the interruption of business for a supplier of raw materials or components used in your manufacturing process, do you have alternate suppliers that can be utilized? Yes No

Do you have more than one or two distributors/vendors of your products? Yes No

How often do you back-up your Accounts Receivable data? _____

Are the back-ups stored off-site? Yes No

Do you have a formalized disaster recovery plan in place? Yes No

Equipment Breakdown: (Complete if this coverage is being requested)

Do you have any CNC machines including laser or plasma cutters? Yes No

If yes, please advise value of each machine _____

Do you have spare parts for the major parts of your machinery? Yes No

Do you have nearby/available repair facilities in the event of a breakdown of equipment? Yes No

If No, where would the nearest facilities be? _____

In the event of an interruption of business resulting from Equipment Breakdown, how would you minimize the downtime? e.g. overtime, inventory, outsourcing, etc. _____

Crime:

How many employees do you have on payroll? _____

How many of those employees would routinely handle money? _____

Do you require countersignature of cheques in excess of \$2,500? Yes No

How often do you reconcile your bank accounts? _____

Do you have an annual audit performed by an external accounting firm? Yes No

Have you had any incidents with hackers or viruses on your computer systems? Yes No

If yes, please provide details and include preventive measures that have been implemented. _____

