Personnel Suppliers - Liabilities

Proposal Questionnaire

01 / Proposer and business model

For recruitment agencies, labour suppliers and technical staffing companies. Complete electronically and save. Use N/A where not applicable; state currencies. Do not include workers' personal medical records.

Full legal name, subsidiaries, registered address, company number and country of incorporation

Contact name, position, email, telephone and website; trading experience

Business model: permanent introduction / temporary agency / labour-only / managed service / contracting; turnover split

Oil & gas / mining / renewables turnover split; onshore / offshore split and countries served

Annual turnover, gross fees / margin and total payroll / contractor payments, with currency and accounting period

Requested insurance dates, existing cover and main reason for seeking insurance

Legal employer / payroll entity / employer of record / umbrella arrangements and contractual chain

Attach a breakdown by country, job category, employment status and onshore / offshore location. Show direct staff and supplied workers separately. Identify annual and peak figures.

Direct employees: duties, headcount, payroll and work countries; office staff versus deployed staff

Supplied personnel: temporary employees, agency workers, self-employed, PSC / umbrella and subcontract labour; numbers and payments for each

Deployment countries, residence / recruitment countries, payroll entity and locally arranged WC / social insurance

Average / maximum workers at a site, installation, project, vessel or helicopter / vehicle transfer

Contract lengths, rotation patterns, working hours, offshore days and estimated annual worker-days

US / Canada or other overseas work: states / provinces, actual duties, contracts and local cover arrangements

Describe actual duties, not only job titles. Identify safety-critical work and whether workers perform manual, supervisory, inspection, advisory, design or management functions.

Job categories, duties and turnover / payroll share; tools / machinery operated and supervisory responsibility

Oil & gas: drilling / well services / production / refinery work; jack-ups / platforms / vessels; well control, lifting, hot work, diving, subsea or offshore transfer duties

Mining: underground / surface, shaft work, blasting / explosives, processing, heavy vehicles and tailings / dam duties

Renewables: wind / solar / hydro / BESS / hydrogen; offshore access, work at height, rope access, high-voltage switching and battery / fire risks

Other hazards: confined spaces, asbestos / silica / chemicals, radiation, aviation, marine crewing or security work

Roles / activities prohibited by your business and controls to prevent unauthorised deployment

Explain who directs and controls work at each stage. Labour supply and managed contracting may create different exposures; identify both where applicable.

Who recruits, employs, pays, directs, supervises, trains and can dismiss workers? Explain client versus supplier responsibilities

Qualification / licence / experience checks, references, competency records, medical fitness process and refresher training

Relevant offshore / mining / renewables certifications; induction, rescue training and equipment authorisation

Client / site vetting, job risk assessments, permits to work, stop-work rights and reporting arrangements

PPE, welfare, occupational exposure monitoring, health surveillance and document retention responsibilities

Travel, accommodation, rotations, emergency medical treatment, evacuation and repatriation arrangements

Attach client and worker contracts, agency / master vendor / subcontract agreements and all amendments. Include the contract chain to the end operator and relevant clause references.

Main clients / end operators, contract values, activities, locations and your subcontract tier; use of further suppliers

Indemnities for injury to supplied workers and damage caused by them; own negligence versus client / third-party negligence

Knock-for-knock / hold harmless terms: personnel and property, pollution and consequential loss; group definitions and reciprocity

Gross negligence / wilful misconduct carve-outs, unlimited liabilities, liquidated damages and contractual caps

Indemnity to principals / additional insureds, waiver of subrogation, primary cover and insurer rating requirements

Contract review process; non-standard contracts, insurer approval sought, gaps and rights of recovery downstream

Specify limits, currencies, deductibles and territories / jurisdictions by section. State whether cover is sought for your recruitment work, the acts of supplied personnel, or both.

Employers liability / WC: workers to include, onshore / offshore split, countries, local policies and limits requested

Public / products liability: acts of supplied personnel, vicarious liability, manual work and requested limits

PI: selection / vetting / placement errors versus professional acts of supplied workers; technical services and turnover split

PI: retroactive date, past activities, run-off needs, claims-made continuity and limit / excess requested

Contractual liability extensions, property worked on / custody / control, pollution and offshore / marine exposures

Other requested covers: personal accident, travel / medical evacuation, cyber, fidelity or management liability

Largest credible single event: number of workers affected, third-party loss, contractual exposure and estimated cost

Provide at least five years of claims / incidents for all entities and relevant predecessor businesses, including uninsured matters. Include earlier occupational disease matters where relevant; state NIL if none.

Current / previous insurers, policy sections and bases, limits, excesses, premium, expiry and retroactive dates

Claims / incidents: date, worker category / duty, country, injury / damage, paid / reserved amounts, currency and status

Allegations / circumstances likely to lead to claims, investigations, enforcement or occupational disease claims

Declined / cancelled / non-renewed cover or special terms, including restrictions on supplied workers or offshore work

Corrective actions, HSE performance, audits, incident rates and outstanding recommendations

Insurance checks on umbrellas, employers of record and subcontract suppliers; uninsured / disputed responsibility

Review all answers and attachments before signing. This questionnaire is for initial underwriting assessment; an insurer may require further information, surveys or its own proposal form.

Please attach: activity / payroll / headcount schedules by country and role; client / end-operator and project list; representative client and worker contracts with amendments; insurance obligations; claims history; training / HSE summaries; and existing policy schedules / relevant endorsements.

Additional material information and complete attachment list

Declaration

I confirm that I am authorised to provide this information for the proposer. To the best of my knowledge and belief, after appropriate enquiries, the answers and attachments are accurate and complete. I have disclosed relevant activities, contracts, claims and known circumstances, and will notify ICOR of material changes before cover is agreed.

Contractual liabilities, hold harmless clauses, additional insured status and waivers of subrogation require specific insurer agreement where applicable. Submitting a contract or issuing a certificate does not itself extend the agreed policy cover.

Submission does not bind insurance. Requested classes, limits, territories, jurisdictions, definitions and endorsements remain subject to insurer agreement. Cover begins only when expressly confirmed by the authorised broker or insurer, subject to agreed terms. Retain a completed copy.

Authorised representative - full name and position

Signature / typed name (confirmation of declaration)

Date