

Please check the following additional material facts which form part of your insurance details



**GLOBAL JEWELLERY
INSURANCE SERVICES**

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Risk Management and Records - General Information

- (1) Do you take written references in respect of all members of staff?.....
- (2) What is the minimum number of employees on the sales floor when open for business?
- (3) What is the minimum number of employees on the premises at any time?
- (4) Do you keep stock records which will enable you to demonstrate a loss?
- (5) Are all movements of stock and goods appro'd or outworked recorded?.....
- (6) Do you pass goods to others on approbation? Do you use a formal Approbation Note?

Our records indicate you do not give out goods on approbation. If you do correct the answer to question 6 and confirm approbation notes are in use

It is essential to demonstrate where responsibility for loss lies. Clearly worded Approbation Notes should be used at all times in respect of goods entrusted to another party on approval or sale or return. When entrusting to an Outwork repairer or jobbing jeweller, you need to establish terms of trading with them in order to confirm who is responsible for loss.

Retailers beware!

If it has been your practice to pass or loan goods to a customer "on approval/approbation" then you need to make sure your customer is fully acquainted with their responsibilities. Under the terms of a formal Approbation Note they will be responsible for loss or damage however caused.

- (7) Do you have any trading terms with your outworkers holding them responsible for loss or damage?..
- (8) Your procedure (e.g. record of delivery and responsibility etc.) in respect of entrustments to others is recorded as follows:

The following additional and specific information has been provided by you in the past

- (9) The number of persons that attend when you are opening or closing the premises are:
- (10) The minimum number of staff or principals in attendance in any sales area when the premises are open is
- (11) The keys and combinations to safes are recorded as being split to avoid one person holding them all?
- (12) Similarly are the safe keys and alarm codes etc split so that no one person holds them all?....
- (13) When opening and closing - the following additional procedures are followed:
The premises should always be closed for business whilst the display windows and cabinets are dressed/undressed, or stock is being prepared for safe keeping, and NO door should be opened to any callers at these times. If it is recorded that you observe this routine at all times the information will state "Confirmed" or alternatively "Not Confirmed".
- (14) It is recorded that a member of staff controls the entrance door at all times when employees arrive in the morning
- (15) It is recorded that a member of staff does monitor or control the door at all times to all visitors to the premises (e.g. using an electrically operated door entry system)
- (16) It is recorded all keys to safes or strongrooms are removed from the premises when they are closed.
- (17) In the event that they are not removed the following procedure(s) stated here has been noted
- (18) Additional Information:

Accountants and Bank Account Information

(19) Please check or complete the contact name(s) and address of your Accountants (and if different, that of your Auditors in the space below):

Accountants and/or Auditors name and address:

Name: _____ **Address:** _____ **City/Town** _____
Phone _____ **Fax:** _____ **E-mail** _____ **Notes:** _____

(20) Please check or complete the current details we are holding in respect of your bank account for premium collection:

Banker: _____ **Address:** _____ **Account No.** _____ **Sort Code:** _____