

Risk Assessment and Review Toolkit for IEEE Members

You have the big ideas ...

... We Have You Covered.



This program is administered by Marsh Affinity Group Services, a service of Seabury & Smith, Inc. d/b/a in CA Seabury & Smith Insurance Program Management. CA#0633005. This plan is underwritten by Certain Underwriters at Lloyd's of London.

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IEEE Member Group Insurance Program Administrator
12421 Meredith Drive • Urbandale, IA 50398

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IEEE BENEFITS: You Have The Big Ideas. We Have You Covered.

Exclusive IEEE Member Benefit Program Delivers Financial Peace of Mind at Competitive Rates.

Dear IEEE Member,

Thank you for requesting the **Risk Assessment and Review Toolkit**.

This Toolkit is brought to you from the IEEE Professional Liability Insurance Plan. As an IEEE member, this plan will give you outstanding professional liability protection that's comprehensive and affordable. These low rates have been negotiated for IEEE members only. And your rates are based on your exposure, not someone else's. Whether you're self-employed or in a firm, you may qualify for this outstanding protection.

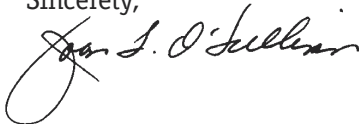
If you've never had liability protection, there's never been a better time to get it. And there's never been a better plan than the IEEE Professional Liability Insurance Plan.

If your firm is sued, expert legal help will be critical. That's just what you will get from the IEEE plan.

Please review the enclosed Toolkit to learn more about the importance of sound professional liability protection and how your IEEE membership gives you access to a superior plan.

See for yourself why other firms and self-employed technology professionals have switched to the IEEE Professional Liability Insurance Plan.

Sincerely,



Joan F. O'Sullivan, Managing Director
Administrator, IEEE Member Group Insurance Program

P.S. Make sure you have the right protection at the right price. Act now to get low rates and expanded benefits through the IEEE Professional Liability Insurance Plan.



Do I really need professional liability insurance?

Professional liability insurance is recommended for technology professionals who are:

- **“Moonlighting”**—engaged in independent consulting on the side while employed by a company.
- **Self-employed temporarily**—consulting for an undetermined period of time. For example, you may be between jobs, considering retirement or are testing the waters working on your own.
- **Self-employed permanently**—on your own, solo or with partners.

Changing some of the facts to protect client confidentiality, we’ve collected examples from our files to illustrate how easily even the best professionals can become embroiled in professional liability claims.

Example 1: A member rendered services in the design of an electrical system for a warehouse. The claimant alleged the insured’s design incorporated fusing that was under capacity and failed, damaging related electrical equipment. The engineer performed these services after-hours and not as part of their employment. Thankfully, the member had purchased a professional liability policy sponsored by IEEE to cover their self-employed activities.

Example 2: A member rendered services in the design of an electrical system for a commercial building renovation. The claimants alleged an improperly designed HVAC system caused excessive carbon monoxide levels resulting in personal injuries. The cost of defense, due to multiple claimants, was significant. This member had purchased an additional limit for defense costs that kept his limit of liability available for settlement payment.

Fortunately, the IEEE Professional Liability Insurance Plan, underwritten by Certain Underwriters at Lloyd’s of London, was there for each of these insured IEEE members. Each one knew their policies would pay for the cost of expert legal defense, as well as all costs incurred in the defense or investigation, up to the limits of liability. Guiding them through legal proceedings, paying lost work time and then paying court costs and settlements, these individuals counted on the vast experience in professional liability coverage that stands behind the IEEE Professional Liability Insurance Plan.



Things to consider when deciding if professional liability coverage is right for you.

- An employer's liability coverage will only provide protection for acts on behalf of your employer. If you have activities outside your employment arrangement, you will need to purchase your own coverage.
- A lawsuit brings with it significant losses, not only in time and money, but also in one of the most valuable commodities a professional possesses—self-confidence. Defending oneself consumes time, money and one's thoughts. Defendants lose valuable work time as cases drag on—typically for years. During that time a professional's confidence may be needlessly shaken or they may experience anxiety that can significantly impinge work performance.
- Most are aware of liability risks in this litigious society. A better-informed public, aware of clients' rights and the potential to recover costs and damages and perhaps embittered by the failing economy, is often encouraged to bring suit against professionals. Informed professionals are even more aware of their vulnerability to liability issues every workday. They face increased risk exposure as more become self-employed. Whether claims are frivolous or fact, simply being named in a claim has significant emotional and financial expenses.



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What is your risk for a professional lawsuit? Take this 10-point quiz to find out.

Every day you provide your services, you risk being sued by a client or other involved party. Although you can't control whether a lawsuit happens, you can help minimize your risk.

This 10-point quiz will help you pinpoint your potential risks with the way you provide your engineering services. Simply review each question and note a "Yes" or "No" answer.

	Yes	No
1. Do you document all communications with your clients, including phone conversations and meetings, and make sure any changes to a project or plan are put in writing?	<input type="checkbox"/>	<input type="checkbox"/>
2. In written documents and contracts, do you always identify your client in name (as the person) or entity that actually contracted for your services?	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you avoid giving "informal" advice as well as accepting assignments outside of your expertise and/or geographic area?	<input type="checkbox"/>	<input type="checkbox"/>
4. Do you inspect each project at various phases of completion to make sure your plans and designs are carried forward as intended?	<input type="checkbox"/>	<input type="checkbox"/>
5. Do you maintain written quality control procedures for your office?	<input type="checkbox"/>	<input type="checkbox"/>
6. Do you use contracts and engagement letters for every project?	<input type="checkbox"/>	<input type="checkbox"/>
7. Do you make sure each project team member and/or independent contractors are bonded, licensed and insured before you hire them?	<input type="checkbox"/>	<input type="checkbox"/>
8. Do you stay current with the newest technology and educate your employees and clients on this technology?	<input type="checkbox"/>	<input type="checkbox"/>
9. Do you ensure compliance with the Gramm-Leach-Bliley Act (GLB) by securing transmission, receipt and storage of data related to any consumer, nonpublic personal information?	<input type="checkbox"/>	<input type="checkbox"/>
10. Do you watch for warning signs of potential problems, including clients who undergo management changes or are reluctant to provide information as well as missed deadlines, complaints or errors?.....	<input type="checkbox"/>	<input type="checkbox"/>

Please note: While some of these questions may seem like common sense, it's important to recognize that even the smallest elemental thing can represent a significant risk exposure. In the hustle of a busy workday, even if just one of these is overlooked, you could be at risk of a lawsuit.



So what is your score? How many answers were affirmative?

7–10 = LOW: You're doing a great job of managing your services and your risk is relatively low. Though regardless of how well you do your job, you can still be sued by an unhappy client or other involved party.

4–6 = MEDIUM: You should consider making some improvements to manage your risk exposures and minimize the potential of a liability lawsuit.

1–3 = HIGH: You're at a high risk of professional exposure leading to a lawsuit against you and your engineering services.

No matter what your risk score, you can minimize some of your exposures right now by reviewing these handy tips:

- ✓ **Document, document and document.** From initial engagement letters and contracts to quality control procedures to changes in design or plans to every communication with a client, including e-mails, text messages and phone conversations. If you only comply with one “tip,” this is the most important one to remember!
- ✓ **Avoid giving or offering “informal” advice to clients, colleagues or friends.** You never know when your advice might be misinterpreted or misused.
- ✓ **Accept assignments with care.** Avoid projects outside your specialty or geographic region. Be careful about contracting with a client who interferes with your objectivity, is reluctant to provide information or is undergoing management changes.
- ✓ **Clearly identify your client and copyright any reports.**
- ✓ **Keep yourself and your team up to date on the latest technology.**
- ✓ **Make sure any independent contractors are bonded, licensed and adequately insured.**

Following these tips with every client engagement will help you reduce your risk of a lawsuit—but nothing can prevent it if you have an unhappy client. And regardless of whether the lawsuit is justified or not, the costs to defend yourself could deplete your assets and damage your reputation. That's why IEEE offers a practical risk management solution to help protect you against the high costs of a lawsuit.

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What to consider when comparing professional liability insurance policies.

IEEE-Sponsored Program	Other Program	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does the policy provide prior acts coverage? <i>Most professional liability policies today are offered on a claims-made basis either on a "full prior acts basis" or with a prior acts exclusion or retroactive "retro" date. If your policy has full prior acts coverage, this means the policy will cover claims made during the policy period, regardless of when the act or service occurred (even if that act or service is prior to your policy period). A retroactive date and prior acts exclusion date are the same thing: the act must occur after the specified date and the claim must be made during the policy period.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Are flexible premium payment options available? <i>When purchasing your professional liability insurance through the IEEE Professional Liability Insurance Plan, you can pay for your premium in one of the following ways:</i> <ul style="list-style-type: none">• With a check or money order;• If your premium is \$1,000 or more, premium financing is available at competitive annual percentage rates; or use MasterCard or Visa.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Is the coverage offered by an insurer with an A.M. Best rating of at least A- VII? <i>It's important that the insurer is financially stable and able to meet its obligations. A.M. Best is an independent rating agency that monitors the financial fitness of insurance companies. "A-" means "Excellent" and the reference to "VII" means a financial size of \$50 to \$100 million in capital, surplus and conditional reserve funds. Lloyd's is rated "A" (Excellent) by A.M. Best and carries a financial size rating of XV (assets of over \$2 billion).</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does your policy allow for defense costs to be paid outside the policy limits? <i>Defense costs amount to 60 percent of the total dollars paid on professional liability claims against engineers. As a consumer, you need to consider that when deciding on the amount of coverage you should carry. In most professional liability policies, defense costs reduce the limit of liability. Look for an insurer who offers at least a partial defense cost limit in addition to the basic limits or you may consider buying a higher limit of liability.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Is the definition of professional services in the policy broad enough to encompass all of what you do as an engineer? <i>Professional liability policies can differ significantly in the way each defines what services are covered. If the definition in the policy doesn't adequately address all of your professional services, the underwriter should be agreeable to endorsing the policy with language that better defines what activities are covered.</i>



**IEEE-
Sponsored
Program**

**Other
Program**



Does the policy provide coverage for former partners, officers, owners or employees?

Some professional liability policies only cover current principals and employees of the "Named Insured" leaving no individual coverage for former partners or employees even though they were insured under your coverage when the services were performed.



Will the policy provide a defense in licensing board actions?

Often a licensing board complaint is the precursor to an actual professional liability claim being made against you. Early involvement by your professional liability carrier at the complaint stage is a prudent risk management tool. These actions can be costly also if you need to hire a lawyer to protect your interests.



Does the policy provide for reimbursement for loss of earnings resulting from attendance at specified proceedings in relation to covered claims?

If you are called to attend a trial, deposition, hearing, mediation or arbitration proceeding involving a civil suit against you for a covered claim, you could be losing out on valuable billable hours. The IEEE Professional Liability Insurance Plan provides up to \$500 for loss of earnings to each insured for each day or part of a day of the insured's attendance as noted above. Reimbursement shall in no event exceed \$7,500 nor shall the total amount paid in any coverage period exceed \$7,500.



Is a risk management credit available?

A risk management credit of 10 percent is available to firms where a principal has attended the IEEE Risk Management Course for continuing education that is offered through IEEE's Expert Now interactive online learning modules.



Is the policy free of a deductible or retention?

In the engineers' professional liability insurance market, insurers are reducing deductibles for those firms with very good loss experience. We were able to improve on the market trend by eliminating the deductible for insureds in the IEEE Professional Liability Insurance Plan. Underwriters reserve the right to impose a deductible where claim frequency or severity issues have arisen.



Does the policy provide coverage for technology-related exposures?

This IEEE policy provides a broad definition of computer systems and information technology-related professional services to be covered under the policy. In addition, coverage for limited intellectual property risk, internet content liability and breach of security in relation to denial of service, unauthorized access and theft of data will also be included.

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IEEE Professional Liability Insurance Plan

As a member of IEEE, you are eligible to participate in a program that brings you all these benefits:

- **Up to \$1,000,000/\$2,000,000 in Protection—**
You can choose from several levels of liability protection to fit your needs.
- **Affordable Claims-Made Coverage—**
The IEEE Professional Liability Program is claims-made coverage. That means you're protected for claims first made during the policy period for acts happening after your retroactive date, provided you didn't know of the situation before the date your coverage began. Protection for prior acts is also available, as long as you had professional liability insurance in the past and meet underwriting guidelines.
- **Premium Financing Helps Balance Budgets—**
The IEEE plan makes it easy to budget for your professional liability protection. If your annual premium is \$1,000 or more, financing is available. In addition, MasterCard or Visa may be used to pay your professional liability premium.
- **Negotiated Members-Only Rates—**
IEEE negotiates competitive group rates for its members. Then it goes on to save you money in two important ways. First, your premium is based on YOUR annual gross billings and more fairly reflects your risk. Second, it's step-rated to start out low, then gradually increases each year until the fifth year, when it levels off.
- **Optional Defense Coverage—**
The IEEE Professional Liability Plan offers you even more protection in the event of a lawsuit. If purchased, the Optional Defense Coverage provides an amount above your per claim limit for defense coverage.
- **Licensing Board Defense Coverage—**
IEEE wants to make sure you're covered if you are brought before the state licensing board. The IEEE Professional Liability Plan provides you with \$10,000 in defense protection for no additional premium.
- **Deductible-Free Coverage—**
In the engineers' professional liability insurance market, insurers are reducing deductibles for those firms with very good loss experience. We were able to improve on the market trend by eliminating the deductible for insureds in the IEEE Professional Liability Insurance Plan who do not have claims.



■ Technology Coverage—

This IEEE policy provides a broad definition of computer systems and information technology-related professional services to be covered under the policy. In addition, coverage for limited intellectual property risk, internet content liability and breach of security in relation to denial of service, unauthorized access and theft of data will also be included.

■ Risk Management Credit—

A professional liability risk management credit of 10 percent is earned when you attend the IEEE Risk Management Course for continuing education that is offered through IEEE Expert Now interactive online learning modules.

To claim your 10 percent premium credit you will need to complete the IEEE Risk Management Course and purchase your coverage through the IEEE-sponsored Professional Liability Insurance Plan. To qualify for this IEEE member-exclusive offer, the IEEE Risk Management Course must have been completed within the past 15 months and you must submit the course Certificate of Achievement at the time of your application for coverage. At least one principal of the firm must submit a certificate for the firm to receive a credit. The maximum risk credit is 10 percent in one policy year. For more information and how to access the class, please go to www.ieee.org/riskmanagement.

Act now to get IEEE's unbeatable protection. Simply complete the enclosed application and return it to:

IEEE Member Group Insurance Program
P.O. Box 9153
Des Moines, IA 50306-9153

Or fax: 515-365-3043

Once we receive your application, we'll verify that you qualify for protection and send you a customized rate quote. Look it over. When you're sure IEEE's plan and price are right for you, send in your payment.

See for yourself why other firms and self-employed technology professionals have switched to the IEEE Professional Liability Insurance Plan. There's no obligation.

Send in your application today.

For answers to your questions, please call 1-800-375-0775 to talk with a knowledgeable professional liability insurance specialist.



ENGINEERS' PROFESSIONAL LIABILITY INSURANCE APPLICATION

(This is an application for a Claims-Made Policy.)

NOTE: PLEASE REVIEW A SPECIMEN EVIDENCE OF INSURANCE FOR COVERAGE PROVISIONS.

The limits of liability stated in the policy are reduced by costs, charges and expenses. Costs, charges and expenses also may be applied against your deductible, if applicable to the claim.

Name _____
 Address _____
 City _____
 State _____ ZIP _____

Daytime Phone No.
 () _____
 Fax No.
 () _____
 E-mail Address _____
 We will use e-mail for corresponding unless otherwise requested.

1. Legal Entity (please check one): Individual Professional Corporation Corporation Partnership LLP/LLC

A. Entity name (if applicable) _____

B. Year established _____

C. List each licensed engineer in your firm below.

Name	IEEE Membership I.D. Number (at least one required for acceptance)	Year first licensed as an engineer	Membership Grade		
			Member	Senior Member	Fellow
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

D. Indicate the size of your staff (list each individual only once):

Principals, Partners, Officers and Directors _____
 Engineers (other than principals) _____
 Other Technical Staff (describe position) _____
 Clerical _____
 TOTAL _____

2. A. Please select the limits of liability for which you would like a quotation:

- \$100,000 each claim/\$300,000 annual aggregate
- \$250,000 each claim/\$500,000 annual aggregate
- \$500,000 each claim/\$500,000 annual aggregate
- \$1,000,000 each claim/\$1,000,000 annual aggregate
- \$1,500,000 each claim/\$1,500,000 annual aggregate
- \$1,000,000 each claim/\$2,000,000 annual aggregate

B. Check if you would like to purchase an additional limit equal to the limit selected (not to exceed \$1,000,000) in 2A to apply to defense costs only.

3. A. Please provide your actual gross billings for the past 12 months \$ _____

B. Please provide an estimate of your gross billings for the next 12 months \$ _____

“Annual Gross Billings” is defined as all amounts billed for engineering services including incidental charges and subcontractor billings excluding direct reimbursable expenses.

(over, please)

4. In the past five years, have your annual gross billings ever exceeded the amount in question number 3A by 50% or more? Yes No

If "Yes," please provide, on a separate sheet, your annual gross billings for each of the past five years and an explanation of what caused the fluctuation in your gross billings.

5. Are you employed with some self-employed activities? Yes No

If "Yes," please answer the following:

A. Number of hours per week as a(n): employed engineer _____ self-employed engineer _____

B. Employer's name _____

C. Does your employer maintain professional liability insurance that will cover you for your acts as an employee? Yes No

If "Yes," please provide the name of the insurer and limit of liability _____

Please be aware that the policy for which you are applying provides no coverage for work performed on behalf of your employer.

6. Requested effective date _____

7. Please describe in detail the nature of your practice (including types of projects) _____

8. In which of the following areas do you or your firm practice? Please indicate the approximate percentages of your annual or anticipated total gross billings derived from each project type.

<u>Area</u>	<u>% of Annual Gross Billings</u>	<u>Area</u>	<u>% of Annual Gross Billings</u>
Aerospace/Aircraft	_____ %	Laser & Electro-optics	_____ %
Acoustics Speech & Signal Processing	_____ %	Magnetics	_____ %
Antennas	_____ %	Manufacturing Technology	_____ %
Broadcast Technology	_____ %	Medicine/Biology	_____ %
Circuitry	_____ %	Microwave	_____ %
Communications	_____ %	Nuclear & Plasma Sciences	_____ %
Computer Hardware*	_____ %	Oceanic	_____ %
Computer Software*	_____ %	Power Electronics	_____ %
Consumer Electronics	_____ %	Power Engineering	_____ %
Control Systems	_____ %	Robotics	_____ %
Electromagnetic Compatibility	_____ %	Ultrasonics, Ferroelectrics	_____ %
Geoscience	_____ %	Vehicular Technology	_____ %
Industrial Electronics	_____ %		
Other (please specify) _____		TOTAL	100 %

*Please complete the attached Computer Services Supplement form.

9. A. Please provide the following information regarding the three largest projects you participated in during the past five years and indicate if such services were performed for an employer (E) or as a self-employed engineer (SE).

Project Type	Services Performed	Date Services Performed	Your Total Gross Billings	Estimated Total Construction Costs	E or SE

B. Are the projects listed above consistent with the type of projects anticipated for the future? Yes No
 If "No," please explain on a separate sheet of paper.

10. Please check "Yes" or "No" for all risk management practices that you adhere to in your self-employed engineering practice or would adhere to should the situation apply. **Please explain any "no" responses on a separate sheet.**

	YES	NO
A. Do you consistently exceed the minimum number of continuing education hours required in your state?	<input type="checkbox"/>	<input type="checkbox"/>
B. Do you use written scope of service letters for all projects exceeding \$500 in billable fees?	<input type="checkbox"/>	<input type="checkbox"/>
C. Do you conduct construction phase inspection on plans and designs to ensure intent of use?	<input type="checkbox"/>	<input type="checkbox"/>
D. Do you make use of limitation of liability clauses in engagement letters?	<input type="checkbox"/>	<input type="checkbox"/>
E. Do you use written status memos over the course of the project?	<input type="checkbox"/>	<input type="checkbox"/>
F. Do you investigate the work experience of other professionals to identify a potential for problems?	<input type="checkbox"/>	<input type="checkbox"/>
G. Do you require that other professionals on the project carry comparable professional liability insurance?	<input type="checkbox"/>	<input type="checkbox"/>
H. Do you maintain written quality control procedures, including secondary design review?.....	<input type="checkbox"/>	<input type="checkbox"/>
Please explain on a separate sheet.		
Are all appropriate staff members familiar with them?	<input type="checkbox"/>	<input type="checkbox"/>

11. A. Has the applicant, or an independent contractor hired by the applicant, accepted jobs involving known hazardous materials?* YES NO

B. Do you contemplate accepting known hazardous material jobs in the future? YES NO

If you answered "Yes" to either question, please provide a narrative description including the date (year) of service, nature of hazardous material, type of project, fees earned, and nature of services provided. Include a sample copy of an engagement/scope of service letter or contract used for these types of jobs.

* Engineering services that could involve hazardous materials or pollutants include but are not limited to: Underground storage tank removal, assessment or remediation; sanitary landfill design; closure of existing sanitary landfills; asbestos sampling, testing or abatement; chemical piping and process design; preparation of environmental site assessments or audits, including Phase I and Phase II assessments/investigations; groundwater testing/remediation; laboratory testing/analysis for pollutants; air emission control systems designed solely for controlling pollutants; site selection evaluation for pollution-related projects; hazardous or toxic waste site design or remediation; lead paint sampling, testing or abatement; site selection evaluation for pollution-related projects; air quality assessments/testing; environmental education; water pollution control; or nuclear-related projects.

12. Please answer the following questions.

If the answer to any question is "Yes," please provide the question number and full details, including percentage of revenues derived from the activity, on a separate sheet of paper.

A. Are you involved in actual construction, fabrication, erection, installation of equipment, design/build or supplying of construction materials?	YES	NO
B. Have you developed, sold or leased computer software/hardware to others?*	<input type="checkbox"/>	<input type="checkbox"/>
C. Have you experienced any failure or inability of any computer or electronic device or component or system or embedded programming or software to correctly assign or recognize the correct day, week, month, year or century?.....	<input type="checkbox"/>	<input type="checkbox"/>
D. Do you subcontract work to others?	<input type="checkbox"/>	<input type="checkbox"/>
If "Yes," do you require all subcontractors to carry insurance to cover the services they perform?.....	<input type="checkbox"/>	<input type="checkbox"/>
E. Do you manufacture, sell, lease or distribute any product, machinery or process?	<input type="checkbox"/>	<input type="checkbox"/>
F. Are you owned by, or do you own, any other firm?	<input type="checkbox"/>	<input type="checkbox"/>
If so, do you render professional services to the firm(s)?	<input type="checkbox"/>	<input type="checkbox"/>
G. How many suits for collection of your professional fees were filed during the past fiscal year?.....		
Please provide full details on a separate sheet of paper.		
H. Does any single client account for 25% or more of your annual gross income?	<input type="checkbox"/>	<input type="checkbox"/>

If "Yes," please provide full details on a separate sheet of paper.

*Please complete the attached Computer Services Supplement form.

13. A. List Engineers' Professional Liability Insurance carried by you or your firm for the past two years. If none, state "none."

Inception Date Mo.-Day-Yr.	Expiration Date Mo.-Day-Yr.	Insurance Company	Annual Premium	Limit of Liability	Deductible

B. Please provide your policy's current retroactive date _____ If none, state "none."

C. Please provide the date that you/your firm first purchased claims-made professional liability coverage and have since continuously maintained the coverage / / . If not applicable, please check N/A
(mm) (dd) (yy)

D. If currently insured, please submit a copy of your current declarations page with your completed application.

- 14.** A. Has any application or policy of yours or your firm's for Professional Liability Insurance ever been declined, canceled or refused renewal? If "Yes," please provide details on a separate sheet of paper. YES NO
- B. Have you or members of your firm had your license revoked or received suspension or other disciplinary action from a governmental or judicial body or professional society during the past five years? YES NO
 If "Yes," please provide details, including a copy of the ruling.
- C. Have any claims been made or legal actions been brought against you or your firm in the past five years? * YES NO
- D. After inquiry of firm members, is anyone aware of any circumstances that may result in a claim being made against the firm or any individual? * YES NO
- *If "Yes," please complete the Claim Information Supplement form enclosed for each claim and/or circumstance.**

15. Please provide your Web site address, a copy of your current résumé, letterhead and typical advertising/sales/marketing brochures used by you or your firm.

NOTICE TO APPLICANT:

I/We hereby declare that the above statements and particulars are true to the best of my/our knowledge and that I/We have not suppressed or misstated any material facts and I/We agree that this application shall be the basis of the issuance of insurance coverage, and shall be attached thereto. I/We hereby authorize the release of claim information from any prior insurer to the Underwriters.

I understand and accept that the policy applied for provides coverage on a claims-made basis for ONLY THOSE CLAIMS THAT ARE FIRST MADE AND REPORTED TO THE COMPANY DURING THE POLICY PERIOD FOR ACTS THAT OCCUR AFTER THE POLICY'S RETROACTIVE DATE AND PRIOR TO THE EXPIRATION DATE OF THE POLICY.

Signature of Owner,
 Officer or Partner (TITLE) **X** _____ Date **X** _____

Signing this form and tendering premium does not bind the applicant or the Underwriters to complete the insurance. Application must be currently signed and dated to be considered for quotation.

Sign, date and mail your application to: IEEE Insurance Plans, P.O. Box 9153, Des Moines, IA 50306-9153;
 or fax your application to 515-365-3043.

**QUESTIONS?
 CALL TOLL FREE 1-800-375-0775**

Underwritten by: Certain Underwriters at Lloyd's of London

Administered by: **MARSH**
Affinity Group Services
 a service of Seabury & Smith

NOTICE: Failure to report any:
1) claim made against you during your current policy term, or
2) facts, circumstances or events that may give rise to a claim to your current insurance company BEFORE policy expiration may create a lack of coverage.



CLAIM INFORMATION SUPPLEMENT



If the answer to question 14C or 14D on your application is "Yes," provide information for each claim or incident in accordance with the format below. COMPLETE ONE FORM FOR EACH CLAIM OR INCIDENT.

1. Full name of party making claim (claimant): _____

2. Role of claimant (e.g., owner, contractor, etc.): _____

3. Indicate whether: _____ claim _____ lawsuit _____ incident only

4. Date of alleged error: _____

5. Date claim reported to you: _____

6. Description of claim/incident:

A. Alleged act, error or omission upon which claimant bases claim:

B. Description of events leading to claim:

7. Amount of damages claimed: _____

8. Additional defendants: _____

9. Name of insurer for this claim/incident: _____

10. **If Closed:**

Total deductible paid: \$ _____

Indicate total loss paid in excess of the deductible: \$ _____

Indicate total defense expenses paid in excess of the deductible: \$ _____

If Pending:

Claimant's settlement demand: \$ _____

If suit filed, amount asked in complaint: \$ _____

Insurer's loss reserve: \$ _____

Defense expenses to date: \$ _____

11. Explain what action has been taken to prevent a recurrence of a similar claim:

The undersigned represents that the statements set forth herein are true, complete and accurate and that there has been no attempt at suppression or misstatement of any material facts known, and agrees that this application shall become the basis of any coverage and a part of any policy that may be issued by the Company.

X

Signature (Owner, Officer or Partner)

Applicant/Firm Name (Please Print)

Date

If you indicated in Question #7 and #8 work involving computer hardware or software, or if your answer to Question #12B is "Yes," please provide the following information with respect to computer-related services.

1. Please describe in detail the nature of professional services you provide involving computer hardware or software and describe your clientele:

2. Indicate the percent of gross income derived from the following:

- | | |
|--|---------|
| Electronic data processing | _____ % |
| Systems analysis | _____ % |
| Software design | _____ % |
| Programming | _____ % |
| Computer/systems consulting | _____ % |
| Computer/systems installation/support | _____ % |
| Other computer-related services (define) | _____ % |

Total = _____ 100%


3. If you are involved in software design, please state whether the software will be used by more than one client and describe the end use of the software: _____

4. Have you been involved in any project involving the integration of embedded chips or any type of computer hardware or software? **Yes** **No**

If "Yes," please describe in detail the end use of the hardware or software: _____

5. Please provide the following information regarding you/your firm's qualifications to provide professional services:

<u>Name of Individual Performing Professional Services</u>	<u>Professional Qualifications</u>	<u>Educational Degree and Years of Experience</u>	<u>How Long in Practice</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(over, please) 

6. Please provide the following information regarding the three largest computer-related jobs or projects by revenue that you participated in during the past five years.

<u>Project/Client Name</u>	<u>Computer Project Application</u>	<u>Type of Professional Services Provided</u>	<u>Revenue Obtained From Those Services</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

7. Please answer the following questions. If the answer to any question is "Yes," please provide the question number and full details on a separate sheet of paper.

Yes No

- A. Do you maintain or require training or continuing education programs for employees?
- B. Do you currently carry Comprehensive General Liability coverage or Umbrella Liability coverage?.....

8. List who is responsible for quality control, and briefly describe your quality control programs in place:

9. Please provide a description of your testing and sign-off procedures:

The undersigned represents that the statements set forth herein are true, complete and accurate and that there has been no attempt at suppression or misstatement of any material facts known, and agrees that this application shall become the basis of any coverage and a part of any policy that may be issued by the company.

<u>X</u> Signature (Owner, Officer or Partner)	_____ Applicant/Firm Name (Please Print)	_____ Date
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