



Metals Questionnaire

Valuable metals include but are not limited to: gold, silver, copper, platinum, industrial diamonds, palladium, rhodium, aluminum, brass, nickel, tin, titanium or other similar material. Also please complete this questionnaire if gemstones are kept on premises.

Please complete the following questions for each location that have metals or gemstones kept on premises whose average value exceeds \$10,000. Add any comments to the end of the form. If internal controls vary by location, please complete a new copy for each location.

Name of Company _____

Main Office Address _____ City _____ Province _____ Postal Code _____

1. Exposure

a. What types of metals and/or gemstones are stored on premises? _____

b. Please specify the following values:

	Maximum Value	Average Value	Overnight Value
Metals			
Gemstones			

c. How are these materials used in the applicant's operations? _____

2. Physical Protection

a. How are the metals or gemstones stored prior to processing? _____

b. How are finished goods stored prior to distribution? _____

c. How are finished goods distributed? _____

3. Vaults and Safes

Yes No

a. Please attach a copy of the manufacturer's specifications.
If the manufacturer's specifications are not available, please provide the following information:
Thickness of Door (exclusive of locking mechanism): _____
Thickness of walls: _____
U.L. or S.M.N.A. labels: _____
U.L. labeled Tool Resistant: _____

b. What is the response time by the police to an alarm? _____

c. Is the safe and/or vault protected by a central alarm station? Yes No

3. Vaults and Safes (continued)

	Yes	No
d. Is the alarm UL certified? Please provide certificate number: _____ Expiration Date _____	<input type="checkbox"/>	<input type="checkbox"/>
e. Are safes and/or vaults equipped with combination locks? Are the combinations split between two people?	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
f. Are safes and/or vaults in a restricted access area?	<input type="checkbox"/>	<input type="checkbox"/>

4. Guards

	Yes	No
a. Are guards employed <input type="checkbox"/> or hired under contract <input type="checkbox"/> How many employed _____ hired under contract _____ On premises 24 hours a day?	<input type="checkbox"/>	<input type="checkbox"/>
b. Do guards make regular rounds? Are they required to signal the alarm company at regular intervals?	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
c. Is there a closed circuit TV surveillance system? What areas are surveyed? _____	<input type="checkbox"/>	<input type="checkbox"/>

5. Control Procedures

	Yes	No
a. Is a register maintained of the movement of valuable metals within the manufacturing process?	<input type="checkbox"/>	<input type="checkbox"/>
b. Does the register indicate from whom the metals are received and then delivered to?	<input type="checkbox"/>	<input type="checkbox"/>
c. Is the inventory control record maintained by someone other than the vault custodian?	<input type="checkbox"/>	<input type="checkbox"/>
d. Is the physical inventory conducted by someone other than the vault custodian or the inventory control clerk?	<input type="checkbox"/>	<input type="checkbox"/>
e. Is there a full accounting of precious metals, finished products, and scrap at the end of each day?	<input type="checkbox"/>	<input type="checkbox"/>
f. How often is a full physical audit of holdings carried out? _____		
g. How are scraps controlled (e.g. gold filings, dust)? _____		
h. How are new employees screened: <input type="checkbox"/> Background check <input type="checkbox"/> Criminal Check <input type="checkbox"/> Credit Check <input type="checkbox"/> Drug Test		

NOTICE TO APPLICANTS: Any person who knowingly and with intent to defraud any insurance company or other person files and application for insurance or statement of claim containing any materially false information, or conceal for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime, and shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each such violation.

This document was issued or made by the Company in the course of its insurance business in Canada.

Applicant Signature _____ **Title** _____ **Date** _____

Producer Signature _____ **Title** _____ **Date** _____