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ENGINEERING CLAIM INVESTIGATION QUESTIONNAIRE

POLICY NO. _____

CLAIM NO. _____

PARTICIPANT: _____

DATE OF EXPIRY: _____

1	(a) Date of Accident: (b) Where did the accident happen ? (c) Sequence of events leading to the accident.	
2	Names and addressed of (a) witnesses and (b) owners of other machines/equipments involved. Has claim been made against such owners ?	
3	(a) Description of machine/equipment, including type, maker's name and serial number, date of make (b) What work was the machine/equipment doing at the time of accident? (c) What load conditions ? (d) Whose employees were operating it ? (e) Particulars of accident including its cause. (f) If other machines/equipments involved, give details.	
4	Action taken to prevent/minimise the loss or damage.	
5	Detailed description of loss/damage. Sketches and photographs are usually helpful. Distinguish between i) parts of machine/equipment which broke down, failed or exploded and ii) parts damaged by impact.	
6	(a) Details of type and extent of repairs considered necessary. Isolate any matters (e.g. indentations) which do not impair the machine's functioning. (b) Where can repairs be effected, given due consideration to quality and cost ? (c) If repair considered impracticable, why ? (Is a machine/ equipment of similar type and size known to be available ?) (d) Estimated cost of repairs. Any salvage value ? (market available ?)	
7	Recommendations for preventing a recurrence.	
8	Is the Insured the owner or hirer of the machine; If he is the hirer, what liability has he for loss/damage to the machine e.g. under hiring agreement ? If Insured hired out machine to another party, what liability has	
9	If machine/equipment was being transported, what rights exist against carriers ? Has claim been made	

10	(a) In event of loss by theft or otherwise what steps have been taken to recover ? (b) Have police been notified ? (c) If, yes give FIR No.	
11	(a) How long are you the owner of the damaged machine? (b) Was the machine new or used when you become its owner? (c) What is the new price of the machine including freight, foundations, custom duties and erection costs?	
12	Do the damaged sections show traces of casting defects, material defects or previous repairs?	
13	(a) What is in your opinion the amount of damage including freight, custom duties and erection costs? (b) Did you already ask for cost estimated? If yes, please state the estimated amount.	
14	(a) Was the damaged part repaired previously? (b) If yes, type of previous repairs (c) If yes, when was the damage reported?	
15	To which company do you intend to order the repairs (Address)	
16	Is there a valid manufactures' guarantee for the damaged machine?	
17	When did last periodical inspection conducted?	
18	In case of Electronic Equipment was UPS and Stabilizer being used? If yes, give detail.	

I/We do hereby declare that the foregoing statement are true to the best of my/our knowledge and belief that the articles and property described on the other side hereof were lost/stolen or damaged under the circumstances above described, and that such articles and property belong to the persons named, no other person having any interest therein whether as Owner, Mortgagee or otherwise.

Date: _____

Signature of Authorise Official: _____

P.S. Attach copy of Log Book