

Commercial property and business interruption insurances

Purpose

At the end of this unit, candidates should be able to understand commercial property and business interruption insurances.

Assumed knowledge

It is assumed that the candidate already has knowledge of the fundamental principles of insurance as covered in IF1 Insurance, legal and regulatory or equivalent examinations.

Summary of learning outcomes	Number of questions in the examination*
1. Understand the risk and control of fire, theft and other contingencies to property and business interruption.	24
2. Understand the cover provided by and main practices of property insurance.	8
3. Understand the cover provided by and main practices of business interruption insurance.	5
4. Understand the underwriting of property and business interruption insurance.	11
5. Understand how property and business interruption insurance claims are handled.	2

*The test specification (relevant to the M93 multiple choice question exam only) has an in-built element of flexibility. It is designed to be used as a guide for study and is not a statement of actual number of questions that will appear in every exam. However, the number of questions testing each learning outcome will generally be within the range plus or minus 2 of the number indicated.

Important notes

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- **Method of assessment**

Mixed assessment for M93 of which both elements must be individually passed. This consists of:

1. an online coursework assignment using RevisionMate consisting of 10 questions which sequentially follow the learning outcomes. This must be successfully completed within 6 months of enrolment; and
2. a multiple-choice question (MCQ) exam at one of the CII's online centres (paper based MCQs are available in April and October for those sitting outside the UK). The MCQ exam consists of 50 MCQs. 1 hour is allowed for this examination. This exam must be successfully passed within 18 months of enrolment.

- This syllabus will be examined from 1 May 2016 until 30 April 2017.
- Candidates will be examined on the basis of English law and practice unless otherwise stated.
- Candidates should refer to the CII website for the latest information on changes to law and practice and when they will be examined:
 1. Visit www.cii.co.uk/updates
 2. Select the appropriate qualification
 3. Select your unit on the right hand side of the page

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- **Method of assessment:** Part I 14 compulsory questions (140 marks). Part II 2 questions selected from 3 (60 marks). Total of 200 marks. Three hours are allowed for this exam.
- The syllabus is examined on the basis of English law and practice unless otherwise stated.
- The general rule is that the exams are based on the English legislative position six months before the date of the exams.
- Candidates should refer to the CII website for the latest information on changes to law and practice and when they will be examined:
 1. Visit www.cii.co.uk/qualifications
 2. Select the appropriate qualification
 3. Select your unit on the right hand side of the page

1. Understand the risk and control of fire, theft and other contingencies to property and business interruption

- 1.1 Explain the causes of fire.
- 1.2 Explain the inception and propagation of fire, including their relationship.
- 1.3 Explain the relative fire hazards of trade processes and materials used in business.
- 1.4 Explain the relative fire hazards of building construction.
- 1.5 Explain the methods of fire detection, protection and control.
- 1.6 Explain the definitions of theft.
- 1.7 Explain the inherent risk features of theft.
- 1.8 Explain the main methods of protecting property including money against theft.
- 1.9 Explain the hazards arising from other contingencies and the methods of controlling these.
- 1.10 Examine risk, control of fire and other contingencies in relation to relevant scenarios.
- 1.11 Apply the principles and practices of risk and control of fire, theft and other contingencies to property and business interruption to various scenarios.

2. Understand the cover provided by and main practices of property insurance

- 2.1 Explain the cover provided by property insurance policies.
- 2.2 Explain the clauses commonly used in property insurance policies.
- 2.3 Explain the provision of terrorism cover.
- 2.4 Explain the cover provided in respect of money, fidelity guarantee, goods in transit and commercial all risks.
- 2.5 Apply the principles and practices of property insurance cover to various scenarios.

3. Understand the cover provided by and main practices of business interruption insurance

- 3.1 Explain the cover provided by business interruption insurance policies.
- 3.2 Explain how the sum insured and maximum indemnity periods are selected.
- 3.3 Explain the clauses commonly used in business interruption insurance policies.
- 3.4 Explain the importance of business continuity planning with relation to business interruption insurance.
- 3.5 Apply the principles and practices of business interruption insurance cover to various scenarios.

4. Understand the underwriting of property and business interruption insurance

- 4.1 Explain the use and content of survey reports in the underwriting process.
- 4.2 Explain the importance of and the factors used to calculate an estimated maximum loss (EML).
- 4.3 Explain the risk and pricing criteria used in underwriting property and business interruption insurance.
- 4.4 Describe the key underwriting considerations in managing a property and business interruption insurance portfolio.
- 4.5 Explain the importance of reinsurance and co-insurance with specific reference to property and business interruption.
- 4.6 Explain the application of warranties, excesses, deductibles and franchises.
- 4.7 Apply the principles and practices of underwriting of property and business interruption insurance to various scenarios.

5. Understand how property and business interruption insurance claims are handled

- 5.1 Explain how property and business interruption claims are handled.
- 5.2 Calculate the settlement of property and business interruption claims.
- 5.3 Apply the principles and practices of property and business interruption insurance claims to various scenarios.

Reading list

The following list provides details of various publications which may assist you with your studies.

Note: The examination will test the syllabus alone.

The reading list is provided for guidance only and is not in itself the subject of the examination.

The publications will help you keep up-to-date with developments and will provide a wider coverage of syllabus topics.

CII/PFS members can borrow most of the additional study materials below from Knowledge Services. CII study texts can be consulted from within the library.

New materials are added frequently - for information about new releases and lending service, please go to www.cii.co.uk/knowledge or email knowledge@cii.co.uk.

CII study texts

Commercial property and business interruption insurances. London: CII. Study text M93P93

Insurance, legal and regulatory. London: CII. Study text IF1

Books (and ebooks)

A risk management approach to business continuity: aligning business continuity with corporate governance. Julia Graham, David Kaye. Brookfield, Connecticut: Rothstein Associates, 2006.

All-risks property insurance. 2nd ed. John Hanson and Christopher Henley. London: LLP, 1999

'All-risks property insurance'. Chapter – Insurance disputes. Jonathan Mance, Iain Goldrein, Robert Merkin. 3rd ed. London: Informa, 2011.

Business interruption policy wordings. London: Insurance Institute of London, 2012.

Claims and loss of profits insurance. RM Walmsley. London: CILA, 1994.

Claims and standard fire policies, special extensions and special perils. RM Walmsley. London: Witherby, 1994.

Corporate risk management. 2nd ed. Tony Merna and Faisal F Al-Thani. Chichester: John Wiley, 2010.*

'Cover: causes of loss: Personal accident'. Chapter – The law of insurance contracts. 6th ed. Malcolm A Clarke et al. London: Informa, 2009.

Health and safety: risk management. 3rd ed. Tony Boyle. Wigston: IOSH Services, 2010.

Fire insurance law and claims. R M Walmsley. London: CILA, 1997.

Drafting insurance contracts: certainty, clarity, law and practice. Christopher Henley. London: Leadenhall press, 2010.

Fire risk minimisation: Code of Practice for the Food Industry. Insurers' Fire Research Strategy Scheme, 2007.

'Fire risk assessment'. Chapter – Practical Risk Assessment Handbook. 5th ed. Mike Bateman. London: LexisNexis, 2006.

Insurance theory and practice. Rob Thoitys. Routledge, 2010.*

Insuring industrial and process machinery. Research study group 237. London: ILL, 2000.

Intelligent internal control and risk management. Matthew Leitch. Aldershot: Gower, 2008.

Introduction to fire safety management. Andrew Furness and Martin Muckett. Oxford: Butterworth-Heinemann, 2010.

Property insurance law and claims. Malcolm Hyde. London, CILA, 2010.

Security manual. 8th ed. David Brooksbank. Gower, 2007.

Smith's law of theft. David Ormerod & David Williams. Oxford: Oxford University Press, 2007.

The handbook of health and safety practice. Jeremy Stranks. 7th ed. Harlow: Pearson, 2005.

The Financial Times guide to mastering operational risk. Tony Blunden & Jon Thirlwell. Harlow: FT/Prentice Hall, 2010.

Riley on business interruption insurance. 9th ed. Harry Cloughton. London: Sweet & Maxwell, 2011.

Ebooks

The following ebooks are available through Discovery via www.cii.co.uk/discovery (CII/PFS members only):

A manager's guide to ISO22301: a practical guide to developing and implementing a business continuity management system. Tony Drewitt. Cambridgeshire: IT Governance Publishing, 2013.

Approaches to enterprise risk management. Hay'at Markaz Qatar lil-Mal. London: Bloomsbury Information Ltd., 2010.

Fundamentals of enterprise risk management: how top companies assess risk, manage exposure and seize opportunity. John J. Hampton. New York: American Management Association, 2015.

Fire safety and risk management: for the NEBOSH National Certificate in Fire Safety and Risk Management. New York: Routledge, 2015.

Organizational resilience: managing the risks of disruptive events: a practitioner's guide. James J. Leflar, Marc H. Siegel. CRC Press, 2013.

Factfiles and other online resources

CII factfiles are concise, easy to digest but technically dense resources designed to enrich the knowledge of members. Covering general insurance, life and pensions and financial services sectors, the factfile collection includes key industry topics as well as less familiar or specialist areas with information drawn together in a way not readily available elsewhere. Available online via www.cii.co.uk/ciifactfiles (CII/PFS members only).

- Business interruption insurance. Diane Jenkins.
- Risk control. Ian Searle.
- Risk identification. Ian Searle.

LBIA guide to business interruption. London: LBIA. Available online via www.london-bia.org.

Journals and magazines

Business insurance. Chicago: Crain Communications. Weekly. Also available online via www.cii.co.uk/ebSCO

The Journal. London: CII. Six issues a year. Also available online via www.cii.co.uk/knowledge (CII/PFS members only).

Post magazine. London: Incisive Financial Publishing. Weekly. Also available online at www.postonline.co.uk.

Further periodical publications are available at www.cii.co.uk/journalmagazines (CII/PFS members only).

Reference materials

Concise encyclopedia of insurance terms. Laurence S. Silver, et al. New York: Routledge, 2010.*

Dictionary of insurance. C Bennett. 2nd ed. London: Pearson Education, 2004.

Insurance: Conduct of Business sourcebook (ICOBS). Available via www.fshandbook.info/FS/.

*Also available as an ebook through Discovery via www.cii.co.uk/discovery (CII/PFS members only).

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Exemplars

Exemplar papers are available for all mixed assessment units. Exemplars are available for both the coursework component and the multiple-choice component.

These are available on the CII website under the unit number before purchasing the unit. They are available under the following link www.cii.co.uk/qualifications/diploma-in-insurance-qualification.

These exemplar papers are also available on the RevisionMate website www.revisionmate.com after you have purchased the unit.

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Examination guides

Guides are produced for each sitting of written answer examinations. These include the exam questions, examiners' comments on candidates' performance and key points for inclusion in answers.

You are strongly advised to study guides from the last two sittings. Please visit www.cii.co.uk to buy online or contact CII Customer Service for further information on +44 (0)20 8989 8464.

Alternatively, if you have a current study text enrolment, the latest exam guides are available via www.revisionmate.com.

Older guides are available via www.cii.co.uk/pastexamguides (CII/PFS members only).

Exam technique/study skills

There are many modestly priced guides available in bookshops. You should choose one which suits your requirements.

The Insurance Institute of London holds a lecture on revision techniques for CII exams approximately three times a year. The slides from their most recent lectures can be found at www.cii.co.uk/iilrevision (CII/PFS members only).