

# 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 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

- Method of assessment:
 

Mixed assessment consisting of two components, both of which must be passed. One component is a coursework assignment and one is a multiple choice question (MCQ) examination. The details are:

  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. an MCQ exam consisting of 50 MCQs. 1 hour is allowed for this exam. This exam must be successfully passed within 18 months of enrolment.
- This syllabus will be examined from 1 May 20 until 30 April 2021.
- 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/qualifications](http://www.cii.co.uk/qualifications)
  2. Select the appropriate qualification
  3. Select your unit from the list provided
  4. Select qualification update 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, franchises and loss limits.
- 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 and the role of the loss adjuster.
- 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 further reading 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 resources listed here will help you keep up-to-date with developments and provide a wider coverage of syllabus topics.

CII/PFS members can access most of the additional study materials below via the Knowledge Services webpage at <https://www.cii.co.uk/knowledge-services/>.

New resources are added frequently - for information about obtaining a copy of an article or book chapter, book loans, or help finding resources, please go to <https://www.cii.co.uk/knowledge-services/> or email [knowledge@cii.co.uk](mailto:knowledge@cii.co.uk).

### **CII study texts**

Commercial property and business interruption insurances. London: CII. Study text M93

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

### **Books (and ebooks)**

'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.\*

Corporate risk management: an organisational perspective. Tony Merna, Faisal F Al-Thani. 2nd ed. Chichester, West Sussex: John Wiley, 2008.\*

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.

Insurance theory and practice. Rob Thoyts. Routledge, 2010.\*

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

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. 9th ed. David Ormerod & David Williams. Oxford: Oxford University Press, 2007.

Riley on business interruption insurance. 10th ed. Harry Roberts. London: Sweet & Maxwell, 2016.

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

Walmsley on business interruption. 2nd ed. Celso de Acevedo. Livingston: Witherby, 2016.

### **Ebooks**

The following ebooks are available through Discovery via [www.cii.co.uk/discovery](http://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.

Enterprise risk management: a common framework for the entire organisation. Philip E.J. Green. Oxford: Butterworth-Heinemann, 2016.

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

### **Factfiles and other online resources**

CII fact files are concise, easy to digest but technically dense resources designed to enrich the knowledge of members. Written by subject experts and practitioners, the fact files cover key industry topics as well as less familiar or specialist areas of general insurance, life, and pensions and financial services, with information drawn together in a way not readily available elsewhere. Available online via [www.cii.co.uk/ciifactfiles](http://www.cii.co.uk/ciifactfiles) (CII/PFS members only).

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

The Insurance Institute of London (IIL) podcast lecture series features leading industry figures and subject experts speaking on current issues and trends impacting insurance and financial services.

Available online at <https://www.cii.co.uk/insurance-institute-of-london/> (CII/PFS members only).

Business interruption insurance. Diane Jenkins.

Risk identification. Ian Searle.

Risk quantification. Ian Searle.

Risk control. Ian Searle.

Chartered Institute of Loss Adjusters (CILA).

Business interruption special interest group.

Available via [www.cila.co.uk](http://www.cila.co.uk).

Fire safety: approved documents. Available via [www.gov.uk](http://www.gov.uk).

LBIA guide to business interruption. London:

LBIA. Available online via [www.london-bia.org](http://www.london-bia.org).

### Journals and magazines

The Journal. London: CII. Six issues a year.

Archive available online at <https://www.thepfs.org/search-results/?q=the+journal> (CII/PFS members only).

Post magazine. London: Incisive Financial Publishing. Monthly. Contents searchable online at [www.postonline.co.uk](http://www.postonline.co.uk).

Access to further periodical publications is available from the Knowledge website at [www.cii.co.uk/journalmagazines](http://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.handbook.fca.org.uk/handbook/ICOBS](http://www.handbook.fca.org.uk/handbook/ICOBS).

### Exemplars

Exemplar papers are available for all mixed assessment units. Exemplars are available for both the coursework component and the MCQ exam 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](http://www.cii.co.uk/qualifications/diploma-in-insurance-qualification).

These exemplar papers are also available on the RevisionMate website

( [www.revisionmate.com](http://www.revisionmate.com)) after you have purchased the unit.

### 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](http://www.cii.co.uk/iilrevision) (CII/PFS members only).