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(a) in relation to any clause which excludes losses from the cover, insurers may agree a separate insurance policy covering such losses or may extend the clause to cover such events;  
(b) in relation to clauses making cover of certain risks subject to specific conditions each insurer may alter the said conditions".

1998



## ELECTRONIC DATE RECOGNITION CONFORMITY MARINE CARGO UNDERWRITERS' ENQUIRY DATA SHEET

Insureds are reminded that insurance is designed to protect against consequences of unpredictable and unforeseen events. Problems associated with the Year 2000 and other date recognition periods are now widely anticipated and consequently predictable and foreseeable. Losses thus arising may not be considered a fortuity and therefore a resultant claim for loss damage or expense may not be recoverable under your insurance contract. It is stressed that it is incumbent upon you to act at all times with due diligence and as if you were uninsured by taking all necessary steps to avoid or mitigate an anticipated loss.

Completion of this form does not imply coverage for EDR Conformity as defined in paragraph 3 below and does not alter any of the terms and conditions of your contract of insurance. Any failure to complete this form fully or accurately may prejudice your coverage.

The information sought is designed to assess the adequacy of your organisation's conformity and compliance.

### **Electronic Date Recognition Conformity (EDR) means:**

The use or operation of any computer hardware, software, integrated circuit, chip or information technology equipment or system that is able to accurately recognise, process, exchange, assign or transfer year, date or time data or information, as defined in DISC PD2000-1 (see appendix 1) including but not limited to

- the change of date from 21 August 1999 to 22 August 1999
- the change of date to 9 September 1999
- the change of year from 1999 to 2000
- the leap year at 29 February 2000
- the change of date from 2000 to 2001
- and/or any other change of year or date or time.

Appendix 1: DISC PD2000-1 (BSI Definition)

## INTERNAL SYSTEM COMPLIANCE

1. Have you undertaken an assessment of the implications of date compliance?  

**YES/NO**
  
2. If not, when do you plan to do so?  


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3. Do you have a project team responsible for ensuring **EDR** compliance?  

**YES/NO**
  
4. Please describe the makeup of the project team. Who has overall responsibility for the project?  


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5. Have you sought external professional and/or technical advice?  

**YES/NO**

If **YES** from whom?

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6. Does the compliance project team have a written plan which has scheduled dates for each stage of implementation?  

**YES/NO**

If **YES** please advise the key implementation dates.

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7. Have you started implementation of your compliance programme?  

**YES/NO**
  
8. Are you on schedule with the compliance programme?  

**YES/NO**
  
9. When will you have completed your compliance programme?  


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10. What is the estimated cost of compliance declared within your company budget?  


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11. What measures are you taking to test that your systems are EDR compliant?  


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### EXTERNAL AND THIRD PARTY COMPLIANCE

#### Storage of goods at owned or leased locations

12. Have you checked that computer systems and embedded chips are date compliant in the following:  
**(Circle YES/NO/N/A (Not Applicable\*) as appropriate)**  
**(\*in the event that there are no computer controlled facilities or embedded chips relevant to the system or that the system is not present at any locations).**

|   |                   |
|---|-------------------|
| <b>Fire Prevention</b>                                  |                   |
| (a) <b>Fire Alarms</b>                                  | <b>YES/NO/N/A</b> |
| (b) <b>Sprinklers</b>                                   | <b>YES/NO/N/A</b> |
| (c) <b>Other fire protection or detection equipment</b> | <b>YES/NO/N/A</b> |
| <b>Security Systems</b>                                 |                   |
| (a) <b>Burglar Alarms</b>                               | <b>YES/NO/N/A</b> |
| (b) <b>Time Locks</b>                                   | <b>YES/NO/N/A</b> |
| (c) <b>Motion Detectors</b>                             | <b>YES/NO/N/A</b> |
| (d) <b>External Security Systems</b>                    | <b>YES/NO/N/A</b> |
| (e) <b>Video cameras and recorders</b>                  | <b>YES/NO/N/A</b> |

|  |            |
|--|------------|
| <b>Temperature and atmosphere control</b>  |            |
| (a) Reefer Machinery                       | YES/NO/N/A |
| (b) Controlled Atmosphere Equipment        | YES/NO/N/A |
| (c) Gas Detectors                          | YES/NO/N/A |
| (d) Pressure Gauges                        | YES/NO/N/A |
| <b>Blending &amp; Mixing Equipment</b>     |            |
| YES/NO/N/A                                 |            |
| <b>Storage Systems</b>                     |            |
| (a) Inventory Systems                      | YES/NO/N/A |
| (b) Distribution Systems                   | YES/NO/N/A |
| (c) Automated storage systems              | YES/NO/N/A |
| <b>Paper Copy Inventories</b>              |            |
| (a) Do you maintain paper copy inventories | YES/NO/N/A |
| (b) How often are they updated             | YES/NO/N/A |
| (c) Are paper copies kept off site         | YES/NO/N/A |

**Utilities and suppliers**

13. Have you checked that the providers of utilities are EDR compliant and have you obtained and retained confirmation in writing

YES/NO

In particular

|                     |            |
|---------------------|------------|
| (a) Gas             | YES/NO/N/A |
| (b) Electricity     | YES/NO/N/A |
| (c) Water           | YES/NO/N/A |
| (d) Internet        | YES/NO/N/A |
| (e) Back up systems | YES/NO/N/A |

14. Have you checked that 3<sup>rd</sup> Party suppliers of services to you are themselves date compliant and have you obtained and retained confirmation in writing?

YES/NO

In particular

|   |            |
|---|------------|
| (a) Hauliers and truckers                 | YES/NO/N/A |
| (b) Freight forwarders                    | YES/NO/N/A |
| (c) Ship charterers                       | YES/NO/N/A |
| (d) Container operators                   | YES/NO/N/A |
| (e) Container lessors                     | YES/NO/N/A |
| (f) Shipping agents                       | YES/NO/N/A |
| (g) Packers                               | YES/NO/N/A |
| (h) Warehouse and cold store keepers      | YES/NO/N/A |
| (i) Terminal operators                    | YES/NO/N/A |
| (j) Cargo handlers                        | YES/NO/N/A |
| (k) Other parties (please identify below) | YES/NO/N/A |

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15. Have you confirmed that the above service suppliers also require EDR compliance from their own sub contractors and that they retain such confirmation in writing?

YES/NO

16. If you have answered NO to any of the above questions when will you check that all of your own locations and service suppliers are

- (a) EDR compliant and insist on written confirmation?  
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- (b) Requiring all suppliers and sub contractors to be date compliant and insisting on written confirmation?  
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17. If any of your service suppliers and sub contractors do not provide speedy and satisfactory responses what will you do?  
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18. Have you prepared a contingency plan to minimise losses to cargoes and stock in the event that computers or embedded chips fail due to the EDR problem?

YES/NO

**Please provide details of these contingency plans on a separate sheet(s) of paper.**

**IMPORTANT NOTE**

**YOU MUST OBTAIN AND RETAIN WRITTEN CONFIRMATION OF COMPLIANCE FROM ALL RELEVANT PARTIES.**

**Please attach extra sheets to this enquiry form if necessary to ensure that complete responses are provided.**

**The information provided by you in this enquiry form is material to the insurers acceptance of risk. You are obliged to notify insurers of any changes to the information supplied within this enquiry sheet.**

Authorised for and on behalf of -----  
 Signed by -----  
 Position -----  
 Dated -----

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## YEAR 2000 COMPLIANCE

### **The British Standards Institution (BSI) Standard:**

Year 2000 conformity shall mean that neither performance nor functionality is affected by dates prior to, during and after the Year 2000. In particular:

**Rule 1:** No value for current date will cause any interruption in operation.

**Rule 2:** Date based functionality must behave consistently for dates prior to, during and after the year 2000.

**Rule 3:** In all interfaces and data storage, the century in any date must be specified either explicitly or by unambiguous algorithms or interfering rules.

**Rule 4:** Year 2000 must be recognised as a leap year.

### **EDR Conformity Marine Underwriters' Enquiry Data Sheet Appendix 1**

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