

Job Description Form

Function:	Pre Risk Surveyors	Staff Category:	Senior Staff(OFFICERS)
Div / Dept:	Technical/Claims	Job Grade:	
Name:		Reports to:	Managers

Basic Job Description

1. Surveyors undertake detailed risk surveys of the property/site to be insured and advise clients and insurance underwriters about appropriate improvements to reduce the risk.
2. This involves visiting a wide variety of locations and businesses from retail outlets to large-scale petrochemical plants and producing detailed reports, which help inform underwriters about the acceptability and quality of a particular risk.
3. Surveyors spend about half of their time visiting clients and conducting detailed surveys of the sites to be insured. They often specialize in specific areas, such as: property; business interruption; crime; liability.

Specific Responsibilities:

1. Collating and assessing risk information on site.
2. Using templates to record assessments and collecting photographic evidence.
3. Advising clients on site and discussing with them opportunities and requirements to improve the level of risk, or persuading them of the need for risk improvement programmes.
4. Allocating quality grades to the client once improvements have been completed;
5. Accompanying underwriters on site visits to help with their training and development;
6. Liaising with other professionals, e.g. underwriters, brokers, client representatives, inspectors of health and safety and fire officers;
7. Keeping up to date with technical aspects affecting risks, e.g. trade processes, legislation, hazardous materials.

Additional (if Applicable):

Checked by (Department Manager):	Authorized by HR Manager:
Approved by (Division VP):	Date:

Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.