

GENERAL

Named Insured: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Policy or Quote Number: \_\_\_\_\_

PRODUCTS AND OPERATIONS

1. Describe the applicant's product(s) and use: \_\_\_\_\_  
\_\_\_\_\_

2. Check all of the processes that apply:

- |   |   |
|---|---|
| <input type="checkbox"/> Assembly                   | <input type="checkbox"/> Grind, buff, or polish |
| <input type="checkbox"/> Cut, punch, shear, or slit | <input type="checkbox"/> Paint or powder coat   |
| <input type="checkbox"/> Electroplate               | <input type="checkbox"/> Temper or heat treat   |
| <input type="checkbox"/> Form, fabricate, or bend   | <input type="checkbox"/> Welding                |

3. Does the applicant plan to introduce any new products? Yes  No   
If yes, describe the new product(s) and use: \_\_\_\_\_  
\_\_\_\_\_  
Provide estimated sales for the new product(s): \_\_\_\_\_  
\_\_\_\_\_

4. Has any product manufactured by the applicant been excluded from liability coverage:  
Yes  No   
If yes, explain: \_\_\_\_\_

5. Has the applicant discontinued any products? Yes  No   
If yes, explain: \_\_\_\_\_

6. Any component parts or finished products imported directly from foreign countries?  
Yes  No   
If yes, describe the imported product(s) and use: \_\_\_\_\_  
\_\_\_\_\_  
Provide estimated amount of receipts for imported products: \_\_\_\_\_  
\_\_\_\_\_

7. Has any product manufactured by the applicant been recalled? Yes  No   
If yes, explain: \_\_\_\_\_

8. Does the applicant have a formal product recall plan? Yes  No

9. Are all products manufactured to customer specifications? Yes  No   
If yes, does the customer test the product(s) and sign off upon receipt? Yes  No

## QUALITY CONTROL

1. Is there a formal testing and quality control program in place? Yes  No   
If yes, who does testing?  
 Operator  QC Department  Independent Laboratory  
How long are quality control records kept? \_\_\_\_\_
2. Are the products and their end use(s) easily identified? Yes  No
3. Are all instructions, operating manuals, warranties, and advertisements reviewed by legal counsel?  
Yes  No

## RISK TRANSFER

1. Does the applicant subcontract installation, service, repair, or testing of their products?  
Yes  No   
If yes, does the applicant require written contracts that include hold harmless and indemnification agreements with all suppliers, fabricators, installers, servicers, repairers, and customers? Yes  No   
Does the applicant require to be named as an additional insured by subcontractors?  
Yes  No   
Is there a formal procedure to collect and maintain certificates of insurance from all subcontractors? Yes  No

## PREMISES AND PROPERTY INFORMATION

1. Is the building(s) equipped with smoke alarms throughout the premises? Yes  No   
If yes, is the alarm local or central station? \_\_\_\_\_  
How often are smoke alarms tested? \_\_\_\_\_
2. Are fire extinguishers located throughout the production areas of the building(s)? Yes  No   
If yes, how often are fire extinguishers tested and tagged? \_\_\_\_\_
3. Is the building(s) protected by a fully functional automatic sprinkler system? Yes  No   
If yes, is the sprinkler system designed for your occupancy? Yes  No   
Is the sprinkler system regularly maintained? Yes  No
4. Is the building(s) equipped with a fully functional central dust collection system completely vented to the outside? Yes  No   
If yes, where is dust collected? \_\_\_\_\_  
How often does the applicant dispose of the dust? \_\_\_\_\_
5. Is the building(s) equipped with a fully functional exhaust ventilation system that draws air outside?  
Yes  No   
If yes, is the exhaust ventilation system inspected regularly? Yes  No

Are the ventilation systems equipped to filter out chemical vapors as well as dust?

Yes  No

6. Do processes include spray painting, powder coating, or lacquering? Yes  No

If yes, is there a UL approved spray booth with explosion-proof lighting? Yes  No

7. Are hazardous materials, such as those that are flammable, corrosive, or toxic used?

Yes  No

If yes, are chemicals, solvents, and flammables stored in UL approved flammable storage cabinets? Yes  No

Is the applicant in compliance with Environmental Protection Agency regulations concerning the disposal of all hazardous materials? Yes  No

8. Is smoking permitted on the premises Yes  No

If yes, is smoking restricted to specifically designated areas away from ignition sources?

Yes  No

9. Does the applicant have a formal maintenance program for production machinery and equipment?

Yes  No

10. Is all machinery bonded and grounded to prevent static buildup and discharge? Yes  No

11. Does the applicant use any large or specialized machines in production that would be prohibitively expensive or difficult to repair or replace? Yes  No

If yes, describe the plan to resume production in the event of a shutdown:

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## LIFE SAFETY

1. Are production machines properly guarded? Yes  No

2. Are workers required to wear appropriate vision and respiratory personal protective equipment at all times? Yes  No

3. Do all employees adhere to OSHA rules for employee safety? Yes  No

Leave any additional information or comments here:

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