



INSURANCE AGENCY, INC.
 PRIMARY / EXCESS AND SURPLUS LINES BROKERS
 Ten Granite Street Suite 2
 Quincy, MA 02169
 617.471.7171 Fax: 617.471.7180
 www.xsbrokers.com

MANUFACTURING QUESTIONNAIRE

Applicant: _____

Operation: _____

Form of raw material: _____

Finished product(s): _____

Detailed description of manufacturing process:

To be completed for each location.

Is process automated, computer operated or manual? _____

Sprinklered? Yes No

Type: _____

Dust Collection system? Yes No

Type: _____

Storage of dust at least 50 feet away from buildings? Yes No

Is dust used for fuel? Yes No

Any dry kilns on premises? Yes No

If yes, how many? _____

Ventilation system? Yes No

Type: _____

Condition of overall housekeeping: _____

Night clean up crew? Yes No

Is there 24-hour security? Yes No

Premises fenced? Yes No

How is raw material moved to production area? Conveyors Auger Overhead Cranes Forklifts

Other: _____

Is electrical equipment and wiring explosion proof? Yes No

All process equipment grounded and bonded? Yes No

Does equipment have automatic shut-off? Yes No

What is the age of the processing equipment? _____

What is the inspection and servicing schedule for all equipment (including conveyors, hydraulic lines, etc.)?

How often is the electrical equipment and wiring inspected and serviced by a licensed professional?

Are you in compliance with NFPA 70 on electrical codes? Yes No

Are you in compliance with NFPA 77 on static electricity? Yes No

Does production machinery have dust tight seals and explosion venting? Yes No

Is smoking allowed on premises? Yes No

If yes, describe designated premises: _____

Storage of Raw Material:

What form is raw material stored in? _____

Is storage of raw material separated from production and finished product? Yes No

If yes, by: Firewalls Separate Building Other: _____

What is the average size of stockpiles? _____

Storage of Chemicals, Flammables or Solvents, etc.:

Is storage separated from all other operations? Yes No

If yes, by: Firewalls Separate Building Other: _____

What other chemicals, flammables or solvents are used (include trade names.)?

Quantity of each? _____

Container type, size and number of gallons? _____

Are Material Data Safety Sheets on file and available? Yes No

Describe any cadmium, magnesium, zirconium or titanium: _____

Are all 55 gallon drums storing chemicals properly grounded? Yes No

Is only a single day's supply stored on the premises? Yes No

If no, how much? _____

Is storage area properly ventilated? Yes No

If no, what kind of ventilating is used? _____

Are you in compliance with NFPA 30 standards? Yes No

Storage of Finished Product:

Is storage of finished products separated from the production area? Yes No

If yes, by: Firewalls Separate Building Other: _____

What is the average size of the stockpiles? _____

Do you have trained in house fire brigade? Yes No

What is the response time from the Fire Department? _____

Do you have your own water source on site? Yes No

If yes, describe:

Do you have your own firefighting equipment on site? Yes No

If yes, describe:

Are there grinding or finishing operations? Yes No

If yes, is there a shield guard? Yes No

Please provide details on these operations:

Are there painting or laminating operations? Yes No

U/L approved paint booth? Yes No

If no paint booth, describe how it is controlled:

Are there welding operations? Yes No

If yes, are hot work permits obtained? Yes No

Fire watch? Yes No

If yes, separate cut off area from other operations? Yes No

Are there woodworking operations? Yes No

If yes, are all operations or equipment covered by dust collection system? Yes No

Where is collectable sawdust stored?