



Property

Plastic Risks Questionnaire

V0121

Important Notices

PEN UNDERWRITING PTY LTD
ABN 89 113 929 516 AFSL 290518

YOUR DUTY OF DISCLOSURE

Before you enter into an insurance contract, you have a duty to tell us anything that you know, or could reasonably be expected to know, may affect our decision to insure you and on what terms. You have this duty until we agree to insure you. You have the same duty before you renew, extend, vary or reinstate an insurance contract. You do not need to tell us anything that:

- reduces the risk we insure you for; or
- is common knowledge; or
- we know or should know as an insurer; or
- we waive your duty to tell us about.

If you do not tell us something

If you do not tell us anything you are required to, we may cancel your contract or reduce the amount we will pay you if you make a claim, or both.

If your failure to tell us is fraudulent, we may refuse to pay a claim and treat the contract as if it never existed

PRIVACY

Pen Underwriting and the Insurer(s) handle your personal information with care and in accordance with the Privacy Act 1988 and the Australian Privacy Principles. We collect personal information about you to provide you with insurance and insurance related services. We may disclose your personal information to third parties for the purposes described in our Privacy Policy, including related entities, insurers, reinsurers, agents and service providers, some of whom may be located in the United States of America, United Kingdom, Singapore, Germany, Sweden and India. By asking us to provide you with insurance and insurance related services, you consent to the collection, use and disclosure (including overseas disclosure) of your personal information for the purposes described in our Privacy Policy. Where you provide personal information about others, you represent to us that you have made them aware of that disclosure and of our Privacy Policy and that you have obtained their consent. If you do not consent to provide us with the personal information that we request, or withdraw your consent to the use and disclosure of your

personal information at any stage, we may not be able to offer you the products or provide the services that you seek. For information about how to access and or correct the personal information we hold about you or if you have any concerns or complaints, ask us for a copy of our Privacy Policy or visit <https://www.penunderwriting.com.au/important-information/>.

Instructions

Please download and save this PDF to your desktop and open via Adobe Acrobat to fill out digitally. Filling the form out in your browser will not save your answers.

Please read this Questionnaire fully prior to answering the questions.

- Answer all questions in full. Where appropriate, tick the 'Yes' or 'No' box that best indicates your reply.
- If there is insufficient space, provide further information on your letterhead.
- All attached documents form part of this Questionnaire.

Insured:

Location:

1. Building

- (a) When was a thermographic scan last carried out on the main switchboard?
- (b) Is there an annual test and tag process in place? Yes No
- (c) What is the lighting within the premises? (High Intensity Discharge (HID), LED or fluoro)
-
- (d) If **HID** or **fluoro**, are covers/diffusers installed? Yes No
- (e) Are all switchboards protected from overspray/dust (enclosed)? Yes No
- (f) Is any EPS insulated panels installed? Yes No
- If **Yes** to above, what is the percentage of the floor area taken up? Yes No
- (g) Type of EPS Panelling (PIR, Rockwool, XFLAM, Standard EPS etc)
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2. Business Interruption

- (a) Does the client have a Business Continuity Plan? Yes No
- (b) Can production be sub-contracted to another company? Yes No
- (c) Is there a dependency on any particular customers? Yes No
- If **Yes**, please provide details of the customers
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- (d) Is there a dependency on a particular supplier? Yes No
- If **Yes!**, please provide details of the suppliers
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- (e) What would be the approximate time frame to be up to 100% capacity after a major loss?
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3. Processes

- | | | |
|---|---|---|
| <input type="checkbox"/> Injection | <input type="checkbox"/> Extrusion | <input type="checkbox"/> Rotational |
| <input type="checkbox"/> Blow Moulding | <input type="checkbox"/> Compression Moulding | <input type="checkbox"/> Shape Moulding |
| <input type="checkbox"/> Polyurethane Foaming | <input type="checkbox"/> Other (please specify) | |

4. Housekeeping

- (a) Floors and machinery cleaned Daily Weekly Other
- (b) What dust control procedures are in place around machinery (grinders/ agitators/ granulators) when using plastic pellets as a raw material?
- (c) How often is combustible waste removed from the building? Daily Weekly Other
- (d) Are oily rags disposed of in a self closing metal bin Yes No N/A

5. Smoking

- (a) Permitted without restriction: Yes No
- (b) Designated external areas only: Yes No
- (c) Designated internal areas of the building: Yes No

6. Finishing Processes

- (a) Vented Spray booth: Yes No
- (b) Construction of the Spraybooth (EPS etc.)
- (c) How often are the filters cleaned?
- (d) Open Air spray/coating operations: Yes No
- (e) Heating drying tunnels/ovens? Yes No
- (f) Fired/powered by?
- (g) Percentage of Floor Area taken up by the spray booth in sqm
- (h) Are the light fittings within the spraybooth enclosed? Yes No
- (i) Is it compliant with Australian Standards? Yes No

7. Machinery

- (a) Is the machinery currently insured for indemnity value or replacement value?
- (b) Is the machinery enclosed? Yes No
- (c) Is all machinery appropriately earthed? Yes No
- (d) Is the machinery maintained to manufacturers standards/regulations? Yes No
- (e) Does the client have any one piece of machinery greater than \$250K? Yes No
- (f) If so, what is the highest value of any one piece of machinery and details of any machines over \$250K (age, make, model and sum insured)?
- (g) In the event of a loss, would any of the machinery have to be sourced from overseas? Yes No
- (h) If so, what is the expected replacement time including commissioning?
- (i) Is there a predictive/scheduled maintenance agreement in force for all machinery? Yes No
- (j) Are thermostat controls installed/online/fully operational in regards to the machinery? Yes No
- (k) Is Fire/overheat detection fitted on all machines? Yes No Partial
 If **Partial**, which machines
- Are they Monitored? Yes No
- Is the Monitoring Back to Base By Whom?
- (l) Is machinery left on after hours unsupervised? Yes No

(m) Are all drip trays and floor area below and around moulding units kept clean and completely free of oil and lubricants? Yes No

8. Recycled Materials

- (a) Is there any use of recycled materials? Yes No
- (b) If **Yes**, is the recycled material: Yes No
 - (i) Delivered in raw format and granulated on site? Yes No
 - (ii) Delivered pre-granulated? Yes No
- (c) Is there any granulating of internally generated recyclable materials eg cast offs? Yes No
- (d) If **Yes** to any of the above, does this take place in an appropriately separated area utilising a granulator Yes No
- (e) that is supervised at all times when operating and fitted with readily accessible emergency stop Yes No
- (f) provisions that shut down the conveyor and granulator? Yes No

9. Flammable Liquids

- (a) Solvents/flammable spray materials above 100 litres stored on premises: Yes No
Where?
- (b) Approved Flammable liquids storage cabinet/compound installed: Yes No
Where?
- (c) Are Earth bonding straps used during flammable liquid transfer operations? Yes No
- (d) Are Resins/Gelcoats kept separate to Hardeners? Yes No

10. Storage

- (a) Quantity of raw materials stored in:
 - Bags
 - Palletised
 - Method of Storage for finished product (palletised/racks/solid pile)
- (b) To what height?
- (c) Floor area taken up?

11. Neighbouring Property & Separation

North Distance metres
 South Distance metres
 East Distance metres
 West Distance metres

12. Fire Equipment

- (a) Fire detectors installed/serviced: Yes No When:
 If **Yes**, battery or hard wired:
 Area coverage %
- (b) Fire alarm installed/serviced: Yes No When:
 If **Yes**, local or monitored:
 Area coverage %
- (c) Automatic Sprinklers: Yes No
 If **Yes**, 'single' supply or 'dual' supply:
 Area coverage %

When was a flow test last carried out? (Copy to be provided to Pen)

- (d) Extinguishers installed/serviced: Yes No When:
- (e) Hose Reels installed/serviced: Yes No When:
- (f) Hydrants Serviced: Yes No When:
- (g) Is fire fighting equipment serviced every 6 months as per Australian Standard?: Yes No
- (h) Are staff trained in the correct use of Fire Protection Equipment: Yes No

DECLARATION

I declare that:

- I am authorised by each of the Applicant(s) to sign this Questionnaire
- The statements in this Questionnaire are true and complete and no material information has been withheld
- I have read and understood the Important Notices accompanying this Questionnaire
- I have diligently made all necessary enquiries in order to comply with the duty of disclosure
- I have read the Pen Underwriting Privacy Statement on this Questionnaire and consent to the use, disclosure and obtaining of personal information about the insured for the purposes shown in the Privacy Statement
- Where I have provided information about another individual, that individual has been made aware of that fact and of the Pen Underwriting Privacy Statement
- I acknowledge that Pen Underwriting relies on the information and representations in this Questionnaire and otherwise made by me or on my behalf in relation to this insurance
- Except where indicated to the contrary, I understand that any statement made in this Questionnaire will be treated as a statement made by all persons to be insured
- I undertake to notify Pen Underwriting of any material alteration to the information contained in this Questionnaire prior to inception of the proposed insurance
- I understand that no insurance is in place until such time as Pen Underwriting has confirmed acceptance of the proposed insurance

Signature:.....

Date:

Full Name:.....

Title: