



Property

Property Woodworking 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

- When was a thermographic scan last carried out on the main switchboard? Date:
- Is there an annual test and tag process in place? Yes No
- What is the lighting within the premises? (High Intensity Discharge (HID), LED or fluoro):
- If HID or fluoro, are covers/diffusers installed? Yes No
- Are all switchboards protected from dust? Yes No
- Are all light fittings protected from dust? Yes No
- Are the power points protected from dust? Yes No

2. Business Interruption

- Does the client have a Business Continuity Plan? Yes No

3. Processes

- Cutting/Sanding Upholstering
- Varnishing / Painting / Lacquering/ Spray Painting / Adhesive Application

4. Housekeeping

- Floors and machinery cleaned: Daily Weekly
- How often are the Roof Frame and Walls cleaned?
- Waste and Off-cuts removed from site: Daily Weekly
- Is there any dust accumulation in the premises, especially on horizontal surfaces? Yes No
- Oily rags disposed of in a self closing metal bin: Yes No

5. Dust Extraction System

- None Installed Portable/Mobile Bag System
- Ducted system to central internal hopper Ducted/fixed system to external hopper

6. Smoking

- Permitted without restriction: Yes No
- Designated external areas only: Yes No
- Designated internal areas of the building: Yes No

7. Finishing Process

- Vented Spray Booth Yes No
- Construction of the Spray booth (EPS etc.):

How often are the filters cleaned?

Open air spray/coating operations: Yes No

Heating drying tunnels/ovens: Yes No

If **Yes**, fired/powered by:

Percentage of the floor area taken up by the spray booth in sqm:

Are the light fittings in the spray booth enclosed? Yes No

Is it compliant with Australian Standards? Yes No

8. Machinery

Does the client have any one piece of machinery greater than \$250K? Yes No

If so, what is the highest value of any one piece of machinery and how many machines over \$250K?

In the event of a loss, would any of the machinery have to be sourced from overseas? Yes No

If so, what is the expected replacement time including commissioning?

Is there a predictive/scheduled maintenance agreement in force for all machinery? Yes No

Are thermostat controls installed/online/fully operational in regards to the machinery? Yes No

Is machinery left on after hours unsupervised? Yes No

9. Flammable Liquids

Solvents/flammable spray materials above 100 litres stored on premises: Yes No

If **Yes**, where?

Approved Flammable liquids storage cabinet/compound installed: Yes No

If **Yes**, where?

10. Storage

To what height?

Method of Storage (palletised/racks/solid pile)

Floor area taken up?

11. Neighbouring Property & Separation

North Distance metres

South Distance metres

East Distance metres

West Distance metres

12. Fire Equipment

Extinguishers Serviced: Yes No Date

Hose Reels Serviced: Yes No Date

Hydrants Serviced: Yes No Date

Fire alarms & detectors installed/serviced: Yes No Date

Fire Equipment Training: 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: