

Cargo Storage Questionnaire

CHUBB®



This questionnaire should be answered completely; please indicate any questions that are not applicable. Please provide any relevant supporting documentation and/or material.

1. Company & Contact Details:

Company name: _____

Key contact: _____

Email: _____ Tel: _____

Website: _____

2. Name and Location of Storage Site:

Warehouse Operator: _____

Address: _____

City: _____ State: _____ Country: _____ Zip/Postal Code: _____

Type of location (residential, commercial, or industrial) _____

Is the building owned or leased? Yes No

Number of years at this location? _____ Days and hours of operation? _____ Number of employees? _____

Inventory/stock values (\$US): Maximum _____ Average _____

Additional storage locations? Yes No

If yes, please provide separate listing of locations, ownership and inventory/stock values:

Are there peak seasons? And if so, when? _____

3. Construction Details:

Give a brief description of the type of materials used in construction of the building(s), including the floors, walls, and roof. In addition, please include the number of windows and construction of the windows, including skylights, and cargo bay doors.

4. Premises

What is the age of the building(s)? _____

What is the square footage (or dimensions) of the building? _____

Are the premises detached or separated from any adjoining premises either by brick or concrete fire walls with no openings (i.e., designed to prevent potential spread of fire)? Yes No

Are the premises in a good state of repair with all machinery, heating systems and electrical systems in good order, regularly checked and professionally maintained? Yes No

Heating System - are there any non-fixed or portable heating appliances or heaters? Yes No

Is battery charging equipment subject to weekly visual checks and regular servicing? Yes No

Are there fixed cargo handling systems such as conveyors or rollers? Yes No

Are the premises clean and tidy and is waste material swept up and removed from the buildings daily? Yes No

Are the premises illuminated by any of the following high intensity lighting: Metal Halide, Mercury Vapor or Sodium? Yes No

Are premises close to a body of water? Yes No

If Yes, give approximate distance and elevation of the building relative to the water source. _____

Is the building located in an earthquake zone? Yes No

Is there any history of flooding/subsidence/storm damage? If Yes, give details on a separate sheet. Yes No

Are roofs, gutters and drains inspected at least annually? Yes No

Are there snow and ice removal and drain clearing procedures? Yes No

5. On-site Processes

Is there any other process done on site other than storage? If Yes, give details on a separate sheet. Yes No

Is any 'hot work' done on site? (e.g. heat sealing packaging, soldering, cutting, cooking facilities or similar?) If Yes, give details on a separate sheet. Yes No

Is there a documented 'permit to work' system, especially when contractors are performing maintenance/repair work on site? Yes No

6. Storage

Give a brief description of goods and packaging (include materials used as storage bins; if plastics are included, please state the approximate percentage by volume of the total storage that is (a) expanded plastic, (b) solid plastic).

How often is inventory taken and who performs this task?

Are any hazardous materials/dangerous goods used, stored or manufactured on site? Yes No
If Yes, give details and UN number (where appropriate) on a separate sheet.

What is the maximum height of stored goods? _____

Is storage on fixed racking? Yes No

If Yes, what is the width of the aisles between racks or what is the depth of multiple row racks?

Is storage on pallets? Yes No

Is any storage on a mezzanine or upper floors? Yes No

Are pallets or other combustible materials stored within 50 feet of the outside walls of the buildings? Yes No

What is the type of cargo handling equipment used? How many pieces of equipment? If diesel, gasoline, or LPG, how and where is the fuel stored?

Are goods ever stored in trucks, trailers or ocean containers unattended outside of the warehouse? Yes No
If Yes, give details of anti-theft devices/procedures on a separate sheet.

What is the average and maximum length of storage time? _____

Are any storage contracts or warehouse receipts issued? If yes, please provide copies. Yes No

7. Fire Protection

Is smoking permitted within the buildings? Yes No

What is the distance between the building and the nearest fire hydrant? _____

How far is the nearest fire department? _____

Has your premises carried out a Fire Risk Assessment within the last 3 years? Yes No

Are there fire extinguishers and/or hose reels on site? Yes No

Are employees trained in the correct use of fire extinguishers and/or hose reels? Yes No

What was the date of the last inspection of the fire extinguishers? _____

Are the premises equipped with a fire detection system that signals to a remote monitoring station? Yes No

If Yes, is the system properly certified and constantly monitored to meet the requirements of the Authority having jurisdiction? Yes No

Are the premises protected by an automatic sprinkler system? Yes No

If yes, please give details as to the type and technical specification of the system.

When was the sprinkler system last inspected and who performs this task?

8. Security Protection

Where is the nearest police station? _____

Do the police provide regular patrolling of the area? Yes No

Was the alarm system installed by a UL Certified approved installer? Yes No

Does the alarm system cover all potential access points, including skylights? Yes No

Is the alarm system monitored remotely by a UL Certified central station? Yes No

Are the premises equipped with a CCTV system? Yes No

Are the CCTV cameras linked to motion detectors, and are the cameras monitored remotely in case of an alarm? Yes No

How is the footage from the CCTV cameras recorded and how long is it retained?

Is there external lighting? Yes No
If yes, please provide type and spacing between lights/lamps on a separate sheet.

Key Control - is there a strict control of access keys in place? Yes No

Are employees required to wear ID badges? Yes No

Are all employees subject to a full background check, including employment and criminal record? Yes No

During peak demand times, what percentage of temp/casual staff works in the warehouse? _____ %

Are personnel allowed to bring phones on site and use social media at work? Yes No

Is there manned security on site at all times? If no, please provide details on a separate sheet. Yes No

If manned guarding is present, do they have access to alarm control panels and/or a panic button? Yes No

Is the site protected by a perimeter fence of at least 6 feet high with access gates? Yes No

Is the site equipped with access/barrier control to monitor and control vehicular and pedestrian access/egress? Yes No

If building has windows or dock doors at ground level, are they protected from breakage or ramming? Yes No

Is personnel and visitor parking separated from cargo storage and handling areas? Yes No

Describe the protection provided for your data and IT systems.

9. Chilled/Cold Storage Areas

Do all storage areas under temperature control have alarms which will be activated in case of a temperature deviation?

Yes No

In the event of an alarm, will it generate an automatic signal to a responsible person?

Yes No

Are all temperature controlled storage areas calibrated and alarms serviced at least annually?

Yes No

Have you thermally mapped all temperature controlled storage areas?

Yes No

10. Claims History

Have there been any occurrences of fire, flood, or cargo loss or damage, during the last 3 years at this site?

11. Declaration:

Signed: _____

Position/ Job Title: _____ Date: _____

Upon completing this questionnaire, please send this form to massurveyrequests@chubb.com.

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