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|  |  |  |  |  | **Essex Insurance Company** | | | |  |  |  |
|  |  |  |  |  |  | **4521 Highwoods Parkway** | | |  |  |  |
|  |  |  |  |  |  | **Glen Allen, VA 23060** | | |  |  |  |
|  |  |  |  |  |  | **Phone: 800-963-7739** | | |  |  |  |
|  |  |  |  |  |  | **Fax: 804-273-1435** | | |  |  |  |
|  |  |  | ***Wood Manufacturing Questionnaire*** | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |
| To: | | |  |  |  |  | Company: | |  |  |  |
| From: | | |  |  |  |  | Date: | |  |  |  |
| Prospect: | | |  |  |  |  |  |  |  |  |  |
|  |  | **Urgent** |  |  |  | **For Review** | |  |  | **Please Reply** | |
|  |  |  |  |  |  |  |  |  |  |  |  |



**Please provide the following information for quotation consideration:**

1. **Detailed description of the Manufacturing Process from a Raw Product to a Finished Product.**

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1. **Check all applicable Protective Safeguards (Warrant via the JGF-9, Clause F):**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Dust Collection System | | | | | | | |  |  |  |  |  |  | YES |  | NO |  |  |  |  |  |  |  |  |  | Complete (Vented Outside) | | | | | | | | | | | | | | | |  |  | Individual Machinery | | | | | | | | |
|  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Ventilation System | | | | |  |  |  |  |  |  |  |  |  | YES |  | NO |  |  |  |  |  |  |  |  |  | Complete (Vented Outside) | | | | | | | | | | | | | | | |  |  | Individual Machinery | | | | | | | | |
|  | |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Spray Finishing/Painting | | | | | | | |  |  |  |  |  |  | YES |  | NO |  |  |  |  |  |  |  |  |  | UL Approved Spray Booth | | | | | | | | | | | | | | | |  |  | Separated from Process Area | | | | | | | | |
|  | |  |  |  | |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  |  |
| Dipping Tanks Automatic Covers | | | | | | | | | | |  |  |  | Cold |  | Hot |  | Coating | | | |  |  |  |  | YES | | | | |  |  |  | NO | | | | |  |  | Separated from Process Area | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | YES | | | | |  |  |  | NO | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Dust Bin Explosion Vents | | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | YES | | | | |  |  |  | NO | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |
|  | |  |  |  | |  |  | |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Explosion Proof Electrical Equipment | | | | | | | | | | | & Wiring | | | |  |  |  |  |  |  |  |  |  |  |  | YES | | | | |  |  |  | NO | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |
|  | |  |  |  | |  |  | |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Grounded Electrical & Mechanical Equipment | | | | | | | | | | | | | | |  |  |  |  |  |  |  |  |  |  |  | YES | | | | |  |  |  | NO | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |
|  | |  |  |  | |  |  | |  |  |  |  |  | | | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  |  |
| UL Approved Flammable/Chemical Storage Cabinets and/or Containers | | | | | | | | | | | | | | | | | | | | | |  |  |  |  | YES | | | | |  |  |  | NO | | | | |  |  | Separated from Process Area | | | | | | | | | | | |
|  | |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Non-Sparking Tool Equipment | | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | YES | | | | |  |  |  | NO | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Veneer Dryer | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | YES | | | | |  |  |  | NO | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |
| Temperature Interlock & Sprinkler System | | | | | | | | | | | | | | |  |  |  |  |  |  |  |  |  |  |  | YES | | | | |  |  |  | NO | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |
| **3.** | **Furniture:** | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Upholstery | |  |  |  | YES |  |  | NO | |  |  |  | Separated from Process Area | | | | | | | |  |  |  |  |  | Cotton | | | | |  |  |  | Polyester | | | | | | |  |  |  |  |  |  |  | Leather | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Vinyl | | | | |  |  |  | Polyurethane Foam | | | | | | | | | |  |  |  |  |  |  |  |  |  |
|  | |  |  |  |  |  |  |  |  |  |  |  |  | | | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Refinishing | |  |  |  | YES |  |  | NO | |  |  |  | Separated from Process Area | | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **4.** | **Other:** | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Lumberyard on site | | | | | | | |  |  |  |  |  |  | YES |  | NO | Stock Value: | | | | | | | |  |  |  |  |  |  |  |  |  |  |  | Distance to nearest building: | | | | | | | | | | | | | | |  |  |
|  | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | | | | | | |  |  |  |  | | | | | |  |  | | |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Drying Kiln | | | | |  |  |  |  |  |  |  |  |  | YES |  | NO | Distance to nearest | | | | | | | | | | | | building: | | | | | | |  |  | | |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Drying Oven | | | | |  |  |  |  |  |  |  |  |  | YES |  | NO |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Hot Presses | | | | |  |  |  |  |  |  |  |  |  | YES |  | NO |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Packaging Material | | | | | | | |  |  |  |  |  |  | Paper |  | Cardboard | | |  |  | Plastic | | | | | |  |  | |  | Styrofoam | | | | | |  | | |  | Pallets | |  |  |  |  |  |  |  |  |  |  |
|  | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | | | | | | | | | | | | | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |
| Welding | | | | |  |  |  |  |  |  |  |  |  | YES |  | NO |  |  |  |  | Separated from Process Area | | | | | | | | | | | | | | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |
| Kerosene and/or Space Heaters | | | | | | | |  |  |  |  |  |  | YES |  | NO |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Any Machinery 15 years or older | | | | | | | | |  | |  |  |  | YES |  | NO |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Any Obsolete Machinery | | | | | | | |  |  |  |  |  |  | YES |  | NO |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Any Custom Made Machinery | | | | | | | |  |  |  |  |  |  | YES |  | NO |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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1. **List all chemicals/flammables with Flashpoints < 100 degrees Fahrenheit, days & quantity (gallons/drums) stored, and location in or distance from the manufacturing building. (Please attach list)**
2. **Target Rate:**

Producer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_/\_\_/\_\_\_\_