

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?
If Yes, give details and UN number (where appropriate) on a separate sheet.

Yes ☐ No ☐

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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