

## **APPLICANT INFORMATION**

Agency Name: \_\_\_\_\_ Agency Code: \_\_\_\_\_

Effective Date: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_

Website Address: \_\_\_\_\_

## **Products:**

1. Which vehicle systems do you make parts for? (Check all that apply)

- ☐ Engine   ☐ Transmission/Power Train   ☐ Lighting   ☐ Axles/Drive Shafts   ☐ Ignition System  
☐ Steering   ☐ Suspension   ☐ Brakes   ☐ Fuel Storage   ☐ Exhaust   ☐ Other: \_\_\_\_\_

## **Processes:**

1. Which process/machinery does your company perform or use? (Check all that apply)

- ☐ Alloying   ☐ Assembly   ☐ Casting   ☐ Electrical Discharge Machining   ☐ Extrusion  
☐ Forging   ☐ Foundry   ☐ Grinding   ☐ Iron or Steel Mill   ☐ Laser Cutting Lathe  
☐ Turning   ☐ Machining   ☐ Refining   ☐ Rolling-Hot   ☐ Rolling-Other   ☐ Sheet Metal Forming  
☐ Smelting   ☐ Stamping   ☐ Wire Drawing

2. Do operations include the processing of any of the following metals? (Check all that apply)

- ☐ None   ☐ Titanium   ☐ Beryllium   ☐ Magnesium   ☐ Cadmium   ☐ Tungsten   ☐ Lithium   ☐ Zirconium

3. Which of the following best describes the special hazard processes associated with this operation?  
(Check all that apply)

- ☐ **Warehousing/Storage:** Warehousing square footage \_\_\_\_\_ sq. ft.  
☐ Rack Storage   ☐ Palletized Storage   ☐ Storage Height > 12 ft.   ☐ Use of plastic pallets or storage bin boxes

### ☐ **Flammable/Combustible Liquids:**

- ☐ <120 Gallons   ☐ <240 Gallons   ☐ >240 Gallons \_\_\_\_\_ (Gallons)  
☐ UL listed flammable liquid storage cabinets   ☐ Flammable liquid storage room \_\_\_\_\_ sq. ft.  
☐ No Special Storage Requirements Apply   ☐ Other (please describe): \_\_\_\_\_

### ☐ **Hot Work:** (Cutting, Welding, Grinding)

- ☐ Maintenance & repairs only   ☐ Hot Work Permit required   ☐ Is a routine manufacturing operation  
☐ Manual process completed in designated work stations   ☐ Automated process completed on CNC machines  
☐ Work stations or equipment account for <15% factory floor



☐ **Coating & Finishing:** (Spray Painting/Powder Coating/Dip Tanks)

☐ Solvent based finishes \_\_\_\_%    ☐ Powder based finishes \_\_\_\_%    ☐ Open area spray finishing operations

☐ Number of UL approved spray booths or dip tanks \_\_\_\_\_

☐ Number of continuous painting or powder coating lines \_\_\_\_\_

☐ Coating & Finishing operations account for <15% factory floor

☐ **Combustible Dust:** Please describe operation

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*Combustible Dust control methods include:*

☐ Dust collection system    ☐ General housekeeping    ☐ Employee training

☐ **Plating or Engraving:**

☐ Plating operations account for < 15% of factory floor    ☐ Performed in a designated area or room

☐ Plastic plating tanks    ☐ Metal plating tanks    ☐ Electric immersion heaters

☐ Direct gas fired tube heaters    ☐ Indirect heating

☐ **Other Processes:** Please describe operation

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**Protection:**

1. Which of the following best describes private protection features of this facility?

☐ **Automatic Sprinkler System:**

☐ Wet    ☐ Dry    Percentage of facility sprinklered \_\_\_\_%

If < 100% Please list non-sprinklered areas: \_\_\_\_\_

Alarms:    ☐ Local Alarm    ☐ Central Station (constantly monitored)    ☐ Water Flow    ☐ Valve Tamper

☐ Other (Please describe) \_\_\_\_\_

☐ **Fire Alarms:**

☐ Local Alarm    ☐ Central Station (constantly monitored)    ☐ Smoke Detection    ☐ Heat Detection

Percentage of facility covered by alarms \_\_\_\_%

If < 100% Please list non-covered areas: \_\_\_\_\_

☐ **Security Alarms:**

☐ Local Alarm    ☐ Central Station (constantly monitored)    ☐ Exterior access points    ☐ Motion Detection

☐ Key Card Access    ☐ CCTV    ☐ Other (Please describe) \_\_\_\_\_

**Facility & Equipment:**

1. Building updates (Please provide year of most recent update)

Roof \_\_\_\_\_    Electrical \_\_\_\_\_    Plumbing \_\_\_\_\_    HVAC \_\_\_\_\_

2. Which of the following applies to your process machinery? (Check all that apply)

☐ Mostly robotic, CAM or CNC controlled    ☐ Mostly manual

☐ All machines are < 25 years old    ☐ Some machines > 35 years old



3. Which of the following best describe facility and equipment inspection and maintenance procedures?

- ☐ Routine facility and equipment inspections
- ☐ Manual preventative maintenance tracking program
- ☐ Computerized preventative maintenance tracking program

**Staff:**

1. Turnover \_\_\_\_%
2. Do machinery operators have technical certifications or OEM training? ☐ Yes ☐ No

**Design Procedures:**

1. Which of the following describe your product design operations and procedures?
  - ☐ Work to customer specifications ☐ Products designed by licensed/degreed engineers
  - ☐ CAD is used for all design work ☐ Designs are evaluated for safety and product life
  - ☐ Products are designed to industry standards (ANSI, MIL-, TS 16949)

**Quality Control:**

1. Where do you fit in the auto product supply chain?
  - ☐ OEM ☐ Tier One ☐ Tier Two ☐ Tier Three
2. All suppliers are domestic companies? ☐ Yes ☐ No  
If No, describe any imported raw materials or parts: \_\_\_\_\_
3. How do you validate quality of most materials/parts or services provided by suppliers?  
(Check all that apply)
  - ☐ In-house QC Inspection ☐ You receive mill certifications ☐ You receive third party certificates of analysis
  - ☐ Other: \_\_\_\_\_
4. Suppliers' qualifications includes provisions to indemnify you if their products or services are defective? ☐ Yes ☐ No
5. Suppliers' qualifications includes provisions to make you an additional insured on their insurance policy? ☐ Yes ☐ No
6. List all ISO or similar quality certifications: \_\_\_\_\_
7. Percent of products: Parts or components \_\_\_\_% Finished products \_\_\_\_%
8. How do you validate the quality of your products? (Check all that apply)
  - ☐ Written QC program ☐ Designated QC personnel ☐ Full or high percentage of in process testing/QC
  - ☐ Full or high percentage of end process testing/QC ☐ Customer or third party testing/QC
  - ☐ Statistical samplingPlease describe: \_\_\_\_\_

**Record Retention**

1. How can your products be identified?
  - ☐ All products have unique ID or batch numbers ☐ Most products have unique ID or batch numbers
  - ☐ Some or no products do not have unique identifiers
2. How long do you keep design and testing records?
  - ☐ Product life (\_\_\_\_ years) ☐ Product life plus the statute of limitations
3. If you make only components, how long do you keep records? \_\_\_\_\_



**Labels and Instructions:**

Please answer if you make finished products that go directly to distributors or retailers. Otherwise, skip this section.

1. Warning labels are designed and affixed to all packaging and products per ANSI or other applicable standards. ☐ Yes ☐ No
2. Warning labels and instructional materials are reviewed by qualified legal experts. ☐ Yes ☐ No

**Off-Premises Operations:**

1. How much of your sales are attributed to installation, repair or service operations? \_\_\_\_%
2. Please describe the approval or acceptance process applicable to your installation work:  
\_\_\_\_\_

**Fleet Operations:**

If you haul products with your own fleet, complete the Manufacturing–Fleet Supplemental Application provided and leave this section blank.

1. How are your products transported to customers?  
☐ Common or contract carrier ☐ By owned autos
2. Does your fleet haul any products of others? ☐ Yes ☐ No
3. What percent of mileage is for hauling products of others? \_\_\_\_%
4. Check all the driver selection methods you apply:  
☐ References ☐ MVR check ☐ Drug and alcohol testing ☐ Written driving test
5. Describe the MVR standards you apply to your drivers: \_\_\_\_\_
6. Are accident investigations completed for all vehicle accidents? ☐ Yes ☐ No
7. Are accident investigations reviewed by management and corrective actions implemented? ☐ Yes ☐ No

**Risk Service Needs:**

1. Are there any specific [Risk Solutions](#) service needs specific to facilities, equipment, supply chain, products, risk transfer, fleet or employee safety?  
Please describe: \_\_\_\_\_
2. Are there any specific Claims service needs?  
Please describe: \_\_\_\_\_