

# BeveragePro

## QUESTIONNAIRE

COMPANY NAME:	EFFECTIVE DATE:
ADDRESS: _____ _____	YEAR BUSINESS STARTED:
PHONE NUMBER: (    ) _____	MANAGEMENT EXPERIENCE IN INDUSTRY:                      YEARS
CONTACT NAME: _____	FEDERAL ID#:
TOTAL NUMBER OF EMPLOYEES:	WEBSITE:
	ASSOCIATION MEMBERSHIPS:

### OPERATIONS

TOTAL GROSS SALES	\$ _____		
WHOLESALE SALES:	\$ _____	RETAIL SALES:	\$ _____
BEER	\$ _____	BEER	\$ _____
WINE	\$ _____	WINE	\$ _____
LIQUOR	\$ _____	LIQUOR	\$ _____
NON-ALCOHOLIC	\$ _____	NON-ALCOHOLIC	\$ _____
OTHER (SNACK FOOD, ETC)	\$ _____	OTHER (SNACK FOOD, ETC)	\$ _____

TOTAL REVENUE FROM SALE AND/OR RENTAL OF BEVERAGE EQUIPMENT \$ \_\_\_\_\_

WHAT PERCENTAGE OF GROSS SALES ARE:

    PRE-SALES \_\_\_\_\_ %

HAVE YOU EVER FILED FOR BANKRUPTCY PROTECTION?                      YES      NO  
IF YES, PLEASE PROVIDE THE CURRENT STATUS

### PROPERTY

ARE THE WAREHOUSE AREAS PROTECTED BY AUTOMATIC SPRINKLER SYSTEM?	YES	NO
ARE ALL HIGH RACK STORAGE AREAS PROTECTED BY IN-RACK SPRINKLERS?	YES	NO
DO YOU HAVE A ROUTINE MAINTENANCE AND INSPECTION PLAN FOR ALL ELECTRICAL EQUIPMENT AND WIRING?	YES	NO
DO YOUR REFRIGERATION SYSTEMS USE AMMONIA-BASED REFRIGERANTS?	YES	NO
IF YES, DO YOU HAVE:		
▪ REFRIGERATED AREAS EQUIPPED WITH VENTILATION SYSTEMS IN CASE OF AMMONIA LEAK?	YES	NO
▪ WRITTEN PROCEDURES AND TRAINING FOR POSSIBLE AMMONIA LEAKS?	YES	NO
▪ AMMONIA DETECTION SYSTEM WITH SENSORS THROUGHOUT THE PREMISES?	YES	NO
IS SMOKING PROHIBITED THROUGHOUT ALL WAREHOUSE STORAGE AREAS?	YES	NO
ARE SMOKE AND HEAT DETECTORS LOCATED THROUGHOUT THE PREMISES?	YES	NO
ARE THE PREMISES CONNECTED TO CENTRAL STATION ALARM MONITORING SYSTEMS?	YES	NO
DO YOU HAVE A FIRE EMERGENCY PLAN AND PRACTICE EMERGENCY DRILLS?	YES	NO
DO YOU HAVE A CONTINGENCY PLAN IN CASE OF BUSINESS INTERRUPTION?	YES	NO
PLEASE PROVIDE THE APPROXIMATE PERCENTAGE OF BUILDING AREA USED FOR COLD STORAGE	_____	

# BeveragePro

## QUESTIONNAIRE

### GENERAL LIABILITY

DO YOU ALLOW VISITORS IN AREAS OTHER THAN OFFICE?	YES	NO
ARE VISITORS TO ANY NON-OFFICE AREAS ESCORTED BY EMPLOYEES AT ALL TIMES?	YES	NO
DO YOU HAVE A FULL-TIME SANITATION SUPERVISOR TO OVERSEE THE ENTIRE WAREHOUSE?	YES	NO
ARE FORKLIFTS EQUIPPED WITH BACKUP ALARMS?	YES	NO
ARE ALL FORKLIFT OPERATORS CERTIFIED AND TRAINED?	YES	NO
ARE INCOMING SHIPMENTS MARKED WITH DATE OF RECEIPT?	YES	NO
ARE ALL FOOD PRODUCTS SOLD IN THEIR ORIGINAL CASES?	YES	NO
ARE YOU NAMED AS AN ADDITIONAL INSURED – VENDOR ON THE MANUFACTURERS PRODUCT LIABILITY POLICY?	YES	NO
DO YOU SELL ANY USED EQUIPMENT?	YES	NO
DO YOU SELL OR DISTRIBUTE DRY ICE?	YES	NO
DO YOU SELL ANY PRODUCTS IMPORTED FROM OUTSIDE THE UNITED STATES?	YES	NO
IF YES, DO THE SUPPLIERS OF THOSE PRODUCTS HAVE AN OFFICE OR WAREHOUSE IN THE US?	YES	NO

### LIQUOR LIABILITY

DO YOU SELL OR SERVE ANY ALCOHOLIC BEVERAGES TO CONSUMERS (RETAIL)?	YES	NO
IF YES, DO YOU HAVE WRITTEN PROCEDURES FOR:		
▪ AGE VERIFICATION?	YES	NO
▪ DEALING WITH INTOXICATED CUSTOMERS?	YES	NO
▪ EMPLOYEE TRAINING IN TIPS COURSE?	YES	NO
HAVE YOU EVER BEEN CITED FOR ANY VIOLATIONS BY THE BUREAU OF ALCOHOL, TOBACCO AND FIREARMS OR SIMILAR STATE AGENCY?	YES	NO

### INLAND MARINE

DO YOU HAVE PROCEDURES FOR PROPERLY SECURING SHIPMENTS TO PREVENT DAMAGE DURING TRANSIT?	YES	NO
ARE SHIPMENTS ON TRUCKS SEALED AND STAMPED TO PREVENT TAMPERING?	YES	NO
ARE COMPUTERS AND EQUIPMENT ETCHED WITH IDENTIFICATION NUMBERS?	YES	NO
ARE FORKLIFTS AND MATERIAL HANDLING EQUIPMENT PROPERLY STORED WHEN NOT IN USE?	YES	NO

### CRIME

DO YOUR DRIVERS ACCEPT PAYMENT FOR DELIVERIES?	YES	NO
IS MORE THAN ONE EMPLOYEE RESPONSIBLE FOR INVENTORY CONTROL?	YES	NO
ARE LOADING DOCKS MONITORED WITH CLOSED CIRCUIT SURVEILLANCE CAMERAS?	YES	NO
DO YOU HAVE FULL-TIME SECURITY STAFF?	YES	NO
DO YOU USE BAR CODING AND COMPUTERIZED METHODS TO TRACK INVENTORY?	YES	NO
DO SECURITY GUARDS PATROL THE FACILITY DURING OFF HOURS?	YES	NO
ARE INCOMING AND OUTGOING CHECKS HANDLED BY DIFFERENT INDIVIDUALS?	YES	NO
ARE ANY CHECKS SIGNED MECHANICALLY (E. G. BY COMPUTER) OR STAMPED?	YES	NO

### COMMERCIAL AUTO

DO YOU HAVE A VEHICLE SAFETY PROGRAM?	YES	NO
IF YES, DOES THE SAFETY PROGRAM INCLUDE:		
▪ SAFETY MEETINGS THAT ADDRESS DRIVING PRACTICES?	YES	NO
▪ MVRS ORDERED PRIOR TO HIRING NEW DRIVERS?	YES	NO
▪ MVRS ORDERED ON <u>ALL</u> VEHICLE OPERATORS AT LEAST ANNUALLY?	YES	NO
▪ SUSPENSION OF DRIVING RESPONSIBILITIES FOR SERIOUS DRIVING VIOLATIONS, INCLUDING DUI, RECKLESS DRIVING, LEAVING THE SCENE OF AN ACCIDENT, OR COMMITTING A FELONY WITH AN AUTO?	YES	NO
▪ CERTIFICATES OF INSURANCE ACQUIRED FROM EMPLOYEES WHO USE THEIR PERSONAL VEHICLES ON COMPANY BUSINESS?	YES	NO
▪ A PROCEDURE IN PLACE FOR DRIVERS TO REPORT ACCIDENTS?	YES	NO
▪ A PROCEDURE FOR MANAGEMENT TO INVESTIGATE ACCIDENTS AT THE TIME OF LOSS?	YES	NO
▪ POST ACCIDENT REVIEWS PERFORMED TO IDENTIFY PROBLEMS?	YES	NO

# BeveragePro

## QUESTIONNAIRE

▪ RANDOM DRUG & ALCOHOL TESTS PERFORMED FOR ALL OPERATORS OF COMPANY VEHICLES?	YES	NO
▪ AN INCENTIVE PROGRAM FOR NO ACCIDENTS/VIOLATIONS?	YES	NO
▪ WRITTEN POLICY PROHIBITING CELL PHONE USE WHILE DRIVING?	YES	NO
DO YOU HAVE A SPECIFIC DRIVER RECRUITING METHOD?	YES	NO
IF YES, DOES THE METHOD INCLUDE:		
▪ REFERENCE CHECKS?	YES	NO
▪ PHYSICAL EXAMS?	YES	NO
▪ DRIVING TEST?	YES	NO
DO YOU HAVE A VEHICLE MAINTENANCE PROGRAM?	YES	NO
IF YES, DOES THE PROGRAM INCLUDE:		
▪ DRIVER PERFORMS A VISUAL INSPECTION OF THE VEHICLE DAILY?	YES	NO
▪ RECORDS OF SCHEDULED & UNSCHEDULED MAINTENANCE ON VEHICLES?	YES	NO
▪ ANY FULL TIME MAINTENANCE PERSONNEL?	YES	NO
DO YOU ALLOW NON-EMPLOYEES TO USE COMPANY VEHICLES?	YES	NO
IF YES, ARE THERE PROCEDURES FOR:		
▪ MVRS ORDERED ANNUALLY ON ALL NON-EMPLOYEE DRIVERS?	YES	NO
▪ MANAGEMENT APPROVAL OF ALL NON-EMPLOYEE DRIVERS?	YES	NO
▪ NON-EMPLOYEE DRIVERS SHOWN ON THE DRIVERS LIST?	YES	NO
DO ANY EMPLOYEES USE THEIR PERSONAL VEHICLES FOR COMPANY BUSINESS?	YES	NO
ARE WARNING DEVICES INSTALLED ON THE TRUCKS?	YES	NO
ARE VEHICLES KEPT LOCKED WHEN UNATTENDED?	YES	NO
ARE VEHICLES EQUIPED WITH ANTI-THEFT DEVICES?	YES	NO
ARE VEHICLES EQUIPED WITH GPS MONITORING?	YES	NO

### WORKERS COMPENSATION

DO HAVE A FULL-TIME SAFETY MANAGER?	YES	NO
DO YOU HAVE SAFETY SEMINARS ON A MONTHLY BASIS?	YES	NO
IS PROTECTIVE CLOTHING AND EQUIPMENT PROVIDED FOR REFRIGERATED AREAS?	YES	NO
IS EMERGENCY RESPIRATION EQUIPMENT AVAILABLE THROUGHOUT THE FACILITY IN CASE OF AMMONIA LEAK?	YES	NO
DO YOU PROVIDE BACK BELTS AND HARD HATS FOR EMPLOYEES WORKING IN STORAGE AREAS?	YES	NO
DO YOU REQUIRE LOADING DOCK EMPLOYEES TO WEAR APPROVED REFLECTIVE ORANGE VESTS?	YES	NO
ARE EMERGENCY HAND AND EYEWASH STATIONS PROVIDED?	YES	NO
ARE PRE-EMPLOYMENT PHYSICALS REQUIRED FOR WAREHOUSE WORKERS?	YES	NO
ARE RANDOM DRUG TESTS CONDUCTED ON EMPLOYEES OPERATING MACHINERY?	YES	NO

### FRAUD WARNING AND SIGNATURE

**WARNING** – Any person who with intent to defraud to knowing that he is facilitating a fraud against an insurer, submits an application containing a false or deceptive statement is guilty of insurance fraud.

THE SIGNATURE OF THE APPLICANT VERIFIED THAT THE INFORMATION CONTAINED ON THIS QUESTIONNAIRE IS CORRECT AND NO MISREPRESENTATIONS HAVE BEEN MADE.

Insured's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Agent/Producer Signature \_\_\_\_\_ Date: \_\_\_\_\_

**NOTES:**

**Attach a copy of the applicants FINANCIAL STATEMENT –**

**\* Independently audited FINANCIAL STATEMENTS are required on all accounts with revenue of \$10,000,000+**

**Attach MVRs OF ALL DRIVERS**