TOTTEN GROUP
INSURANCE

Watts: 1-888-868-8367 (TOTTENS) Fax: 1-888-232-2205

Website www.tottengroup.com

AUTOBODY SUPPLEMENTARY APPLICATION

	ALL QUESTIONS MUST BE ANSWERED	YES	NO
	PAINTING OPERATIONS		
1	Do you have a Certificate of Approval from the Ministry? **PROVIDE FILE #**_____ (On letter from Ministry)		
2	Do you have an agreement in place with a Licensed Waste Hauler? If yes, provide **Name:**		
3	Please provide the name of the Engineering Firm that assisted in the Cerfitication of the booth?		
4	Is spray application done only in a spray room or booth designed for that purpose approved by National Fire Protection Associations Guidelines (NFPA) or National Building Code? Specify:		
5	Is the spray booth sprinklered? Wet or Dry System:		
6	Do you have a parts cleaner? If yes, does the container have a self-closing lid? _____		
7	Do you do any specialty painting or lettering? Describe: _____		
8	Are ULC/UL listed steel safety cans used for storage, transporting or dispensing of flammable or combustible liquids? What is the quantity of flammables used daily? _____ and Where are they stored? _____		
9	Are waste rags, etc., kept in a ULC Listed metal container with self closing lid?		
10	Number of year's experience in operation of spray booths does the Chief Technician have?	____ Years	
	WELDING & BODY WORK		
11	What safety procedures are in place with respect to welding operation?		
12	How are welding tanks stored: Standing Chained Upright In Cages		
13	Do you do frame straightening? If No, is this subcontracted out explain:		
14	Where are parts obtained: New: _____ Used: _____		
15	Do you do work on Gas Tanks? If No, is this subcontracted out, if yes, Describe:		
16	Number of years experience of Chief Technician doing: Frame Straightening: Welding:	____ Years ____ Years	
	GENERAL		
17	Are the premises occupied and checked at least 30 minutes after all hot work has been completed?		
18	How many fire extinguishers rated ABC are on premises? _____ When were they last serviced: _____/_____		
19	Is there a separate office or reception area for visitors? If NO, where do visitors meet with staff:		
20	Do you do vintage restorations work?		
21	Do you work on anything other than automobiles or small trucks? Describe:		
22	Do you offer a guarantee on work done? If yes, how long:		
23	Do you get Certificates of Insurance from any sub-contractor?		
24	Is any mobile work done? If yes, describe		
25	When vehicles are left overnight, how are they stored and where are keys kept? Describe below:		