

## Premises Shutdown Checklist

Facility/Area: \_\_\_\_\_

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

Category	Ok?		Comments
	YES	No	
<b>Building Security</b>			
Access Control: All doors and access points to the facility and site should be locked and regularly checked			
Security good practice should be applied to deter and deny entry			
Burglar Alarms – if in place – need to be activated and alarm transmission guaranteed			
Please remove all external combustible material (including rubbish containers and idle pallets) from any building walls and ensure that arson is avoided			
Cars on the premises should be parked at least 10m away from the building			
Please ensure that all buildings are wind and water tight			
Please make sure BOMBA is aware of the shutdown			
Please close all fire doors			
Security: Walk-throughs should be conducted hourly by the stay-in guards			
<b>Fire Detection and Protection – keep in service</b>			
Dry sprinkler system – air pressure monitoring needed (where applicable)			
Ensure fire pumps are in service			
Supervisory alarm transmission (Pump Failure, Water Supply Low Pressure, Common Fault, Smoke & Heat detection, etc.) to Main Fire Alarm Panel is operational			
Alarms signal to BOMBA CMS (i.e. iSCADA, etc.) is operational			
<b>Longer Shutdowns:</b>			
Maintenance of protective systems (sprinklers, fire alarms, security, etc.) should continue			

Category	Ok?		Comments
	YES	No	
<b>Utility Supply Systems – Proper Shutdown</b>			
Gas should be isolated (unless essential for maintaining heating)			
Electricity should be isolated unless essential for maintaining heating, fire and/or security protection			
<b>Machinery and Equipment:</b>			
Proper shutdown should be undertaken to ensure machinery etc. is not damaged			
The maintenance and testing of machinery and equipment systems applies, if still possible. The risk of damage to equipment should be minimised			
Proper start-up procedures are required to recommission the facility			
<b>Lighting/CCTV</b>			
Provide security lighting overnight or alternatively activated as required by motion detection			
Cameras (outside/inside) should be in operation with real time live monitoring conducted, if possible.			

**Completed by:**

**Date:**

**Reviewed by:**

**Date:**

**Note:**

For Chubb permit forms and procedures relating to the following, please refer to the Chubb Risk Engineering Resource Centre.

- Hot Work involving heat or spark generating equipment (cutting, welding or drilling),
- Impairment or isolation of fire protection systems

<https://www.chubb.com/my-en/business/risk-engineering-resource-centre.aspx>

This checklist serves as a guide for best practices by the client only. It does not serve as a form of declaration nor form part of a proposal submission to Chubb to consider acceptance of the risks. The client is required to adhere to all disclosure requirements under the Financial Services Act 2013 and provide all details relevant to Chubb’s underwriting decision when offering the risks.