# **Contract insurance checklist**

## What is the contract insurance checklist?

The contract insurance checklist helps the contract manager step through the requirements to ensure a process is in place to review and maintain insurance certificates.

## How to apply the contract insurance checklist?

The checklist is used while creating the contract management plan to ensure all relevant insurances are in place. It is used on a regular basis as a review point to ensure that all insurances are current.

|  |  |  |
| --- | --- | --- |
| Item | Item description | Yes/No |
| 1 | Has the contractor provided necessary insurance certificates of currency, as specified in the contract? |  |
| 2 | Are contractor certificates of currency up-to-date? |  |
| 3 | Are contractor certificates of currency at, or above the required insured amount? |  |
| 4 | Are contractor certificates of currency placed in the relevant storage location? |  |
| 5 | Contractor certificates of currency expiry dates are recorded and monitored to request supplier's updated certificates at least four weeks prior to expiry |  |
| 6 | For renewed insurances, have items one to five been re-confirmed? |  |

|  |  |
| --- | --- |
|  |  |
| Insurance details |  |
| Insurance type |  |
| Insurers name |  |
| Policy no. |  |
| Expiry date |  |
| Review period |  |
| Liability/capping |  |
| Storage location |  |

## Using this tool

This tool accompanies the [Contract management - Goods and services procurement guide](https://buyingfor.vic.gov.au/contract-management-goods-and-services-procurement-guide).

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