|  |  |
| --- | --- |
| Contract name |  |
| Contract number |  |

Use this checklist to confirm that insurance arranged by the contractor is satisfactory. If any unsatisfactory aspects are identified please visit icare’s [Construction Risk Insurance Fund portal](https://www.icare.nsw.gov.au/government-agencies/our-funds-and-schemes/construction-risk-insurance-fund/construction-risk-insurance-fund/#gref) (external link).

|  |  |  |
| --- | --- | --- |
| # | Checklist | Y/N |
| 1 | A certificate of currency has been received |  |
| 2 | The insurer is acceptable to State Insurance Regulatory Authority. (See the list of acceptable insurers maintained on the [SIRA website](https://www.sira.nsw.gov.au/insurance-coverage/workers-compensation-insurance/how-to-get-workers-compensation-insurance) (link is external) |  |
| 3 | The certificate of currency: * Accurately names the contractor as the ‘insured’
* Shows the Date of Issue and is valid for a period of no more than 12 months after that Date
* Is current
* Shows the Policy Number
* Appropriately identifies the ‘industry’ or ‘nature of the business’ of the contractor
* Shows the number of employees, and that number is consistent with the number that the contractor is expected to employ
* Shows the wages.
 |  |

|  |  |
| --- | --- |
| Record the expiry date of the policy for checking of currency in the future. |  |
| Name: | Position title: |
| Signature: | Date: |

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