|  |  |
| --- | --- |
| 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: |

© State of New South Wales through Department of Planning, Industry and Environment 2019. The information contained in this publication is based on knowledge and understanding at the time of writing (September 2019). However, because of advances in knowledge, users are reminded of the need to ensure that the information upon which they rely is up to date and to check the currency of the information with the appropriate officer of the Department of Planning, Industry and Environment or the user’s independent adviser.