|  |  |
| --- | --- |
| 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 or certified copy of the policy, identifying the relevant type of insurance, has been received. |  |
| 2 | The insurer is authorised to conduct new or renewal insurance business (refer to [Register of general insurance](https://www.apra.gov.au/register-general-insurance) on the APRA website (link is external) |  |
| 3 | The policy accurately names the contractor as the “insured”. |  |
| 4 | The policy covers all contracts entered into by the contractor, or covers the specific contract |  |
| 5 | The commencement and expiry dates of the policy confirm that it is current and will be current at the date the work commences. |  |
| 6 | The policy is for the minimum amounts required by the contract. |  |
| 7 | The policy identifies the Principal (by name, or by reference to ‘clients’ or ‘principals to contracts’, or otherwise) as a person to whom the insurance cover extends. |  |
| 8 | The policy identifies subcontractors (by name or otherwise) as persons to whom the insurance cover extends. |  |
| 9 | The policy contains cross-liability and waiver of subrogation provisions. |  |
| 10 | The policy does not contain exclusions detrimental to the Principal, such as:   * exclusion of any substantial category of work that is likely to be required under the contract, or * exclusion of professional work performed by subcontractors or consultants engaged by the contractor. |  |

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

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