

## Checklist for Works and/or public liability insurance (for Contractor Arranged Insurance)

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**Contract name:** .....

**Contract number:** .....

**Type of insurance**  
(eg. Works and/or public liability): .....

Use this checklist to confirm that insurance arranged by the contractor is satisfactory. If any unsatisfactory aspects are identified, refer to Procurement Practice Guide *Construction insurance*, Section 2 - Checking Insurance for guidance on further action.

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 by the Australian Prudential Regulation Authority, as shown in the list at [www.apra.gov.au/General/New-or-Renewal.cfm](http://www.apra.gov.au/General/New-or-Renewal.cfm) or is an underwriting member of Lloyds of London.
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:
  1. exclusion of any substantial category of work that is likely to be required under the contract, or
  2. exclusion of professional work performed by subcontractors or consultants engaged by the contractor.

Record the expiry date of the policy for checking of currency in the future.

Name: ..... Position title: .....

Signature: ..... Date: .....