

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

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.

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|-----|---|--------------------------|
| 1. | A certificate of currency or certified copy of the policy, identifying the relevant type of insurance, has been received. | <input type="checkbox"/> |
| 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 or is an underwriting member of Lloyds of London. | <input type="checkbox"/> |
| 3. | The policy accurately names the contractor as the “insured”. | <input type="checkbox"/> |
| 4. | The policy covers all contracts entered into by the contractor, or covers the specific contract. | <input type="checkbox"/> |
| 5. | The commencement and expiry dates of the policy confirm that it is current and will be current at the date the work commences. | <input type="checkbox"/> |
| 6. | The policy is for the minimum amounts required by the contract. | <input type="checkbox"/> |
| 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. | <input type="checkbox"/> |
| 8. | The policy identifies subcontractors (by name or otherwise) as persons to whom the insurance cover extends. | <input type="checkbox"/> |
| 9. | The policy contains cross-liability and waiver of subrogation provisions. | <input type="checkbox"/> |
| 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 | <input type="checkbox"/> |
| | 2. exclusion of professional work performed by subcontractors or consultants engaged by the contractor. | <input type="checkbox"/> |

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

Name: Position title:

Signature: Date: