

## CONTRACTOR CHECK LIST

Our Contractor Check List has been created to address a number of areas that are relevant to contracts in regards to insurance.

In some cases insurance policies include cover for contractors and in other policies contractors are excluded. It is best practise to request these insurances and ensure the actives covered are aligned.

This document is a starting point and has been prepared to start a process to ensure you have the checks and balances in place to protect the organization.

Please action the below and aim to complete all sections.

ACTIONS	NOTES	COMPLETED
Check list owner name		<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
Check list run-through times		<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
Confirm communication of contractor requirements to all staff, contractors, and other stakeholders.		<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
Confirm contractor qualification requirements are included in staff onboarding materials.		<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
Confirm contractor requirement is included in regular corporate and team updates.		<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
Confirm the insurers are notified if contractors are engaged under professional indemnity, public liability and cyber policies.		<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
Confirm contractor onboarding is complete.		<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
Confirm contractor insurance(s) are current and meet the required cover levels.		<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
Confirm contractor access levels for IT systems and physical access restrictions are in place.		<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
Confirm IT system access and physical access are disabled following contractors projects.		<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A

**Name** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

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