

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

The information provided is general advice only and does not take into account your personal needs and requirements. You should always consult a qualified insurance or legal adviser to obtain specific advice. The document does not cover all possible scenarios and may not be complete and therefore we recommend you refer to a qualified insurance or legal adviser to obtain specific advice in accordance with your industry requirements.