



Contract Review Checklist				
Named Insured				Reviewed By:
Policy #				Date:
	Yes	No	Action Required	Action Taken
Copy of an Executed Contract in File				
Key Components: Acceptable (Average) Contract				
Written contract – signature required				
Parties to contract listed clearly				
Specify project, the work involved & the price				
Job site safety responsibilities including clean-up				
Hold harmless, defense & indemnification				
Contractual Indemnification specifically includes claims by the employees of the Subcontractor				
Additional insured status:				
(1) Covers on-going operations				
(2) Covers completed operations				
(3) Subcontractors insurance is Primary &/or Noncontributing				
Insurance requirements & limits				
GL: \$1,000,000				
Auto:\$1,000,000				
WC: Statutory Limits				
Excess or umbrella liability insurance coverage of at least \$1,000,000				
Contract requires certificate of insurance				
Key Components: Above Average Contract In addition to Acceptable Contract requirements				
Liability insurance required with an AM Best rating of A- or better				
General Liability coverage includes CG 25 03 per project limit				
Waiver of subrogation for:				
General Liability				
Automobile				
Umbrella				
Workers Compensation				
Key Components: Above Average Contractor				
Legal counsel has reviewed contract language within last 3 years				
Contractor has suspense system for tracking COI				
Contract obtains copies of additional insured endorsements				
Contractor maintains project files that contain contracts, COI and additional insured endorsements				
The contractor requires a listing of all endorsements on the COI				
The contractor requires that copies of subcontractors insurance policies be available upon request				

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