

BUILDING PROJECT - INSURANCE CHECKLIST

Project name/address:

Start Date:

GENERAL		YES	NO	N/A
Is the insurance section of my disclosure statement correct & up to date?				
Do I have all the insurance required by the contract?				
LIABILITY & INDEMNITY		YES	NO	N/A
Is my liability insurance up to date (including public/general and statutory liability)?	<i>Check the policy expiry date and make a note to renew it if it expires during the project.</i>			
Do I have the right amount of cover for this job?	<i>This may be specified in the contract. Otherwise, consider the value of the buildings & other infrastructure you're working on or nearby (such as underground services) and the potential effect if you were to damage them.</i>			
Do I need professional indemnity insurance?	<i>Is this in the contract? Are you responsible for any design, engineering, surveying, subcontractors, project management or compliance with detailed specifications?</i>			
VEHICLES		YES	NO	N/A
Are all the vehicles that will be turning up to site insured for third party liability?	<i>This includes all your workers, subcontractors, concrete trucks, delivery vehicles etc. If their vehicle damages the works or neighbouring property any claim will need to be made under the vehicle insurance (not public liability or any other policy).</i>			
Have I checked that all drivers have a current, full license?	<i>Requesting copies of drivers licenses for workers you're responsible is good practice. Update this regularly.</i>			
TOOLS & EQUIPMENT		YES	NO	N/A
Will I be leaving anything on site that could be at risk of damage or theft?				
Will vehicles containing tools be parked unattended that could be at risk of break in/theft?				
CONTRACT WORKS INSURANCE		YES	NO	N/A
Am I responsible for arranging this?	<i>Refer to the contract. Generally, if it's a full contract new build then the builder is responsible for arranging it. If it's a labour only job, or involves work to an existing structure then the principal/building owner is responsible.</i>			
<i>If Builder Responsible</i>				
Have I arranged cover to start from when work starts on site?				
When choosing the end date have I allowed enough time to account for possible delays?	<i>It's easier and cheaper to do this than to have to arrange extensions later.</i>			
Does the cover match the requirements of my contract?	<i>There are often allowances required for things like increased costs, professional fees, demolition cost that you need to match.</i>			
Is the amount of cover correct?	<i>This should match the contract value but also include any owner supplied labour & materials and any existing structures that may need to be covered.</i>			
Does the policy need to cover any existing structures on site?	<i>Things like existing garages, sheds, septic systems, driveways and retaining that are outside the contract may not be covered unless specifically included.</i>			
<i>If Principal/Building Owner Responsible</i>				
Have I verified that the contract works insurance has been correctly arranged before starting work?	<i>You should request a copy of the insurance certificate.</i>			
10 YEAR GUARANTEE/WARRANTY INSURANCE		YES	NO	N/A
Does the contract require one to be arranged?				
Does the client's bank require it?	<i>This may be a lending condition, so the bank won't release funds until they have verified that a guarantee/warranty is in place.</i>			
Should I offer one to the customer for this job?	<i>This may improve your chances of winning the work. Some independently insured warranties also come with protection for the builder from the cost of fixing future defects.</i>			