

Insurance/Risk Management Checklist

Workers Compensation

- Increase employers liability limit to \$1,000,000
- Reviewed alternative rating plans, captive, self-insurance, deductibles, etc.
- Coverage applicable in all but monopolistic fund states
- Defense Base Act
- Voluntary compensation coverage
- Status of executive officers or partners
- Status of United States-based employees sent outside the country
- Foreign employees
- Aircraft endorsement
- Repatriation expense
- United States Longshoremen's and Harborworkers' Compensation Act, Maritime, and Jones Act exposures
- Federal employers liability coverage
- Stop-gap employers liability coverage
- Workers compensation deductibles, where permitted
- Policy dates consistent with umbrella excess liability coverage
- Joint venture policies
- Checked classifications and audits
- Checked overtime charges
- Over-controlled, contractor controlled or other wrap-up programs
- Experience Rating Modifier
- Broad form named insured
- Coverage for newly-formed entities
- Advance notice of cancellation by carrier, 60 day notice of cancellation and/or non-renewal
- Blanket waiver of subrogation if required by contract

Commercial General Liability (CGL)

- Occurrence (CGL) policy form—\$1 million/\$2 million/\$2 million
- Deletion of selected contractual liability exclusions
- Completed operations and products liability coverage
- Broad form property damage coverage broadened
- Checked pollution coverage for jobsites
- Notice of occurrence amended
- No exclusion of explosion, collapse, or underground damage
- Personal injury liability coverage, remove exclusion (4)
- Limits of liability
 - General aggregate limit considerations
 - Per project aggregate and per locations
- Broad form named insured endorsement
- Blanket additional insured if required by contract
- Blanket waiver of subrogation if required by contract
- Verified broad form liability extensions included
- Additional insured/protective liability requirements
- Adequate fire legal liability coverage and/or waiver of subrogation for damage to leased premises
- Verified host liquor liability coverage included
- Employee benefit liability coverage, limit of \$1 million
- Coverage for foreign operations
- Policy dates consistent with umbrella excess liability coverage
- Owned or nonowned watercraft liability coverage

- Owned or nonowned aircraft liability coverage
- Limits of liability consistent with excess umbrella requirements for underlying
- Joint venture past and present
- Residual wrap-up coverage
- Coverage for newly-formed entities
- Advance notice of cancellation by carrier, 60-day notice of cancellation/nonrenewal

Business Auto Policy

- Liability coverage applicable to any auto, symbol “1”
- Minimum limits—\$1 million
- Check mobile equipment against auto definitions
- Complete and accurate schedule of autos, garage locations, coverages, and deductibles
- Automatic coverage for additionally acquired autos without notice to carrier
- Automatic coverage for auto physical damage
- Auto medical payments coverage
- Personal injury protection, if desired
- No-fault benefits, where applicable
- Underinsured motorists liability coverage
- Drive other car coverage options
 - Assigned drivers who have no personal auto insurance
 - Partnerships: Status of nonowned automobile coverage
- Additional insureds: Lessors
- Individual named insured endorsement
- Auto physical damage coverage
- Distinct coverages and deductibles by classifications of autos
- Deductibles applicable to comprehensive coverage
- Deductibles applicable to collision coverage
- Consideration of alternative deductible levels, premiums
- Hired autos
- Foreign auto exposures
- Policy dates consistent with umbrella excess liability coverage
- Limits of liability consistent with commercial general liability
- Joint venture policies
- Partnerships
- Coverage for newly-formed entities
- Contractual liability coverage for autos
- Advance notice of cancellation by carrier

Umbrella/Excess Liability

- Complete and accurate schedule of underlying primary liability policies
- Complete and accurate answers to all umbrella policy application questions
- Pay on behalf of or indemnity contract
- Minimum underlying primary liability limit requirements
- Defense costs in addition to the limit of liability
- Status of following-form excess limitations, if any:
 - Contractual liability
 - Completed operations liability
 - Care, custody or control property damage
 - Explosion, collapse, or underground damage
 - Blasting, if any
 - Fire legal liability
 - Broad form property damage

- Status of wrap-up exclusions or limitations
- Joint ventures past and present
- Check punitive damages exclusion
- Discrimination
- Asbestos exclusion or following form
- Notice of occurrence amended
- Primary defense when not covered by underlying policies
- Amount of self-insured retention
- Comparison of personal injury liability definitions with commercial general liability policy
- Owned or nonowned aircraft liability coverage
- Owned or nonowned watercraft liability coverage
- Employee benefit liability coverage
- Foreign operations
- Policy dates consistent with underlying policies
- Coverage for newly formed entities
- Consideration of higher limits of liability in view of new primary aggregate limits
- Advance notice of cancellation by carrier
- Broad form named insured
- Residual wrap-up
- Checked contractor's limitation endorsement for property damage limitations and professional exclusion

Contractor's Equipment Floater

- Broad all-risk perils in lieu of specific coverages
- Complete and accurate inventory of equipment
- Blanket limit of liability
- Valuation on replacement cost or actual cash value
- No coinsurance
- Provision for newly acquired equipment
- Automatic coverage for rented equipment
- Protection of lessor's interest, including loss of use
- Automatic coverage for newly acquired equipment
- On-premises coverage
- Equipment in transit
- Equipment at job sites
- Deductibles applicable
- Consideration of alternative deductible levels, premiums
- Report of value requirements, if any
- Territorial coverage limitations
- Foreign operations
- Coverage for newly acquired entities
- Joint ventures
- Advance notice of cancellation by carrier, 60-days notice of cancellation or nonrenewal
- Boom coverage
- Rental cost reimbursement
- Mobile equipment
- Overturn of equipment

Builders Risk/Installation Floaters

- Broad all-risk perils in lieu of specific coverages
- Coverage applicable to all work, including Differences in Conditions (DIC) exposures
- Coverage for materials and equipment in transit
- Coverage for flood damage
- Earthquake coverage
- Deductibles applicable
- Coinsurance requirements, if any
- Report of completed values or gross receipts requirements
- Territorial coverage limitations
- Waiver of subrogation requirements
- Complete and accurate name of insured
- Joint venture
- Termination of coverage on completion and acceptance by owner, not when work becomes part of the building or project
- Adequacy of limits in relation to values
- Advance notice of cancellation by carrier, 60-days notice of cancellation and/or nonrenewal
- Checked off-site storage and in-transit coverage
- Scaffolding and false-work covered
- Temporary structures, foundations, and excavation sites
- Materials and supplies, including fences
- Testing coverage
- Water damage—back-up and seepage
- Freezing
- Debris removal
- Delayed opening coverage
- Design error or faulty workmanship
- Performance guarantee, efficacy
- Force majeure
- Sinkhole

Other Property Coverages

- Broad all-risk perils coverage on buildings
- Broad all-risk perils coverage on contents, personal property
- Flood coverage
- Earthquake coverage
- Theft coverage
- Valuable paper coverage
- Difference in Conditions (DIC) coverage
- Deductibles applicable
- Consideration of alternative deductible levels, premiums
- Complete and accurate named insured
- Joint ventures
- Advance notice of cancellation by carrier

Crime Coverage

- Blanket crime coverage
- Consideration of limits, deductibles
- Complete and accurate named insured
- Advance notice of cancellation by carrier

Professional Liability

- Blanket program or single project
- Claims made
- Notice requirement
- Policy territory
- Negligence requirement
- Scope of covered services
- Extended reporting provision (1 to 3 years)
- Defense included or in addition to limits
- Faulty workmanship modified
- Pollution
- Subrogation issues
- Punitive damages
- Disputes over professional negligence
- Warranties
- Discrimination
- Insured versus insured

Other Miscellaneous Coverage

- Employment practices liability
- Professional liability
- Contractor's pollution liability
- Electronic data processing
- Director's and officer's liability
- Life insurance on key officers