

CHECKLIST FOR REQUESTING AND REVIEWING CERTIFICATES OF INSURANCE

A checklist is provided to state agencies upon request or during training.

CHECKLIST

1. Ensure that the initiating RFP contains Insurance Modules appropriate to the agreement.
2. A blank State of Arizona Certificate of Insurance can be included in contract documents for use by the contractor's agent or broker. The ACORD form is also acceptable.
3. Obtain a completed Certificate of Insurance prior to contract commencement.
4. Review the Certificate of Insurance to assure its compliance with the contract. The following items should be reviewed:
 - A. Agent's name and address
 - B. Insured's (contractor's) name and address
 - C. Insurance company name **and** A.M. Best rating
 - D. All required insurance coverage
 - E. Policy number
 - F. Policy period is current (effective/expiration dates)
 - G. Limits of liability
 - H. State **and** state agency named as additional insureds
 - I. 60-day notice of cancellation is included
 - J. Coverage afforded is primary
 - K. The contracting state agency names as certificate holder, not the Risk Management Division
 - L. Certificate is signed
 - M. Unusual exclusions or limitations of coverage are indicated
 - N. The contract number or description of the activity or service is indicated and
1. Monitor the expiration dates of the required coverage. It is possible that a contractor's policy may expire prior to the end of the contract. Expiration dates should be diaried at least 60 days prior and the contractor should be requested to provide a renewal Certificate of Insurance.
2. All certificates, whether they have expired or not should be kept by the agency as part of the permanent contract file.
3. Coverage afforded under these policies will not be canceled, terminated, or materially altered until 60 days prior written notice has been given to (state agency).