

DKG Insurance Brokers – Contract and Insurance Review Checklist

➤ Stage 1 – Preparation

- Confirm contract renewal date and insurance renewal date.
- Gather draft/renewed contract, current insurance policies and contractor's Certificates of Currency.
- Identify stakeholders: Legal, procurement and insurance broker/insurer.

➤ Stage 2 – Contractual obligations vs insurance cover

A. Indemnities and Liability

- Review indemnity clauses: Are they broad, mutual or one-sided?
- Check liability caps: Do they exceed your available insurance cover?
- Ensure indemnities are limited to the contractor's negligence or breach.

B. Insurance Requirements

- Verify contractor maintains appropriate cover: Public Liability, Professional Indemnity (if applicable), Workers Compensation, Motor/Fleet Insurance and Property/Equipment Insurance.
- Check policy limits against contract requirements.
- Ensure Certificates of Currency are current and valid.
- Confirm subcontractors have equivalent insurance cover.

C. Risk Allocation

- Identify which party insures which risks.
- Require contractors to name your organisation as an additional insured where appropriate.
- Confirm waiver of subrogation where required.
- Check exclusions (e.g. consequential loss, delay costs) align with contract carve-outs.

 **Stage 3 – Risk controls in the contract**

- Insert liability limitations (e.g. liability capped at contract value).
- Exclude consequential loss and loss of profits unless unavoidable.
- Add carve-outs: Obligations only for your organisation’s negligence not contractor’s.
- Require updated Certificates of Currency annually aligned with your insurance renewal cycle.
- Insert notification clauses: Contractor must notify of cancellation, expiry or material changes.
- Confirm claims procedures: Contractor must notify both you and the insurer immediately.

 **Stage 4 – Final sign-off**

- Legal confirms contract risk allocation.
- Broker confirms insurance program matches obligations.
- Procurement ensures compliance monitoring.
- Leadership provides final approval before execution.

 **Next steps**

The DKG team is ready to help you prepare and mitigate the risk, not just protect.
Contact DKG Insurance Brokers today:

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