

Subcontractor Insurance Review Form

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Use one form per subcontractor and policy period to document scope, insurance evidence, and follow-up.

Vendor & scope

Subcontractor legal name

DBA

Scope of work

Project / client

Work dates

Insurance evidence

General liability expiration

General liability limits

Workers comp evidence

Commercial auto evidence

Professional / cyber evidence

COI received

☐ Check when verified / completed

Risk transfer

Additional insured verified

☐ Check when verified / completed

Waiver verified

☐ Check when verified / completed

Primary / noncontributory verified

☐ Check when verified / completed

Required endorsements saved

☐ Check when verified / completed

Open gap

Classification & renewal

Worker-status question escalated if needed

☐ Check when verified / completed

Renewal reminder date

Reviewer

Approval / exception notes