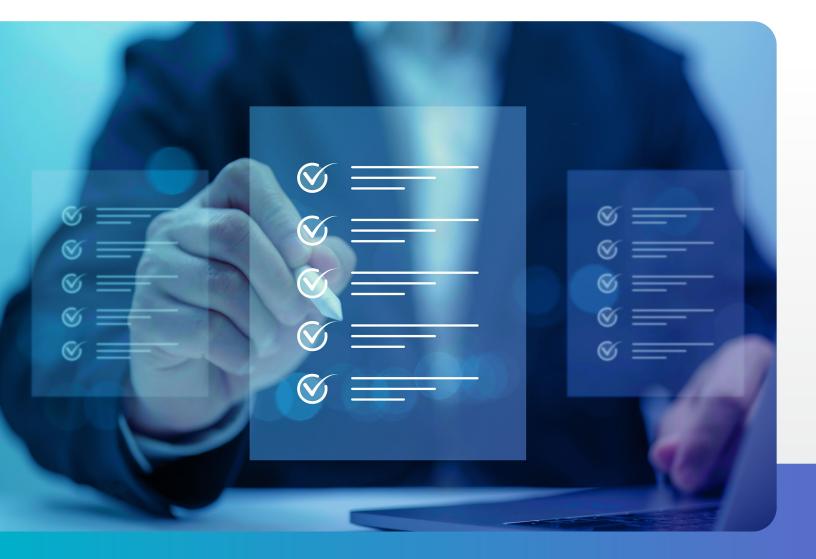# SMART ⊙ COMPLIANCE™

COI Compliance Checklist
for Construction Firms

COIs are vital for protecting construction firms against potential liabilities. However, ensuring compliance can be challenging due to industry-specific requirements. Use this checklist to confirm your COIs meet all compliance standards and avoid unexpected risks.

Step 1: Collecting COIs

☐ **Verify Certificate Issuance:**
Ensure each vendor or subcontractor provides a COI before starting any work on your project.

    Pro Tip: Use a digital tool like SmartCompliance to send automated COI requests and track responses.

☐ **Confirm Insurance Provider Authenticity:**
Verify that the insurance provider is credible and licensed to operate in your state.

    Pro Tip: Look up the provider on your state's Department of Insurance website.

Step 2: Reviewing Coverage Details

☐ **Policy Types:**
Confirm that the COI includes General Liability, Workers' Compensation, and Automobile Liability, as required by your contract.

☐ **Coverage Limits:**
Check that each policy meets or exceeds the minimum coverage requirements specified in your contract.

☐ **Policy Dates:**
Ensure that the coverage dates match the project timeline. The COI should cover the duration of the project and be active upon completion.

    Pro Tip: Avoid expiration gaps by setting up automated reminders for policy renewals.

Step 3: Confirming Additional Insured and Waivers

☐ **Additional Insured Status:**
Make sure your firm is listed as an "Additional Insured" on the COI. This offers your company protection if a claim is filed.

☐ **Waiver of Subrogation:**
Confirm that waivers of subrogation are included to prevent the insurance provider from seeking reimbursement from your company in the event of a claim.

Step 4: Compliance Documentation and Storage

☐ **Digital Storage:**
Store all COIs in a centralized, searchable system. Avoid manual tracking methods that can lead to document loss or error.

Pro Tip: A cloud-based platform like SmartCompliance enables easy access, secure storage, and real-time updates.

☐ **Audit-Ready Records:**
Ensure your records are organized for quick retrieval during audits. Set up automated reporting to demonstrate compliance status at any time.

Step 5: Automated Tracking & Renewal Notifications

☐ **Automate Tracking:**
Implement a tracking system that alerts you when policies are nearing expiration. This reduces risks associated with lapses in coverage.

☐ **Renewal Reminders:**
Set automated reminders for vendors to submit updated COIs before expiration dates. This helps you maintain continuous coverage throughout the project lifecycle.

Pro Tip: SmartCompliance allows you to send automated email reminders to vendors for timely renewals.

Staying on top of COI compliance is essential for protecting your construction business. By following this checklist, you can ensure all COIs meet requirements and focus on what matters—growing your business. For a seamless compliance management experience, consider using SmartCompliance to automate, track, and store all your COIs in one place.

Enjoy effortless insurance tracking and
optimize your Compliance Management processes
with **SMART ⊕ COMPLIANCE**™

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