



Subcontractor Risk Transfer Management Protocol

1. **Prior** to allowing a new subcontractor onto a job site:
 - a. Require and obtain a signed contract containing appropriate indemnification and hold harmless wording in your favor, including insurance coverage and limit requirements of all subcontractors
 - b. Obtain a copy of a Certificate of Insurance that satisfies the coverage and limit requirements spelled out in your contract, evidencing you as an Additional Insured (AI)
 - c. Obtain a copy of the actual Additional Insured (AI) form
2. Review expiring certificates 30 days prior to expiration
3. Contact all subcontractors and ask for updated certificates and AI forms
4. Present a list to site supervisors and management team of upcoming certificate expirations
5. Perform regular follow ups with subcontractors and report status to management and site supervisors weekly
6. If updated certificate and AI not received within a week of it expiring:
 - a. The subcontractor goes on a "hot" list to watch
 - b. The site supervisor(s) is advised daily of status
 - c. Site supervisor is advised when certificate and AI forms are received
 - d. If certificate and AI form is not received the day before expiration, the site supervisor is notified to pull the sub off the job until received
7. Site supervisor(s) is held accountable if they allow a new or existing subcontractor, not approved, on the job site