TRIDENT
PUBLIC RISK SOLUTIONS
MEMBER OF PARAGON INSURANCE HOLDINGS, LLC

RISK CONTROL: Contractor Risk Transfer Tracking Form

When entering into any kind of contractual arrangement with a third party it is important to ensure that proper and consistent risk transfer procedures are in place to help protect your entity from potential liability or damages caused by that contractor or service provider. This includes one time and ongoing contracts. It is recommended that the contract review and approval process be centralized so that insurance requirements, waivers, etc., are being collected consistently. The form below is designed to help track your contractor risk transfer requirements and to help you evaluate where you may be at risk.

Entity Name:			Employee Name:				Date Completed:	
Contractor Name	Location/s of service provided.	Department Managing Contract	Dates of Contract	Certificates of Insurance?	Named Additional Insured?	Hold Harmless Agreement?	Policy Limits	Policy Expiration Date

Comments:

About Trident
Trident's understanding of the unique risks faced by cities, counties, schools and special districts is one reason why so many public entities trust Trident to meet their insurance and risk management needs. Contact us to learn more about our products and services at paragoninsgroup.com/trident-public-risk