MontRidge
Insurance Services

COMMERCIAL RISK ASSESSMENT CHECKLIST

A Practical Self-Assessment for Business Owners, Contractors & Commercial Property Owners

Developed by Montridge Insurance Services

This checklist was developed by Montridge Insurance Services to help business owners, contractors, and commercial property professionals identify common commercial insurance and risk management topics that may deserve additional review before they become costly claims.

Whether you're reviewing your current insurance program or simply looking for a better understanding of your organization's risk management practices, this checklist is designed to provide a quick, practical starting point.

HOW TO USE THIS CHECKLIST

- Simply check Yes, No, or Not Sure for each statement below.
- There are no right or wrong answers.
- If you answer "No" or "Not Sure" to several questions, it may be a good time to review your insurance program, contracts, or risk management procedures with your insurance advisor.

SECTION 1 – BUSINESS OPERATIONS

Our insurance program reflects the work our business performs today.	☐ Yes	☐ No	☐ Not Sure
We notify our insurance advisor when our operations change.	☐ Yes	☐ No	☐ Not Sure
We review our business risks at least once each year.	☐ Yes	☐ No	☐ Not Sure
We understand our organization's biggest operational risks.	☐ Yes	☐ No	☐ Not Sure

SECTION 2 – CONTRACTS & RISK MANAGEMENT

We review insurance requirements before signing contracts.	☐ Yes	☐ No	☐ Not Sure
We verify subcontractor or vendor insurance when appropriate.	☐ Yes	☐ No	☐ Not Sure
Certificates of Insurance are reviewed before work begins.	☐ Yes	☐ No	☐ Not Sure
We understand our contractual insurance obligations.	☐ Yes	☐ No	☐ Not Sure

SECTION 3 – INSURANCE PROGRAM

Our insurance policies have been reviewed within the past 12 months.	☐ Yes	☐ No	☐ Not Sure
We understand our policy limits and deductibles.	☐ Yes	☐ No	☐ Not Sure
Our property, equipment, and vehicle schedules are current.	☐ Yes	☐ No	☐ Not Sure
Our insurance program has kept pace with our company's growth.	☐ Yes	☐ No	☐ Not Sure

SECTION 4 – CLAIMS & LOSS PREVENTION

Employees know how to report an incident or claim.	☐ Yes	☐ No	☐ Not Sure
We review claims or near misses to identify opportunities for improvement.	☐ Yes	☐ No	☐ Not Sure
We have written safety procedures appropriate for our operations.	☐ Yes	☐ No	☐ Not Sure
Risk management is discussed regularly as part of our business planning.	☐ Yes	☐ No	☐ Not Sure

NEXT STEPS

This checklist is intended to help identify topics that may deserve additional review.

There is no score and no passing grade.

If you answered "No" or "Not Sure" to several questions, consider discussing your insurance program, contracts, and risk management practices with your insurance advisor.

Every business is unique. Your insurance needs depend on your operations, contracts, employees, property, vehicles, customers, and industry.

Periodic reviews can help identify potential gaps before they become costly claims.

WOULD YOU LIKE TO SPEAK WITH A COMMERCIAL RISK ADVISOR?

If you would like assistance reviewing your insurance program or discussing any of the topics covered in this checklist, please complete the information below.

Please select one:

- ☐ I would like to schedule a Complimentary Commercial Risk Assessment.
- ☐ I would like a representative from Montridge Insurance Services to contact me.
- ☐ Please send me future Commercial Risk Management resources, checklists, and educational updates.

CONTACT INFORMATION

Name

Company

Title

Email Address

Phone Number

Preferred Contact Method

- ☐ Phone
- ☐ Email
- ☐ Either

Additional Comments

IMPORTANT DISCLOSURE

This checklist is provided by Montridge Insurance Services for general educational purposes only.

It is not an insurance policy, insurance application, legal opinion, engineering report, or guarantee of insurance coverage. Completing this checklist does not create insurance coverage or identify every potential exposure your organization may face.

Insurance coverage depends on many factors, including policy terms and conditions, endorsements, exclusions, contractual obligations, applicable laws, and the specific facts of each claim.

This checklist should not be relied upon as legal, insurance, tax, or risk management advice. We encourage you to consult with your insurance advisor and legal counsel regarding your organization's specific insurance, contractual, and operational needs.