



# Madison Area Technical College RISK103 – Certificate of Insurance (COI) Request

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## FORMS

Certificate of Insurance Request  
Builders Risk Worksheet

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## **PURPOSE**

This procedure outlines the required steps to request a proof of insurance certificate, both general liability and property, and builder risk.

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## **SCOPE & APPLICABILITY**

The requirements of this plan apply to all employees of Madison Area Technical College District (the college, college).

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## **DEFINITIONS**

**Builder Risk Insurance (BRI)** - A special type of property insurance which indemnifies against damage to buildings while they are under construction.

**Certificate of Liability Insurance (COI)** - A document that verifies that a general liability policy has been written and states the coverage (limits) of that policy, often used as proof of insurance in contracts.

**Certificate of Property Insurance (COI)** - A document that verifies that a general property liability policy has been written and states the coverage (limits) of that policy, often used as proof of insurance in contracts.

**Waiver of Subrogation** – Special endorsement to a general property liability policy whereby an insurer gives up the right to take action against a third party for a loss suffered by an insured.

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## **RESPONSIBILITY**

### **Risk Management/Environmental Health and Safety Manager (Risk/EHS Manager)**

- Review all COI and BRI requests.
- Submit all COI and BRI requests to the college's insurance underwriter(s)
- Send completed COI to requestor.
- Maintain records of all COI and BRI requests.
- Provide technical support to requestor.

### **Requestor**

- Provide all applicable information, as outlined below to Risk/EHS Manager
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## **REQUESTING PROOF OF INSURANCE**

### **General Liability:**

Email the follow information to the Risk/EHS Manager

- Certificate holder name (company name)
- Certificate holder address (company address)
- Certificate holder fax number (company fax number)
- Certificate holder email address (company contact)
- Reason for request
- Specific Information (i.e. - work location and scope of work to be performed)
- If COI is to cover student practicum(s); include student full name and dates coverage is needed.
- Date needed by
- Additional request:
  - Name additional insurer
  - Higher limit needed (General/Auto Liability >100k, Worker Comp >100k/500k/100k)
  - Waiver of subrogation
  - Special wording

### **Property:**

Email the follow information to the Risk/EHS Manager

- Certificate holder name (company name)
- Certificate holder address (company address)
- Certificate holder fax number (company fax number)
- Certificate holder email address (company contact)
- Reason for request
- Specific Information (i.e. - work location and scope of work to be performed)
- Date needed by
- Additional request:

- Name additional insurer
  - Higher limit needed (work to be performed is >15 million dollars)
  - Waiver of subrogation
  - Special wording
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### **BUILDERS RISK INSURANCE**

Email the follow information to the Risk/EHS Manager

- Address where work is to be performed
- Construction start date
- Projected construction completion date
- Projected value of work to be done
- Type of construction to be done (i.e. - remodel, new construction, etc.)
- Scope of work to be performed. (i.e. – erect new building, create new classroom on 2nd Floor, etc.)
- Fire detection/protection at worksite (i.e. – sprinkler, smoke detector, heat riser, etc.)

**\*NOTE:** In addition to builder risk information, information outlined in the property insurance section should also be submitted to the Risk/EHS Manager.

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### **RECIPT OF REQUESTED INFORMATION**

Once all information is received and reviewed by the Risk/EHS Manager, it is forwarded onto the college's insurance underwriter(s). A Proof of Insurance Certificate will be issued and sent to the requestor prior to due date stated by the requestor.

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### **REFERENCES**

Please contact Risk/EHS Manager for more information.