

P.O. Box 867
Little Rock, Arkansas 72203-0867Office Memorandum
No. 1180-1-12

5 January 1987

Contracts
CERTIFICATE OF INSURANCE

1. Purpose. This directive is to implement a uniform procedure for obtaining, designating responsibility, and followup action for Certificates of Insurance required for documentation of the "official" contract files.

2. Applicability. This directive is applicable to all units or field offices responsible for documenting and maintaining official contract files.

3. References:

- a. FAR 52.228-5.
- b. DAR Supplement No. 2.
- c. LRDOM 1180-1-10.
- d. Suggestion No. SWL 86-284.

4. Responsibility and Procedure for Obtaining and Maintaining Certificates of Insurance for Prime Contractors.

a. The appropriate field office or district office element will be responsible for obtaining, assuring compliance with the contract requirements, and timely followup actions on the Certificates of Insurance on all contracts which do not require a Notice to Proceed. Use of SWD Form 868-R, Appendix A, will be used for timely followup actions on these certificates. The Contracting Division is designated office of record for Certificates of Insurance on all contracts. The field office will forward the original copy of the certificates to the Contracting Division where they will be incorporated into the "official" contract file.

b. Contracting Division will be responsible for obtaining all Insurance Certificates on contracts requiring a Notice to Proceed. The original certificate will be incorporated in the "official" contract file maintained in Contracting Division. A copy of the initial certificate will then be furnished to the appropriate field office responsible for timely followup action to assure these certificates are current. SWD Form 868-R will be used in maintaining the needed record for timely followup for such contracts.

This regulation supersedes LRDOM 1180-1-12 dated 10 December 1976.

LRDOM 1180-1-12

5 Jan 87

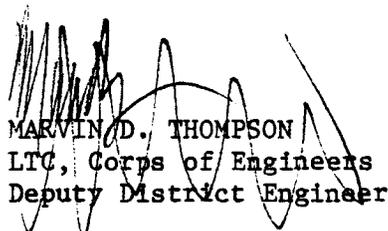
5. Quarterly Report on Status of Certificates of Insurance from Prime Contractors. The field office or district office element will be responsible for submitting a status report to the Contracting Division to ensure certificates are being kept current. Reports will be submitted at the end of each quarter. The following information should be submitted in the report:

- a. Contract Number.
- b. Name of prime contractor.
- c. Is certificate current?
- d. If certificate is not current or there are deficiencies, state followup actions which have been taken.

6. Responsibility and Procedures for Obtaining and Maintaining Certificates of Insurance from Subcontractors. The appropriate field office or district office element will be responsible for obtaining, assuring compliance with the contract requirements, and timely followup actions on the Certificates of Insurance from the subcontractors. Contact should be made through the prime contractor for all renewals or deficiencies of the certificates for the subcontractors. Use of SWD Form 868-R will also be used for timely followup actions on these certificates. The field office is designated office of record for Certificates of Insurance for subcontractors. The original will be filed in the field office contract file.

FOR THE DISTRICT ENGINEER:

Encl
Appendix A - SWD Form 868-R


MARVIN D. THOMPSON
LTC, Corps of Engineers
Deputy District Engineer

DISTRIBUTION A

RECORD OF INSURANCE CERTIFICATES		PRIME CONTRACTOR		CONTRACT NUMBER	
		WORKMEN'S COMPENSATION & EMPLOYER'S LIABILITY <i>(in amount required by State law)</i>	COMPREHENSIVE GENERAL LIABILITY <i>(Person: \$50,000; Accident: \$100,000)</i>	AUTOMOBILE LIABILITY <i>(Person: \$50,000; Accident: \$100,000; Property: \$5,000)</i>	NAME OF INSURANCE COMPANY AND POLICY NUMBER
CONTRACTOR OR SUBCONTRACTOR	Policy	NAME OF INSURANCE COMPANY AND POLICY NUMBER	DATE POLICY EXPIRES	NAME OF INSURANCE COMPANY AND POLICY NUMBER	DATE POLICY EXPIRES
		Original			
	Renewal				
	Original				
	Renewal				
	Original				
	Renewal				
	Original				
	Renewal				
	Original				
	Renewal				
	Original				
	Renewal				
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