# ✅ ChecklistGuro

# Insurance Contract Management Checklist

## Contract Initiation & Approval

Ensuring proper procedures are followed before a contract is initiated.

**Date of Initial Request**

Enter date...

**Requesting Department**

☐ Claims
☐ Underwriting
☐ Legal
☐ Finance

**Description of Need/Purpose**

Write something...

**Estimated Value of Contract**

Enter a number...

## Contract Type

- [ ] Service Agreement
- [ ] Vendor Agreement
- [ ] Partnership Agreement
- [ ] Lease Agreement

## Relevant Legal Review Required

- [ ] Data Privacy
- [ ] Intellectual Property
- [ ] Regulatory Compliance

## Requesting Manager Approval

# Contract Drafting & Review

Verification of accurate language and adherence to legal requirements.

## Contract Purpose Description

Write something...

## Governing Law Selection

☐ Jurisdiction A
☐ Jurisdiction B
☐ Jurisdiction C

## Contract Term (Years)

Enter a number...

## Effective Date

Enter date...

## Specific Clauses Requiring Legal Review (if any)

Write something...

## Supporting Documentation (e.g., Rate Schedules, Policy Wordings)

⬆ Upload File

## Review Status

☐ Draft
☐ Needs Revision
☐ Approved

# Risk Assessment & Due Diligence

Evaluating potential risks associated with the contract and performing necessary due diligence.

## Counterparty Risk Rating

☐ Low

☐ Medium

☐ High

## Financial Stability Score (e.g., credit rating)

Enter a number...

## Reputational Risks Identified

☐ Legal Disputes

☐ Environmental Concerns

☐ Ethical Violations

☐ Data Security Breaches

## Summary of Due Diligence Findings

Write something...

## Supporting Documentation (e.g., financial statements)

⬆ Upload File

## Geopolitical Risk Assessment

☐ Minimal

☐ Moderate

☐ Significant

## Date of Last Risk Assessment Review

Enter date...

# Negotiation & Amendments

Tracking and managing contract negotiations and any subsequent amendments.

## Negotiation Start Date

Enter date...

## Number of Negotiation Rounds

Enter a number...

## Summary of Key Negotiation Points

Write something...

## Negotiation Outcome (e.g., Successful, Compromise, Unsuccessful)

- [ ] Successful
- [ ] Compromise
- [ ] Unsuccessful

## Negotiation Correspondence (Emails, Meeting Minutes)

⬆ Upload File

## Amendment Effective Date

Enter date...

## Description of Amendment Changes

Write something...

# Execution & Storage

Confirming proper execution and secure storage of contract documents.

## Contract Execution Date

Enter date...

## Authorized Signatory Signature

## Signed Contract Document

[⬆ Upload File]

## Contract Value (USD)

Enter a number...

## Storage Location (Physical/Digital)

☐ Physical File

☐ Cloud Storage

☐ Shared Drive

## Digital Storage Path/File Name

Write something...

# Performance Monitoring

Tracking key performance indicators and ensuring contractual obligations are met.

## KPI: Claim Settlement Ratio (%)

Enter a number...

## KPI: Average Claim Processing Time (Days)

Enter a number...

**KPI: Customer Satisfaction Score (Scale of 1-5)**

Enter a number...

**Contract Performance Status**

☐ On Track

☐ At Risk

☐ Needs Improvement

☐ Critical

**Last Performance Review Date**

Enter date...

**Summary of Performance Observations**

Write something...

**Areas Requiring Improvement (Select all that apply)**

☐ Pricing

☐ Service Delivery

☐ Communication

☐ Contract Terms

☐ Risk Management

# Renewal/Termination

Managing the renewal or termination process according to contract terms.

## Contract Expiration Date

Enter date...

## Renewal Option

☐ Renew

☐ Do Not Renew

☐ Negotiate New Terms

## Renewal Premium (if applicable)

Enter a number...

## Reason for Termination (if applicable)

Write something...

## Notification Date to Counterparty

Enter date...

## Authorized Signature for Termination

# Compliance & Audit

Verifying adherence to internal policies and regulatory requirements.

## Last Audit Date

Enter date...

## Audit Type

☐ Internal

☐ External

## Audit Score (0-100)

Enter a number...

## Audit Findings Summary

Write something...

## Areas of Non-Compliance (Select all that apply)

☐ Data Privacy

☐ Regulatory Reporting

☐ Contract Terms

☐ Financial Controls

## Auditor Signature

# Documentation & Record Keeping

Maintaining accurate records of all contract-related activities.

## Contract Execution Date

Enter date...

## Summary of Key Terms

Write something...

## Scanned Contract Document

⬆ Upload File

## Contract Value (USD)

Enter a number...

## Document Storage Location

☐ Shared Drive
☐ Cloud Storage
☐ Physical Archive

## Last Document Review Date

Enter date...

# Escalation & Issue Resolution

Process for handling and resolving contract-related issues and disputes.

## Detailed Description of Issue

Write something...

## Issue Severity

☐ Low

☐ Medium

☐ High

☐ Critical

## Issue Category

☐ Legal

☐ Financial

☐ Operational

☐ Regulatory

## Days Since Issue Raised

Enter a number...

## Date Issue Reported

Enter date...

## Assigned To

## Resolution Steps Taken

Write something...

## Date Issue Resolved

Enter date...