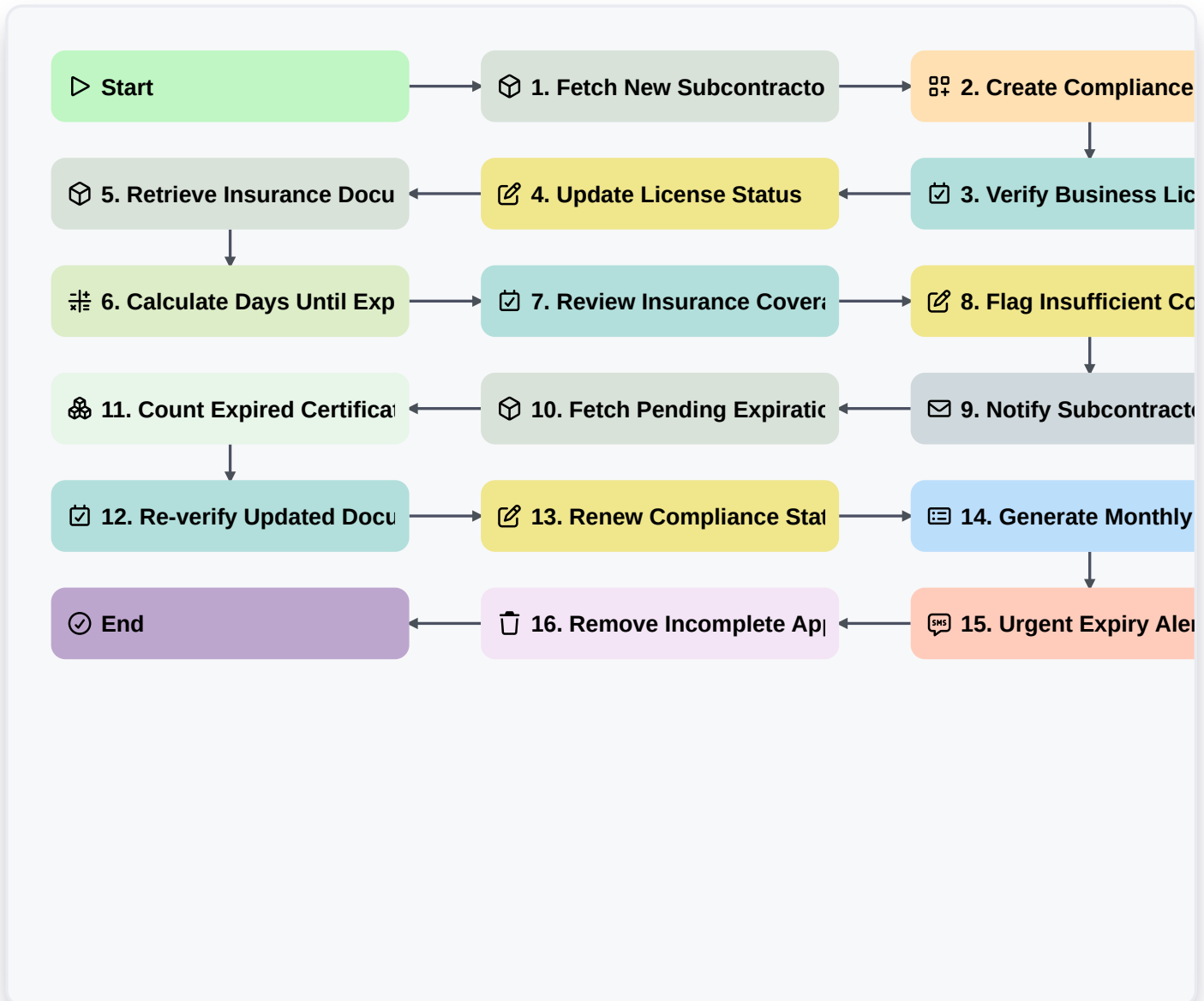


Subcontractor Compliance And Insurance Tracking



▶ Start

Start of the Workflow/Process.

📦 1. Fetch New Subcontractor Application

Retrieve the initial data entry containing the subcontractor's basic company information and contact details.

🗄️ 2. Create Compliance Profile

Initialize a new record in the Subcontractor Master Data Model to track ongoing compliance status.

📋 3. Verify Business License

Assign a task to the Compliance Officer to validate the submitted business registration documents.

✍️ 4. Update License Status

Update the 'License Verified' boolean field in the Subcontractor Profile once the check is complete.

📦 5. Retrieve Insurance Documents

Fetch the uploaded Certificate of Insurance (COI) entries and their respective expiration dates.



6. Calculate Days Until Expiry

Subtract the current date from the insurance expiration date to determine the remaining coverage period.

7. Review Insurance Coverage Limits

Assign a task to the Risk Manager to ensure the coverage amounts meet the minimum contract requirements.

8. Flag Insufficient Coverage

Update the Subcontractor entry with an 'Alert' status if the insurance limits are below the threshold.

9. Notify Subcontractor of Missing Docs

Send an automated email to the subcontractor contact detailing which documents are missing or expired.

10. Fetch Pending Expirations

Retrieve all insurance entries where the expiration date is within the next 30 days.

11. Count Expired Certificates

Aggregate the number of insurance entries that have passed their expiration date to assess total risk.

12. Re-verify Updated Documents

Create a task for the compliance team whenever a subcontractor uploads a new certificate.

13. Renew Compliance Status

Update the Subcontractor Master record to 'Compliant' once all tasks and documents are verified.

14. Generate Monthly Compliance Audit

Generate a summary report of all active subcontractors, their compliance percentages, and upcoming expirations.

15. Urgent Expiry Alert

Send an SMS alert to the Procurement Manager when a mission-critical subcontractor's insurance expires within 24 hours.

16. Remove Incomplete Applications

Delete temporary entries for subcontractor applications that were abandoned or rejected during the initial intake.

End

End of the Workflow/Process.