

# Inspection & Loss Control

## COMPLIANCE CHECKLIST

**AVOID UNNECESSARY CANCELLATIONS BY FOLLOWING THE ITEMS BELOW.**

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### **TIPS FOR A SUCCESSFUL INSPECTION**

- ☐ Understand the inspection is to verify the risk meets the carrier's guidelines.
- ☐ Provide accurate contact info for the inspection to avoid scheduling delays.
- ☐ Let the insured know to expect communication from the inspection company.
- ☐ Ensure the insured is available and responsive to calls/emails for scheduling.
- ☐ Understand that noncompliance with the inspection may lead to policy cancellation.

### **TIPS TO AVOID LOSS CONTROL NONCOMPLIANCE**

- ☐ Review the loss control requirements and timelines with the insured.
- ☐ Check in with the insured on progress toward completing all required items.
- ☐ If additional time is needed, request an extension before the due date.
- ☐ Provide proof of compliance of the items listed on the inspection report using:
  - ☐ Photos,
  - ☐ Receipts,
  - ☐ Contracts,
  - ☐ Invoices, etc.
- ☐ Ensure the inspection report is completed, dated and signed by the insured.
- ☐ All documentation must be received by the due date for the carrier's review and acceptance.
- ☐ Understand that failure to comply may result in policy cancellation or non-renewal.