

Don't Miss a Step: Vendor Compliance Checklist

Managing vendor compliance isn't just about collecting Certificates of Insurance (COIs)—it's about ensuring every requirement in your risk management process is met before, during, and after onboarding. Use this checklist to cover your bases.

Before Onboarding a Vendor

- Collect and validate COI against contract requirements
- Confirm additional insured endorsement is included
- Verify waiver of subrogation if required
- Check carrier AM Best rating for stability

During the Contract Term

- Monitor COI expiration dates and coverage changes
- Track ongoing licensing and safety certifications
- Conduct periodic compliance audits
- Confirm location-based requirements are still met

Post-Contract or Renewal

- Archive all compliance documentation for audit readiness
- Review vendor performance and compliance history
- Update internal risk scoring for future engagements



Pro Tip

Automating this checklist with Ebix RCS ensures nothing slips through the cracks—from initial onboarding to ongoing compliance tracking.