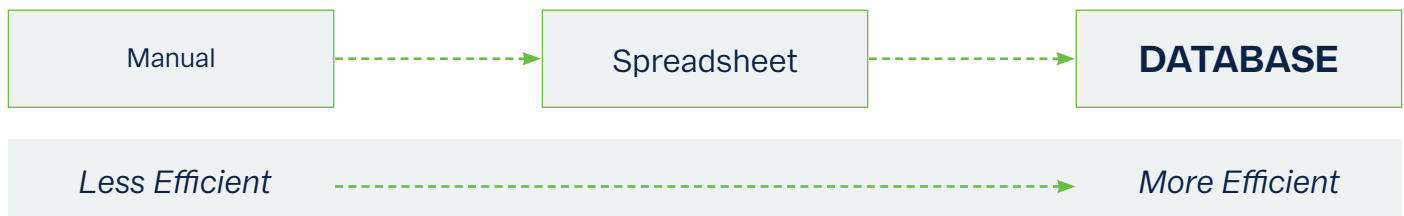




CERTIFICATE MANAGEMENT BEST PRACTICES

Use the Right Tool to Manage Contractors Certificates



Any important document that has an expiry date - such as an insurance certificate - is best managed and tracked with a database. Databases are designed to do things that spreadsheets, word processors and manual systems can't do. Whether you opt for an internal system, document storage software, or contractor management platform, it's vital to use the right technology for the job!

SET YOUR STANDARDS

Establish minimum requirements for contractor certifications. Must have certificates should include proof of:

- Commercial General Liability insurance
- Workers Compensation policies (appropriate to contractor's risk profile)
- Service and competency-related certifications (i.e. powered industrial equipment and work processes such as welding)
- Quality, environmental, health and safety competencies are also important records to obtain and manage.

TO LEARN MORE:



1.888.449.5545



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Track Expiry Dates

Improve compliance and further limit risk with an automated notification system for expiring certificates. A system that gives contractor's ample notification for updating expiring certificates is a critical due diligence function.



Accessibility & Security

Document and certificate storage are critical considerations for all organizations. Having an off-site storage location is a secure and reliable option. This ensures immediate access to data at any time or from any location.



Proactive Notifications

Organizations need to be aware of their contractors' certificate status. System and email notifications managed by a database eliminate errors and reduce administrative time.

VERIFICATION PROCESS

Based on our 20 years of database experience, over one-in-five certificates do not meet basic compliance requirements. Typical errors include:

Improper document
submitted

Expired policy or
certificate

Incorrect account
number

Insurance policy
amounts are
insufficient

VERIFYING DOCUMENTS AGAINST PREDETERMINED CORPORATE CRITERIA IS A HIGHLY RECOMMENDED RISK REDUCTION ACTIVITY.



CQ NETWORK IS DESIGNED WITH THESE BEST PRACTICES AND EFFICIENCY IN MIND.

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