

COI Request Log

Contractor Insurance Request Log

Track every insurance request, gap, waiver, and written approval.

Log Template

Date Received	Customer / Contractor	Project	Requested Coverage / Clause	Requested Limit / Wording	TDC Current Coverage	Gap?	Waiver / Exception Granted?	Written Approval Location	COI Sent Date	Internal Owner	Next Action

Logging Instructions

- Create one row for each customer, contractor, or project insurance request.
- Attach or link the contract insurance exhibit, COI request email, broker response, issued COI, and any written exception.
- Mark a gap only as resolved when either the broker confirms coverage or the customer confirms written acceptance of the current coverage.