Crane Insurance Submission Checklist

Use this list to gather information before an insurance submission or renewal.

[ ] Company and ownership information (legal name, FEIN, entity type, owners, years in business)

[ ] States of operation (domicile and every state where cranes or crews work)

[ ] Description of crane operations (types of lifts, industries served, typical jobs, % of revenue by type)

[ ] Operated and bare rentals (percentage of each; sample rental agreement and job ticket)

[ ] Equipment schedule (every crane and major attachment)

[ ] Crane make, model, serial number and year

[ ] Equipment values (stated or actual cash value basis, and how determined)

[ ] Annual gross receipts (current, prior year, next-year estimate)

[ ] Payroll by employee duty and state (operators, riggers, oilers, signalpersons, drivers, clerical)

[ ] Prior insurance (carriers, policy periods, limits, premiums, expiration dates)

[ ] Loss runs (currently valued, typically 3–5 years, for all lines)

[ ] Operator qualifications (certifications, e.g., NCCCO or other accredited programs; experience; MVRs for drivers)

[ ] Safety procedures (written safety program, lift planning, critical-lift procedures, inspections, maintenance logs)

[ ] Requested coverage and limits (lines, limits, deductibles, effective date)

[ ] Contractual insurance requirements (sample contracts, additional insured, waiver of subrogation, primary/non-contributory wording)

Tips

• Start 90–120 days before renewal.

• Request loss runs from every current and prior carrier at the same time.

• Keep one master equipment schedule and update it when you buy or sell a crane.

• Do not send Social Security numbers or bank details through our website form; we will provide a secure method for documents.

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