

CORMETECH SUPPLIER INSURANCE REQUIREMENTS

11/08/2011

Insurance Limits and Applications:

Details:

1. Prior to coming onsite to a Cormetech location, a certificate of insurance certificate is required.
2. The coverage amounts detailed below provide the minimum coverage required to carry while engaged in work for Cormetech or on Cormetech's behalf.
3. If you cannot meet these **minimum** limits, you **MUST** contact the Corporate Logistics and Purchasing Manager for direction and guidance.
4. Freight Transport Companies are covered under the General Limit applications.
5. All insurance certificates must:
 - a. Comply with insurances and limits set forth below.
 - b. Must be updated if the services are ongoing, or extend beyond the expiration dates of the insurance.
 - c. Have a 30 day written notice of cancellation.
 - d. Have Cormetech listed as additionally insured.
 - i. Includes Auto, General Liability, and Umbrella/Excess policies.
 - ii. For General Liability, the additionally insured needs to include coverage for both Premise/Operations and Completed Operations.
 - iii. Detail that the supplier's insurance is to be listed as primary and non-contributing.
 - e. have a waiver of subrogation in favor of Cormetech
 - f. Automobile insurance coverage must apply to owned, non-owned, or hired autos.
 - g. Commercial General Liability:
 - i. Must be written on an occurrence form.
 - ii. Supplier's coverage is primary and Cormetech is non-participating.
 - iii. Contain a separation of insured's clause.
 - h. Excess Liability Insurance:
 - i. Written on an occurrence basis.
 - ii. Policy term to be concurrent with AL & CGL policies.
 - i. Workers Compensation Insurance:
 - i. Consultants and Small Suppliers: If a supplier or consultant is not required by law to carry workers compensation insurance:
 1. Adequate proof of medical and disability insurance must be provided. Adequate proof of insurance may include a copy of the policy declarations page, copy of medical insurance cards, or a letter from the insurance carrier or agent verifying coverage.
 2. Suppliers must sign an agreement that acknowledges their independent contractor status, obligates them to carry medical and disability insurance, and holds Cormetech harmless if the contractor is injured while providing services.

- j. Proof of Insurance, Not Required:
 - i. Provided the supplier is not performing on-site services, installation, installation support or supervision, maintenance, repair, or stocking, Proof of Insurance is not required for:
 - 1. computers, peripherals, servers, and videoconferencing equipment
 - 2. direct/raw materials (excluding hazardous chemicals)
 - 3. MRO supplies and indirect materials (excluding hazardous chemicals)
 - 4. Utilities
 - 5. Incidental on-site exposure such as free performances at company events, sales calls, and supplier presentations **except** where the activity or event presents a significant risk (hot air balloon rides, car rallies, etc.)
- k. Change in coverage Notification:
 - i. Notification of changes or cancellation are to be addressed through one of the following processes:
 - 1. E-Mail: barronbr@cormetech.com
 - 2. US Mail:
 - Attn: Corporate Purchasing Manager
 - Cormetech Inc.
 - 5000 International Drive
 - Durham NC 27712

Application:

- 1. GENERAL
 - a. Automobile: \$1,000,000 Combined Single Limit
 - b. Commercial General Liability: \$1,000,000 occurrence/\$2,000,000 aggregate
 - c. Workers Compensation: As required by the governing statutes.
 - d. Employer's Liability coverage: \$500,000 per occurrence
 - e. Excess Liability: \$5,000,000 occurrence
- 2. CONSTRUCTION:
 - a. Automobile: \$1,000,000 Combined Single limit
 - b. Commercial General Liability: \$1,000,000 occurrence/\$2,000,000 aggregate
 - c. Workers Compensation: As required by the governing statutes.
 - d. Excess Liability: \$5,000,000 Occurrence
 - e. Professional Liability: \$1,000,000 Each Claim

Risk Management Contacts:

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