Contractor's Equipment Crime Prevention Checklist

	Yes	No
1. Documentation		
A. Have an up-to-date list of all equipment and other property (hereafter called equipment) insured?	☐	☐
B. List includes original date of purchase?	☐	☐
C. List includes original cost including accessories?	☐	☐
D. List includes serial number(s)?	☐	☐
E. List includes location of serial or ID number on equipment?	☐	☐
F. List includes model number?	☐	☐
G. List includes description of equipment including size, weight, and manufacturers name?	☐	☐
H. Have current photographs of equipment to help in identification by police and insurance company authorities?	☐	☐
I. Keep a daily record of where equipment is located while on jobsites?	☐	☐
J. Compare equipment list with record?	☐	☐
K. Comparison done by someone who does not assign the equipment to jobsites or	☐	☐
transfer equipment from jobsite to the yard or another jobsite?	☐	☐
L. Does your CPA audit and personally see all equipment?	☐	☐
M. Scope of audit includes verification of equipment values?	☐	☐
N. Scope of audit includes a comparison of serial or ID number shown on your equipment list with a representative proportion of your equipment?	☐	☐
O. Scope of audit includes a comparison of insured values to replacement or current market value for each piece of equipment?	☐	☐
P. Inventory small tools on a weekly basis?	☐	☐
2. Equipment Safeguards		
A. Paint or otherwise mark your equipment in a unique way such as with a bright color or with your company name in large block letters?	☐	☐
B. Punch or engrave your equipment with your own ID numbers in at least two places, one obvious and one hidden?	☐	☐
C. Post warning notices on equipment advising that all VIN numbers and serial numbers have been recorded?	☐	☐
D. Equipment include anti-theft devices or double locking systems?	☐	☐
E. Is heavy equipment immobilized in an effective way when not in use (i.e. remove rotor, lower blade or buckets, remove battery or starter)?	☐	☐
F. Is equipment provided with anti-vandalism devices and locks such as locking caps for fuel, oil and hydraulic systems and locked panels for engine and instruments?	☐	☐
G. Are major pieces of equipment protected with alarm systems and/or "LoJack" type theft recovery systems? (identify in comment section)	☐	☐
H. Is equipment locked at night and keys removed?	☐	☐

Contractor's Equipment Crime Prevention Checklist - page 2 **Yes** **No**

3. Key Control and Security

A. Keep record of number of sets of keys you have for each piece of equipment? ☐ ☐

B. Specific individual accountable for key control? ☐ ☐

C. Are keys to all equipment stored on the jobsites and in your yard accounted for and documented? ☐ ☐

D. Is documentation and accountability for keys performed by someone not authorized to assign or transfer equipment to jobsites or to the yard or another jobsite? ☐ ☐

E. Are keys for equipment assigned to jobsites collected at the end of each day's work and accounted for? ☐ ☐

F. Does your daily report include a statement as to the disposition of all equipment and keys? ☐ ☐

4. Yard and Jobsite Security

A. Maintain adequate fire break or separation between equipment and other property stored overnight? ☐ ☐

B. Does your jobsite have temporary lighting and fenced in on all sides and locked? ☐ ☐

C. Employ a watchperson at night and on weekends and holidays? ☐ ☐

D. Are local police and/or fire department notified of your jobsites and requested to increase their surveillance? ☐ ☐

E. Install "NO TRESPASSING" signs on jobsites? ☐ ☐

F. Store small tools in a locked tool crib, job trailer, or secured gang box? ☐ ☐

Describe corrective action taken and/or control measures implemented for all responses marked "NO" on the checklist.

Comments

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____