

**LOSS CONTROL DATA GUIDE**

# Self Evaluation Report For Safeguarding Contractor's Equipment

**Management responsibilities**

Last year, contractor's equipment losses in the United States exceeded \$1 billion. Effective management leadership is required to ensure that "Loss Prevention" becomes an integral part of day to day operations. Authority at the management level should be delegated to individuals who have the ability and knowledge to follow through on corrective action.

**SELF EVALUATION REPORT FOR SAFEGUARDING CONTRACTOR'S EQUIPMENT**

	<b>YES</b>	<b>NO</b>
<b>I. EQUIPMENT IDENTIFICATION</b>		
1. Is a current inventory maintained? .....	<input type="checkbox"/>	<input type="checkbox"/>
2. Does it provide information on:		
a. Date of purchase? .....	<input type="checkbox"/>	<input type="checkbox"/>
b. Purchase price? .....	<input type="checkbox"/>	<input type="checkbox"/>
c. Serial and model numbers of all equipment? .....	<input type="checkbox"/>	<input type="checkbox"/>
d. Location of identifying numbers on equipment? .....	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you have a current photo of equipment? .....	<input type="checkbox"/>	<input type="checkbox"/>
<b>II. JOB-SITE PROTECTION</b>		
1. Is reliable watchman service provided? .....	<input type="checkbox"/>	<input type="checkbox"/>
2. Are cabs sealed, closed-in and locked when not in use? .....	<input type="checkbox"/>	<input type="checkbox"/>
3. Are operating control panels covered and properly secured? .....	<input type="checkbox"/>	<input type="checkbox"/>
4. Are fuel and oil caps locked? .....	<input type="checkbox"/>	<input type="checkbox"/>
5. Are double ignition locks provided? .....	<input type="checkbox"/>	<input type="checkbox"/>
6. Are batteries and/or rotors removed from equipment overnight? .....	<input type="checkbox"/>	<input type="checkbox"/>
7. Are antitheft alarms installed? .....	<input type="checkbox"/>	<input type="checkbox"/>
8. Is equipment adequately corralled overnight? .....	<input type="checkbox"/>	<input type="checkbox"/>
9. Does each operator perform a daily equipment inspection which should include checking the following:		
a. Foreign material in crankcase or fuel lines. ....	<input type="checkbox"/>	<input type="checkbox"/>
b. Signs of tampering or vandalism to the equipment. ....	<input type="checkbox"/>	<input type="checkbox"/>
c. Oil drain plugs in place, no excessive oil on the ground. ....	<input type="checkbox"/>	<input type="checkbox"/>
d. If tampering is observed, test equipment prior to using. ....	<input type="checkbox"/>	<input type="checkbox"/>
10. Are local police and fire departments notified in your job-site locations and requested to increase patrol activity? .....	<input type="checkbox"/>	<input type="checkbox"/>
11. Are signs posted advising that all VIN numbers are recorded? VIN's should be in 2 places. ....	<input type="checkbox"/>	<input type="checkbox"/>
12. Is equipment stored away from flood plains and other areas prone to flooding? .....	<input type="checkbox"/>	<input type="checkbox"/>
<b>III. YARD SECURITY</b>		
1. Is adequate fencing provided for high-value equipment? .....	<input type="checkbox"/>	<input type="checkbox"/>
2. Are gates locked and checked each night? .....	<input type="checkbox"/>	<input type="checkbox"/>
3. Is adequate yard lighting provided? .....	<input type="checkbox"/>	<input type="checkbox"/>
4. Is watchman service provided? .....	<input type="checkbox"/>	<input type="checkbox"/>
5. Are police patrols adequate? .....	<input type="checkbox"/>	<input type="checkbox"/>
<b>IV. KEY CONTROL</b>		
1. Are keys removed from equipment and stored in a safe location? .....	<input type="checkbox"/>	<input type="checkbox"/>
2. Have all keys been accounted for? .....	<input type="checkbox"/>	<input type="checkbox"/>
3. Does one person have the responsibility for controlling key security? .....	<input type="checkbox"/>	<input type="checkbox"/>
4. Does the "Job Daily Report" include:		
a. Statement on security and control of keys. ....	<input type="checkbox"/>	<input type="checkbox"/>
b. Location of all equipment. ....	<input type="checkbox"/>	<input type="checkbox"/>
<b>V. GENERAL</b>		
1. Is a responsible individual assigned to administer security and safety programs? .....	<input type="checkbox"/>	<input type="checkbox"/>
2. Does management give support to corrective recommendations? .....	<input type="checkbox"/>	<input type="checkbox"/>
3. Are equipment accidents/damage incidents reviewed, root causes identified, and corrective action taken to prevent recurrence? .....	<input type="checkbox"/>	<input type="checkbox"/>

A thorough "Loss Prevention Evaluation" is a prerequisite for responsible management. It is a guide to assure the security of valuable equipment. "No" replies warrant management attention and corrective action.

Contact your local Great American Loss Prevention Specialist for additional information and assistance.

The loss prevention information and advice presented in this brochure are intended only to advise our insureds and their managers of a variety of methods and strategies based on generally accepted safe practices, for controlling potentially loss producing situations commonly occurring in business premises and/or operations. They are not intended to warrant that all potential hazards or conditions have been evaluated or can be controlled. They are not intended as an offer to write insurance coverage for such conditions or exposures, or to imply that Great American Insurance Company will write such coverage. The liability of Great American Insurance Company is limited to the specific terms, limits and conditions of the insurance policies issued.