

## GENERAL CHECKLIST

Contact Name:

Firm:


Company Name:	
Date of Appointment:	

Action	Completed (Y/N)
Advise PRM immediately of appointment with Confirmation of Appointment form:	
Confirmation of notification received from PRM:	
Details of existing insurances or broker obtained and provided to PRM:	
Has an OH&S survey been completed for this appointment?	
If yes, have recommendations been arranged and completed?	
Has a plant hazard assessment been completed for this appointment?	
If yes, have recommendations been arranged and completed?	
Does this appointment involve environmental risks (pollution)?	
If Yes, has an environmental survey been completed?	
Have all locks been changed on appointment?	
Is the business continuing to operate as it was prior to appointment?	
If premises are unoccupied, have all points of entry been closed and locked?	

Authorised Representatives of


**INSURANCE ADVISERNET  
AUSTRALIA PTY LIMITED**

 AUSTRALIAN FINANCIAL SERVICES LICENCE NUMBER: 240549  
 ABN 81 072 343 643

 AN  **austbrokers** MEMBER  
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