

# VENDOR COMPLIANCE REVIEW

Please answer the following questions about how your team handles collecting proof of vendor coverage (COIs, W-9's, Permits, Licenses), checking documents against contract requirements, verifying coverage, and maintaining compliance when working with third parties. A Vendor can be a subcontractor, supplier, tenant, contractor among others.

Risk Manager/ Owner Questions	Answer
<p><b>1</b> Who currently manages your vendor compliance? (ex Subs, Commercial Tenants, Franchisees, Suppliers, etc) This could be insurance, w9, license, permits etc.</p>	
<p><b>2</b> How are documents currently collected from vendors today? How long does it typically take to get this information back from your vendors/third parties?</p>	
<p><b>3</b> Roughly, how many vendors do you have?</p>	
<p><b>4</b> What are you currently using to continuously manage compliance? Is it all tracked in one place?</p>	
<p><b>5</b> How do you communicate for expiring certificates or compliance documents from your third parties?</p>	
<p><b>6</b> How often do you check for compliance? (common answers: once per year, never, depends on the level of risk posed by vendor, etc) Are you satisfied with that frequency?</p>	



**FOR MORE INFORMATION, CONTACT US:**  
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