INVESTIGATION CHECKLIST

	Date Completed
1. Statement from insured	_____
2. Statement from claimant(s)	_____
3. Statement from witnesses	_____
4. Photographs of scene	_____
5. Insured's records	_____
6. Official records:	
a. OSHA	_____
b. Police	_____
c. Fire	_____
d. Autopsy	_____
e. Death Certificate	_____
f. Weather	_____
g. Other Public Records	_____
7. Copies of all contracts (construction/lease, rental car agreement)	_____
8. Identify all potential parties	_____
9. Identify insured's coverage, including workers' comp. (lien) and excess	_____
10. Identify coverage of other parties	_____
11. Hospital/medical records	_____
12. Wage claim verification/records	_____
13. Other damage verification	_____
14. Identify key equipment/devices involved in incident for subrogation:	
a. Manufacturer	_____
b. Supplier	_____
c. Model	_____
d. Who supplied/owner/controlled	_____
e. Required device	_____
f. Used/unused	_____
g. Available	_____
h. Repairs to device	_____
i. Corrections	_____