

COI Expiry / Renewal Monitor Guide

Insurance

Document type: Plan / SOP / strategy / guide · Generated 13 Oct 2026

This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Designs a COI expiry/renewal monitoring process — tracking fields, reminder cadence and escalation on lapse — to prevent coverage gaps across your vendors. Use it to stop certificates lapsing unnoticed. To chase a specific gap, use the COI Deficiency Letter Generator.

Purpose of this tool & output

Set up lapse tracking for vendor certificates

How the output is used

Use it to set up certificate expiry and renewal monitoring so no vendor cover lapses unnoticed.

Important cautions

AI-generated process; adapt to your vendor volume.

Companion documents

- COI Review & Compliance Check
- COI Requirement Builder
- Additional-Insured / Endorsement Checker
- Subcontractor Insurance Compliance
- Tenant / Lease Insurance Verification
- Event Insurance COI Check

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.