Prepare insurance evidence

Start with the actual questionnaire. Record verified facts and unresolved questions.

Business / questionnaire version

Submission deadline

Business approval owner

Technical reviewer / broker contact

This worksheet supports technical preparation. It does not define insurer requirements or guarantee coverage. Ask your broker or insurer to clarify policy wording; the business approves its answers.

Area to check against the form	Verifier / evidence reference	Gap or open question
Multifactor authentication Enforcement, covered access paths, administrators, and exclusions.		
Device protection Inventory compared with active protection and monitoring.		
Backup and recovery Protected systems, access controls, and actual restore checks.		
Updates and older systems Update failures, unsupported systems, and approved exceptions.		
Account lifecycle Administrator access, former employees, and remote access.		
Incident response Alert owner, investigation, escalation, and business authority.		

Use page 2 for each question that needs a detailed evidence record. Keep evidence in a restricted location and reference it here.

Record a verified answer

Use one page per questionnaire item. Copy this page for additional questions.

Question number / questionnaire version

Verification date / reviewer

Exact question from the insurer's form

Systems, accounts, devices, or locations the question covers

How the current state was checked / what the check established

Evidence reference and restricted storage location (no credentials or sensitive details)

Known exclusions, gaps, unknowns, or limits of the check

Proposed answer / wording to clarify with the broker or insurer

Follow-up action / owner / due date

Business approval / date

Distinguish completed controls from planned work. Verify again after a change before describing it as complete.