



MAGNUM CONSTRUCTION SERVICES INC.

RFI, SUBMITTAL, AND TRANSMITTAL LOGS PROCEDURE

Document Code: MCS-OP-F07 | **Revision:** 1.0 | **Effective Date:** October 31, 2025

1. PURPOSE

To define the standardized process for managing, recording, and tracking all **Requests for Information (RFIs)**, **Material/Shop Drawing Submittals**, and **Document Transmittals** between project stakeholders.

This procedure ensures that all correspondence is properly logged, reviewed, approved, and archived in compliance with contractual and quality management requirements.

2. SCOPE

This procedure applies to all **Magnum Construction Services Inc.** projects and covers:

- Preparation, submission, review, and closure of **RFIs**, **Submittals**, and **Transmittals**.
- Tracking responses, revisions, and approvals.
- Integration with the project's **Document Control System (DCS)** or **ERP/SharePoint QMS**.

It applies to communication between:

- **Contractor ↔ Client / Consultant**
 - **Contractor ↔ Subcontractor / Supplier**
 - **Internal Departments (Engineering, QA/QC, Procurement, Planning, HSE)**
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3. REFERENCES

- **MCS-QM-01:** Corporate Quality Manual
- **MCS-QM-F11:** Vendor Qualification & Supplier Evaluation Forms
- **MCS-OP-F03:** Procurement & Material Management Procedure
- **MCS-OP-F06:** Change Management / Variation Procedure
- **Contract Documents / Specifications / Drawings**



- ISO 9001:2015 – Documented Information Control

4. RESPONSIBILITIES

Role	Responsibility
Document Controller	Maintains master logs for RFIs, Submittals, and Transmittals; ensures numbering, tracking, and filing accuracy.
Project Engineer	Prepares and issues RFIs, reviews submittals, and coordinates responses.
Project Manager	Reviews and approves all outgoing correspondence; ensures timely client responses.
QA/QC Manager	Reviews technical submittals for compliance and test certifications.
Consultant / Client Representative	Reviews submissions and provides official responses per contract timeline.
Subcontractors / Vendors	Submit materials, drawings, and documentation as required for approval.

5. DOCUMENT CONTROL WORKFLOW

A. Request for Information (RFI)

1. **Initiation:** Project Engineer identifies a drawing conflict, missing detail, or clarification need.
2. **Preparation:** Complete **RFI Form (MCS-OP-F07A)** with description, affected drawings/specs, and proposed resolution.
3. **Review:** Project Manager reviews for completeness and relevance.
4. **Submission:** Document Controller assigns RFI number (e.g., *RFI-001-ProjectCode*) and transmits to Consultant/Client.
5. **Response:** Consultant/Client returns RFI with response, comments, or revised drawings.
6. **Closure:** Document Controller updates the RFI Log and files all related correspondence.



B. Material / Shop Drawing Submittals

1. **Preparation:** Subcontractor/vendor submits material data, product datasheets, samples, and shop drawings.
2. **Internal Review:** QA/QC and Engineering verify compliance with specifications.
3. **Submission:** Document Controller issues official submittal with cover sheet (*MCS-OP-F07B*).
4. **Consultant Review:** Client/Consultant returns stamped response (Approved / Approved as Noted / Revise & Resubmit / Rejected).
5. **Update:** Document Controller records status in **Submittal Log**, archives responses, and distributes to relevant departments.

C. Document Transmittals

1. **Purpose:** Used to formally send documents (drawings, reports, minutes, NCRs, etc.) for information or record.
 2. **Preparation:** Complete **Transmittal Form (MCS-OP-F07C)** indicating purpose, document list, and reference numbers.
 3. **Tracking:** Document Controller updates **Transmittal Log** with reference number, recipient, and acknowledgment date.
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6. STANDARDIZED NUMBERING SYSTEM

Each correspondence must have a unique sequential number linked to the project code:

Format: [Project Code]-[Type]-[Sequential Number]

Examples:

- MCS-001-RFI-005 → RFI No. 5 for Project 001
 - MCS-001-SUB-011 → Submittal No. 11 for Project 001
 - MCS-001-TRN-021 → Transmittal No. 21 for Project 001
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7. REGISTER TEMPLATES

A. RFI Log – See form MCS-OP-F07A- TRANSMITTAL LOGS

B. Submittal Log – See form MCS-OP-F07A- TRANSMITTAL LOGS



C. Transmittal Log – See form MCS-OP-F07A- TRANSMITTAL LOGS

8. RESPONSE TIME TARGETS

Document Type	Required Response Time (Calendar Days)	Responsible Reviewer
RFI	3–5 days	Consultant / Client
Material Submittal	7–10 days	Consultant / QA/QC
Shop Drawing	10–14 days	Consultant / Engineering
Transmittal	1–2 days	Recipient Acknowledgment

Delays in response must be documented and reported in the Weekly Progress Report.

9. COMMUNICATION AND DISTRIBUTION

- All RFIs, submittals, and transmittals shall be transmitted through the **Document Control System** or approved electronic portal (Aconex, Procore, SharePoint).
 - Only the **Document Controller** may issue official numbered correspondence.
 - Informal communication (email, chat, etc.) is **not considered official** unless logged and referenced in a transmittal.
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10. AUDIT AND CONTROL

- QA/QC shall audit the Document Control System monthly for completeness and traceability.
 - Logs must be updated daily and verified during project closeout.
 - Archived logs form part of the **Turnover / Handover Dossier (MCS-QM-F12)**.
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11. APPROVALS

Reviewer	Department	Signature / Date	Comments
Document Controller	Project Controls		
QA/QC Manager	Quality		
Project Manager	Operations		
Executive Director	Corporate		
Client / Consultant	External		

12. RECORD RETENTION

All RFIs, submittals, and transmittals, including logs, responses, and attachments, shall be retained for a minimum of **10 years** from project completion.

Digital copies shall be stored in the **QMS Document Control System (SharePoint / ERP)** under version control and backed up monthly.