



## **MAGNUM CONSTRUCTION SERVICES INC.**

### **SUBCONTRACTOR PREQUALIFICATION FILES**

**Document Code:** MCS-CL-P06 | **Revision:** 1.0 | **Effective Date:** November 1 2025

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#### **1. PURPOSE**

To establish a standardized process for assessing and approving subcontractors prior to award, ensuring capability, financial stability, safety performance, and regulatory compliance consistent with Tier 1 construction standards.

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#### **2. SCOPE**

Applies to all subcontractors and specialty trades providing labor, materials, or services to Magnum Construction Services Inc. for structural concrete, masonry, and light-gauge steel framing operations.

Covers initial prequalification, renewal, suspension, and removal from the Approved Vendor List (AVL).

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#### **3. REFERENCES**

- MCS-QM-01 Corporate Quality Manual
- MCS-CORP-02 Code of Ethics
- MCS-CL-F03 Insurance Certificates and Bonds
- MCS-CL-F05 Labor Law Compliance Records
- ISO 9001:2015 (8.4 Control of External Providers)
- OSHA and State Labor Regulations

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#### 4. RESPONSIBILITIES

Role	Responsibility
<b>Procurement Manager</b>	Initiates prequalification and maintains the AVL.
<b>QA/QC Manager</b>	Reviews technical compliance and quality system certifications.
<b>HSE Manager</b>	Evaluates safety programs, incident rates, and training records.
<b>Finance Manager</b>	Assesses financial health and bonding capacity.
<b>Executive Director</b>	Approves final subcontractor status and authorizes engagement.

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#### 5. PREQUALIFICATION CRITERIA

Category	Requirements
Company Information	Legal name, address, years in business, ownership structure
Licenses & Certifications	State contractor license, trade certifications, ISO credentials
Financial Capability	Audited statements, bank references, bonding capacity
HSE Performance	TRIR, EMR, safety manual, training matrix
Quality System	QA/QC manual, inspection procedures, equipment calibration



Category	Requirements
Project Experience	Comparable projects in size and complexity
Workforce & Equipment	Qualified personnel, key plant and machinery
Ethical & Legal Compliance	Code of conduct, anti-bribery policy, labor law adherence

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## 6. EVALUATION PROCESS

1. Subcontractor submits **Prequalification Form (MCS-CL-F06-A)** with supporting documents.
2. Procurement and QA/QC review criteria using the **Prequalification Evaluation Matrix (MCS-CL-F06-XLS)**.
3. Each criterion scored 1–5 with weighted percentages.
4. Overall rating determines approval status:
  - 90–100 = Approved
  - 75–89 = Conditional
  - < 75 = Rejected / Monitor
5. Approved subcontractors added to AVL with validity of 12 months.

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## 7. RECORD CONTROL & REVALIDATION

- All files stored in QMS SharePoint under “/Procurement/Subcontractor Prequalification”.
- Revalidation required annually or after any incident, claim, or ownership change.
- Expired or inactive firms flagged as “Suspended” until renewal.

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## 8. RECORD RETENTION

Maintain records for a minimum of five (5) years from last transaction date.

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## 9. APPROVALS

Name	Title	Signature	Date
Michael Gaya	Executive Director		
Procurement Manager	Supply Chain & Contracts		
QA/QC Manager	Quality Management		

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