



MAGNUM CONSTRUCTION SERVICES INC.

SUBCONTRACTOR PREQUALIFICATION FILES

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

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.

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).

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

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

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.



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