



MAGNUM CONSTRUCTION SERVICES INC.

LEGAL CLAIMS / DISPUTE RESOLUTION LOGS

Document Code: MCS-CL-P07 | **Revision:** 1.0 | **Effective Date:** November 1 2025

1. PURPOSE

To record, track, and manage all legal claims, disputes, and potential litigations involving Magnum Construction Services Inc. and its subcontractors, clients, or suppliers, ensuring transparent resolution, timely mitigation, and compliance with contractual and statutory requirements.

2. SCOPE

Applies to all corporate and project-level claims, including:

- Contractual disputes and change-order claims
 - Payment and delay claims
 - Safety or injury litigation
 - Warranty and defect claims
 - Regulatory or labor complaints
 - Insurance subrogations and settlements
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3. REFERENCES

- MCS-CORP-03 Corporate Governance Charter
 - MCS-CL-F03 Insurance Certificates and Bonds
 - MCS-CL-F05 Labor Law Compliance Records
 - MCS-CL-F06 Subcontractor Prequalification Files
 - Contract Agreements and General Conditions
 - Florida Construction Lien Law (Ch. 713 F.S.)
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4. RESPONSIBILITIES

| Role | Responsibility |
|--------------------|---|
| Executive Director | Approves all settlements, oversees outside counsel, reports to Board. |
| Legal Counsel | Manages claim documentation, correspondence, filings, and defense strategy. |
| Project Manager | Initiates claim notice, gathers supporting evidence and daily records. |
| Contracts Manager | Monitors contract provisions, notices, and timeframes. |
| Finance Manager | Tracks financial exposure, reserves, and insurance recoveries. |

5. CLAIM RECORD FIELDS

| Field | Description |
|------------------|--|
| Claim ID | Unique reference code (e.g., CLM-2025-001) |
| Project Name | Related project or contract |
| Claim Type | Delay / Payment / Injury / Defect / Regulatory |
| Date Notified | Date claim was formally received or issued |
| Parties Involved | Client, Subcontractor, Supplier, etc. |
| Claim Value (\$) | Estimated or claimed amount |



| Field | Description |
|---------------------|--|
| Status | Open / Under Review / Resolved / Closed |
| Resolution Method | Negotiation / Mediation / Arbitration / Litigation |
| Responsible Manager | Assigned Magnum representative |
| Next Action Date | Hearing, mediation, or court date |
| Notes / Summary | Key updates, evidence references |

6. CLAIM RESOLUTION PROCESS

1. Claim is logged in the **Legal Claims Register (MCS-CL-F07-XLS)**.
 2. Project Manager submits initial notice and documentation to Legal Counsel.
 3. Legal team evaluates liability, coverage, and defense options.
 4. Finance records potential exposure and insurance reserves.
 5. Executive Director approves settlement recommendation or pursuit of litigation.
 6. Final outcome and supporting documents archived under QMS / Legal Records.
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7. REPORTING & KPIs

- Monthly status report to Executive Management showing:
 - Open vs Closed claims
 - Average resolution time
 - Total exposure value (\$)
 - Claims by type and project
 - Quarterly legal review with Finance and Risk Management teams.
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8. RECORD RETENTION

All claim records shall be retained for **10 years post-resolution** and stored securely in the Legal QMS SharePoint repository.



9. APPROVALS

| Name | Title | Signature | Date |
|-------------------|-------------------------|-----------|------|
| Michael Gaya | Executive Director | | |
| Legal Counsel | Corporate Legal Advisor | | |
| Contracts Manager | Commercial Management | | |
