



Request for Inspection of Material (RFIM)

Instructions

The instructions presented in this document shall be followed by all Third Party Contractors regarding the Request for Inspection of Material (RFIM) form. The RFIM form is used by Construction Contractors and Suppliers to request the inspection of certain materials as required by the contract documents. The date, time, and location of the inspection are recorded, as well as the purchase order number, specification number, description, and quantity of the materials inspected. The Contractor or Supplier is required to certify that the items inspected comply with the contract requirements. All back up documentation for the material delivery should be forwarded to Metra's Project Manager/Construction Manager. A signature and date is required on the form to certify the inspection. Metra's Project Manager/Construction Manager is required to approve or reject the material and transmit a copy of the signed report, along with a copy of all back up documentation, to the Construction Contractor. Metra's Project Manager/Construction Manager will track the receipt of all RFIMs.

Third Party Contractors shall insert their own company logo in place of the Metra logo in the upper left-hand corner of the form.

A copy of all RFIMs and any associated documentation shall be turned over to Metra as a part of project closeout. All documents shall be scanned, copied to a CD or thumb drive and submitted to Metra electronically.

Follow the directions on the subsequent pages for entering data into the RFIM form.

Notes:

1. To insert the Third Party logo, go to Page Setup in MS-Excel, click on the Custom Header button under the Header/Footer Tab, use the Insert Picture button and Format Picture button to insert and size the new logo in the Left Section of the Header.
2. The RFIM is a one (1) page form. Additional sheets may be attached, as necessary, if needed. Any additional sheets attached to the RFIM shall clearly identify the Project name, Metra Project number, and Contract number.
3. Row heights can be adjusted so that all text is readable when printed.
4. The general layout of the form has been established by Metra and shall not be altered by the Third Party Contractor.



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Notes	Description
Note 1	Enter the RFIM number. This is a sequential number beginning with 1. (Ex. 1, 2, 3, etc.)
Note 2	Enter the Contractor company name.
Note 3	Enter the name of the Contractor's contract person.
Note 4	Enter the Contractor's street address.
Note 5	Enter the Contractor's city, state, and zip code.
Note 6	Enter the Contractor's telephone number.
Note 7	Enter the Contract number.
Note 8	Enter the Metra project number.
Note 9	Enter the date of the RFIM.
Note 10	Enter the project name.
Note 11	Enter the name of the subcontractor, if applicable.
Note 12	Enter the location of the inspection.
Note 13	Enter the date requested for the inspection.
Note 14	Enter the time requested for the inspection.
Note 15	Enter the name of the contact.
Note 16	Enter the phone number of the contact.
Note 17	Enter the purchase order number the Contractor has with the subcontractor/supplier.
Note 18	Enter the specification item number or drawing number related to the inspection.
Note 19	Enter a description for the inspection.
Note 20	Enter the quantity or the units of the items inspected.
Note 21	Enter the submittal number, if applicable.
Note 22	Enter the company name and address for the Contractor/Supplier providing certification.
Note 23	Provide a signature certifying the items inspected.
Note 24	Enter the name of the Contractor/Supplier certifying the inspection.
Note 25	Enter the title of the individual certifying the inspection.
Note 26	Enter the date that the material was inspected on.
Note 27	Enter a check mark in the 'Approved' or 'Rejected' box to indicate the RFIM Status.
Note 28	Enter any remarks. If the material is rejected, a brief description should be entered here.
Note 29	Enter the name of the inspector.
Note 30	Enter the name of the company that inspected the material.

