



Instructions

The instructions presented in this document shall be followed by all Third Party Contractors regarding the RFIM Log. The RFIM Log is used to track all Requests for Inspection of Material on a project. Metra's Project Manager/Construction Manager is responsible for maintaining the official version of this log. The RFIM Log tracks all materials inspected, the location of each inspection, critical dates, the inspecting party, and the status of the inspection. Metra's Project Manager/Construction Manager will track all RFIMs and their status.

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

This log, 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 Log. The log shall be kept current at all times. All columns shall have the required entries without any blanks.

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. Rows may be added as necessary to accommodate all RFIMs on the project.
3. Row heights shall be adjusted so that all text is readable when printed.
4. Rows 1 - 5 of the RFIM Log are setup to repeat at the top of each page when printed.
5. 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 project name.
Note 2	Enter the Metra project number.
Note 3	Enter the contract number.
Note 4	Enter the task number, if applicable.
Note 5	Enter the Third Party Contractor name.
Note 6	Enter the Metra Project Manager/Construction Manager name.
Note 7	Enter the RFIM number. This is a sequential number beginning with 1.(Ex. 1, 2, 3, etc.)
Note 8	Enter a description for the material inspected.
Note 9	Enter the specification reference number related to the inspection.
Note 10	Enter the location of the inspection.
Note 11	Enter the date that the RFIM is received.
Note 12	Enter the date of the inspection.
Note 13	Enter the name of the individual performing the inspection. If an independent testing agency is performing the work, enter a company abbreviation for them.
Note 14	Enter the status of the RFIM (Open/Closed/Approved/Rejected).
Note 15	Enter any remarks in this column. If the material fails an inspection, a brief description should be included in this column. Enter N/A if there are no remarks.

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