

SUBCONTRACTOR MANAGEMENT PLAN

STRAVIK Construction Group · Controlled Document

Document No.	Revision	Effective Date	Document Owner	Status
STV-OPS-PLN-005	00 (Initial Issue)	2026-10-24	[VICE PRESIDENT / OPERATIONS]	Issued for review / pending approval

Management system alignment: This document is aligned with ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 requirements as applicable. STRAVIK Construction Group does not claim third-party certification to these standards. Florida Certified General Contractor License No. [FL LICENSE NO.].

REVISION HISTORY

Rev.	Date	Description of Change	Prepared By	Approved By
00	2026-10-24	Initial issue for STRAVIK Construction Group	[PREPARED BY]	Michael Gaya, President

1. PURPOSE

To define the process for selecting, qualifying, onboarding, managing, and evaluating subcontractors engaged by STRAVIK Construction Group This plan ensures that all subcontracted work complies with contractual, regulatory, and internal Quality (ISO 9001), Safety (ISO 45001 / OSHA), and Environmental (ISO 14001) standards.

2. SCOPE

Applies to all subcontractors performing construction, specialty, supply, and service activities for any STRAVIK Construction Group project, including:

- Trade contractors (concrete, masonry, MEP, steel, finishing).
- Specialist service providers (testing, survey, scaffolding, equipment rental).
- Temporary labor, logistics, and waste-management subcontractors.
- Design-build and vendor-installation partners.

3. REFERENCES

- STV-QMS-MAN-001 Corporate Quality Manual
- STV-HSE-MAN-001 Health & Safety Procedures
- STV-QMS-PRO-011 Vendor Qualification & Supplier Evaluation Forms
- STV-HRM-PRO-001 New-Hire Orientation Package
- Contract Documents and Project Specifications
- ISO 9001 / 45001 / 14001 Standards

4. RESPONSIBILITIES

Role Responsibility

Conducts subcontractor prequalification, maintains the Procurement Manager Approved Subcontractor List (ASL), and coordinates contract issuance.

Oversees subcontractor performance, ensures scope alignment, Project Manager and approves progress payments.

QA/QC Manager Verifies workmanship, materials, and testing compliance.

Ensures subcontractor HSE plans, training, and permits comply HSE Manager with site safety regulations.

Site Engineer / Construction Directs daily coordination, monitors productivity, and enforces Manager sequencing and logistics plans.

Maintains subcontractor files, records, and approvals within Document Controller the QMS document-control system.

5. SUBCONTRACTOR PREQUALIFICATION PROCESS

Step	Action	Responsible	Record / Form
------	--------	-------------	---------------

Issue Prequalification Form (STV-QMS-PRO-011) and Prequalification

1	request supporting documents (licenses, insurance, certifications).		Procurement File
Evaluate technical, financial, and safety	Procurement /		Evaluation
capabilities.	QA / HSE		Checklist

Evaluation 3 Conduct site visit / reference check (if required). Project Team Report

Approve / Reject / Conditional Approval and Procurement 4 ASL Register update ASL. Manager

Execute Subcontract Agreement including scope, 5 Project Manager Signed Contract deliverables, schedule, and terms.

6. ONBOARDING AND ORIENTATION

Before mobilization, each subcontractor shall:

- Submit HSE Plan, Personnel List, Equipment List, and Insurance Certificates.
- Attend Pre-Start Meeting and Site Induction (refer STV-HRM-PRO-001).
- Receive copies of site-specific procedures, emergency plans, and permit systems.
- Assign a Competent Supervisor as primary contact.

No work shall commence until the subcontractor is formally approved and inducted.

7. SITE MANAGEMENT AND COORDINATION

Area Management Approach

Integrated with Master Schedule (Primavera P6); Scheduling & Sequencing subcontractor look-ahead plans updated weekly.

Controlled by Site Engineer / HSE per Permit-to-Work Permits & Access Work System.

Defined in Construction Phase Plan (STV-OPS-PLN-002).

Daily coordination meetings; weekly progress Supervision & Communication and safety meetings.

Work inspected per approved ITPs; NCRs issued Quality Control for deviations.

Toolbox Talks, PPE compliance checks, and joint Safety Control HSE walkdowns.

8. PERFORMANCE MONITORING & EVALUATION

Weight Evidence / Criterion Scoring (1-5) (%) Remarks

Quality of Work 25

Safety Compliance (TRIR, Incident Record) 20

Schedule Adherence / Productivity 15

Documentation / Certifications 10

Supervision & Communication 10

Environmental Compliance 5

Workforce Competence / Training 5

Responsiveness & Support 5

Value / Cost Control 5

TOTAL (Weighted Score) 100

Rating Guide:

90-100 = Approved	75-89 = Conditional	< 75 = Rejected / Monitor
-------------------	---------------------	---------------------------

Evaluations are performed monthly and at project closeout; results feed back into the Approved Subcontractor List.

9. NON-CONFORMANCE & CORRECTIVE ACTION

- Subcontractor deviations or HSE violations are documented on an NCR / CAR Form.
- The subcontractor must submit a Corrective Action Plan within 48 hours.
- Repeat or serious non-conformance may lead to work suspension or contract termination.

10. PAYMENT AND COMMERCIAL CONTROL

- Progress claims must align with verified quantities and QA/QC approvals.
- Retention and back-charges are applied per contract terms for non-performance or damage.
- Final payment is contingent upon submission of as-builts, warranties, and closeout documents.

11. DOCUMENTATION & RECORDS

Record Type	Retention Period	Custodian
Prequalification Forms & ASL	10 years	Procurement
Subcontract Agreements & Change Orders	10 years	Contracts Admin
Safety & Induction Records	10 years	HSE Manager
QA/QC Reports & NCRs	10 years	QA/QC
Monthly Evaluations & Performance Reports	10 years	Project Manager
Closeout Documents & Warranties	10 years	Document Control

APPROVAL

Role	Name	Title	Signature	Date
Prepared By	[PREPARED BY]	[TITLE]		
Reviewed By	[QUALITY / HSE MANAGER]	[TITLE]		
Approved By	Michael Gaya	President		

This document is reviewed at least annually, or upon significant organizational, legal or operational change, and re-issued under document control per STV-GOV-POL-011.