

PROCUREMENT MATERIAL MANAGEMENT

STRAVIK Construction Group · Controlled Document

Document No.	Revision	Effective Date	Document Owner	Status
STV-OPS-PRO-003	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 establish a standardized process for the procurement, inspection, handling, and control of materials, equipment, and services used in all projects executed by STRAVIK Construction Group. This procedure ensures that only approved materials and suppliers are utilized, maintaining full compliance with project specifications, quality standards (ISO 9001), and contractual requirements.

2. SCOPE

This procedure applies to:

- All projects managed and executed by STRAVIK Construction Group
- Purchase of materials, plant, tools, and equipment.
- Subcontracted services and supplier relationships.
- Coordination between procurement, engineering, QA/QC, and site teams from requisition to installation.

3. REFERENCES

- STV-QMS-MAN-001: Corporate Quality Manual
- STV-QMS-PRO-011: Vendor Qualification & Supplier Evaluation Forms
- STV-QMS-REG-012: Turnover / Handover Dossiers
- ISO 9001:2015: Quality Management Systems
- Project Specifications & Contract Documents
- Approved Vendor List (AVL)

4. RESPONSIBILITIES

Role Responsibility

Oversees procurement activities, maintains AVL, ensures Procurement Manager supplier compliance and cost control.

Approves major purchases and ensures material procurement Project Manager aligns with project schedule and budget.

Verifies material compliance with project specifications and QA/QC Manager approves test certificates.

Provides technical review of materials and approves data sheets Engineering Manager and submittals.

Verifies budget availability and approves purchase orders above Finance Department defined thresholds.

Storekeeper / Manages receipt, storage, and issuance of materials per approved Logistics Officer procedures.

Ensures material handling, storage, and disposal comply with HSE Manager safety and environmental regulations.

5. PROCUREMENT PROCESS FLOW

Step	Activity	Responsible	Form / Record
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Material Requisition issued by site Material Requisition 1 Site Engineer or engineering Form (MRF)

Review and verify specification	Project Manager /	Approved Drawings /
and quantity	QA/QC	BOQ

Request for Quotation

3	Send RFQ to approved vendors	Procurement (RFQ)	
Receive and evaluate quotations	Procurement /	Quotation Evaluation	
(technical & commercial)	Engineering	Form	
Step	Activity	Responsible	Form / Record

Procurement Manager / Vendor Evaluation 5 Supplier selection and approval Project Manager Record

6	Issue Purchase Order (PO)	Procurement	Purchase Order
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Vendor acknowledgment and

7 delivery confirmation	Vendor	PO Acknowledgment
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Material Receiving

8	Material delivery and inspection	QA/QC / Storekeeper Report (MRR)	
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9	Testing / Certification review	QA/QC	Test Certificate / COA
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Storage, tagging, and inventory

10 update	Storekeeper	Material Stock Register
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Site Engineer /

11	Issuance to site upon approval Storekeeper	Material Issue Slip
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Procurement File / ERP

12	Record retention and closeout	Document Controller Archive
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6. MATERIAL SUBMITTAL & APPROVAL PROCEDURE

1. Contractor submits Material Submittal Form with datasheets, catalogues, and certificates.
2. QA/QC reviews against contract specifications.
3. Consultant/Client reviews and issues Approved / Approved with Comments / Rejected status.
4. Approved materials are logged in the Approved Material Register and linked to relevant ITP.
5. Non-approved materials are quarantined or returned.

7. INSPECTION & RECEIVING CONTROL

- All incoming materials must be accompanied by Delivery Notes, PO copies, and Certificates of Compliance.
- QA/QC shall inspect for conformity, damage, and labeling before acceptance.
- Any Non-Conformance is logged using the NCR Form and communicated to Procurement for corrective action.
- Testing (if required) must be witnessed and recorded prior to material release for installation.

8. STORAGE, HANDLING, AND IDENTIFICATION

Material Type Storage Requirements

Concrete / Cementitious Store off ground, under cover, with batch tracking.

Steel / Rebar Tag by heat number, protect from rust and contamination.

Electrical / MEP Components Store in dry area, segregated by system.

Chemicals / Paints Store per SDS requirements; maintain spill kits nearby.

Perishable Materials Follow manufacturer's shelf-life and temperature controls.

All materials must carry traceable identification tags (batch number, PO number, date received).

9. INVENTORY CONTROL

- Maintain a Material Stock Register (manual or ERP).

- Perform monthly stock reconciliation between physical and system inventory.
- Issue materials using FIFO (First In, First Out) method.
- Expired or damaged materials must be recorded and disposed of per Waste Management Procedure (STV-ENV-xxx).

10. VENDOR PERFORMANCE EVALUATION

- Conduct quarterly vendor evaluations using STV-QMS-PRO-011 criteria: quality, delivery, documentation, and responsiveness.
- Update the Approved Vendor List (AVL) accordingly.
- Vendors with repeated NCRs or delays shall be downgraded or removed from AVL.

11. DOCUMENTATION & RECORDS

Record Type	Retention Period	Responsible
Purchase Orders & Requisitions	10 years	Procurement
Material Submittals & Approvals	10 years	QA/QC
Test Certificates / COAs	10 years	QA/QC
Material Receiving Reports	10 years	Storekeeper
NCRs / Vendor Evaluations	10 years	QA/QC / Procurement
Inventory & Stock Reports	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.