



Instructions

The instructions presented in this document shall be followed by all Third Party Contractors regarding the RFMR Log - Signals. The RFMR Log - Signals is used to track all Requests for Material Received on a project. The RFMR Log - Signals tracks the status of all materials inspected, the location of each inspection, critical dates, and the inspecting party. Metra's Project Manager/Construction Manager will track the receipt of all RFMRs.

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 form, and any associated documentation, shall be turned over to Metra as a part of the project closeout. All documents shall be scanned and submitted to Metra via an electronic storage method as specified by Metra.

Follow the directions on the subsequent pages for entering data into the RFMR Log - Signals. 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 RFMRs 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.



Instructions

Notes	Description
Note 1	Enter the project name.
Note 2	Enter the Metra Project Number or PPN (Project Package Number applies to Capital Delivery Projects).
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 RFMR number. This is a sequential number beginning with 1.(Ex. 1, 2, 3, etc.)
Note 8	Enter the packing slip no.
Note 9	Enter the material description.
Note 10	Enter the location of the inspection
Note 11	Enter the ship date.
Note 12	Enter the date received.
Note 13	Enter the date inspected
Note 14	Enter the initials of the individual performing the inspection
Note 15	Enter any remarks in this column. Enter N/A if there are no remarks.

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Project Name: [Note 1](#)

Project #/ PPN: [Note 2](#)

Contract #: [Note 3](#)

Task #: [Note 4](#)

Third Party Contractor: [Note 5](#)

Metra's PM/CM: [Note 6](#)

RFMR No.	Packing Slip No.	Material Description	Inspection Location	Ship Date	Date Received	Date Inspected	Inspected By (Initials)	Remarks
Note 7	Note 8	Note 9	Note 10	Note 11	Note 12	Note 13	Note 14	Note 15