Document Control Forms: User Guide

Transmittal, RFI and site supervision forms

05 November 2026
BBM-DOCUMENT-CONTROL-GUIDE
Companion to BBM-STD-51 Registers

The office forms for issuing information and supervising sites, at `BABOOM-BIM-STANDARD\01-TEMPLATES\04-DOCUMENT-CONTROL`: **25 forms**. Copy a form into the project folder, fill it in there and keep the issued copy with the project records. The project trackers that index these records are on page 3.

1 Supervision Forms

Form	File
Civil snagging list (macro workbook)	BBM-FRM-SUP-CIVIL-SNAGGING-LIST-v01.xlsm
Inspection request	BBM-FRM-SUP-INSPECTION-REQUEST-v01.xls
Overtime approval form	BBM-FRM-SUP-OVERTIME-APPROVAL-v01.xls
Overtime request	BBM-FRM-SUP-OVERTIME-REQUEST-v01.xlsx
Site instruction	BBM-FRM-SUP-SITE-INSTRUCTION-v01.docx
Taking-over certificate (Word)	BBM-FRM-SUP-TAKING-OVER-CERTIFICATE-v01.doc
Taking-over certificate (Excel)	BBM-FRM-SUP-TAKING-OVER-CERTIFICATE-v01.xlsx
Variation order template	BBM-FRM-SUP-VARIATION-ORDER-v01.xlsx

2 Transmittal Rfi

Form	File
Design change notice	BBM-FRM-DC-DESIGN-CHANGE-NOTICE-v01.docx
Minutes of meeting	BBM-FRM-DC-MINUTES-OF-MEETING-v01.docx
RFI form (Excel)	BBM-FRM-DC-RFI-FORM-v01.xlsx
Transmittal form (Excel)	BBM-FRM-DC-TRANSMITTAL-FORM-v01.xls

3 Use a form

Copy 1

Open `CATALOGUE.html`, find the form and copy it into the project folder (SHARED or correspondence).

Fill in 2

Project number, reference number from the project register (BBM-STD-51), date, from and to. Keep the office header and logo.

Issue 3

Send it with a project transmittal; record it in the project register. Signed copies are scanned to PDF.

+ Add a new item

Drop it 1

Copy the file into `01-TEMPLATES\04-DOCUMENT-CONTROL\99-INTAKE` with a one-line note: what it is, where it came from, licence, who asked.

BIM team checks 2

It works, holds no client or project data, is not a duplicate (same SHA-256) and may be used by the office.

Filed and named 3

The BIM team renames it (BBM-FRM-<SET>-<TITLE>-v01) and moves it to its numbered folder. Rejected items go to 98-ARCHIVE.

Pages rebuilt 4

build_all.py regenerates this guide, the catalogue and the front page. Nothing is deleted.

Who to ask

The BIM team: questions, corrections, installs and new items. Do not edit files in the library; it is read-only for users.

One tracker set per project in `BABOOM-BIM-STANDARD\01-TEMPLATES\04-DOCUMENT-CONTROL\03-TRACKERS`: **13 workbooks**, no sample data. Each has Read me, Dashboard, Settings, the register sheet(s) and Lists; white cells are typed, grey cells are formulas (record ID, due date, ageing, overdue).

4 The trackers

Tracker	File
`TRK-SUB Submittals register (material, shop drawing, method statement, subcontractor, sample, as-built)`	BBM-FRM-TRK-01-SUBMITTALS-v01.xlsx
`TRK-RFI Requests for information register`	BBM-FRM-TRK-02-RFI-v01.xlsx
`TRK-NOC Authority submissions and NOC register (BBM-STD-57 submission register in working form)`	BBM-FRM-TRK-03-AUTHORITY-NOC-v01.xlsx
`TRK-DWG Drawing register and transmittal log`	BBM-FRM-TRK-04-DRAWING-REGISTER-TRANSMITTALS-v01.xlsx
`TRK-SI Site instructions and site visit reports`	BBM-FRM-TRK-05-SITE-INSTRUCTIONS-v01.xlsx
`TRK-NCR Non-conformance, site observation and field observation register`	BBM-FRM-TRK-06-NCR-SOR-v01.xlsx
`TRK-VO Variations register (works and consultant services)`	BBM-FRM-TRK-07-VARIATIONS-v01.xlsx
`TRK-MOM Meetings and action log`	BBM-FRM-TRK-08-MEETINGS-ACTIONS-v01.xlsx
`TRK-DCN Design change log`	BBM-FRM-TRK-09-DESIGN-CHANGES-v01.xlsx
`TRK-DEL Deliverables status (MIDP Progress in working form)`	BBM-FRM-TRK-10-DELIVERABLES-v01.xlsx
`TRK-IR Inspection requests register (work and material)`	BBM-FRM-TRK-11-INSPECTION-REQUESTS-v01.xlsx
`TRK-HO Handover and O&M documents register`	BBM-FRM-TRK-12-HANDOVER-OM-v01.xlsx
`TRK-CMT Review comments tracker (client, authority, peer and AOR reviews)`	BBM-FRM-TRK-13-REVIEW-COMMENTS-v01.xlsx

5 Use a tracker

Copy 1
Save the workbook into the project CDE as CLIENT-BBM-PROJ-ZZ-XX-SH-Z-NNNN.xlsx; never fill in the library copy.

Settings 2
Enter the project code, client code and holidays; replace the turnaround days where the contract states others.

Log 3
One row per record the day it is received or issued; a resubmission is a new row with the next revision.

Close 4
Close a row only with the CDE link of the signed form or decision; never delete a row (Void with a reason).

Report 5
Fix the data date, print the Dashboard to PDF and file it; the BBM-STD-98 KPIs come from it.