

Subcontractor Approval Workflow Document

1. Project Information

Project Name	
Project Number	
Date	

2. Subcontractor Details

Subcontractor Name	
Scope of Work	
Contact Person	
Phone/Email	

3. Approval Workflow

Step	Responsible Party	Status	Date	Remarks
Initial Review				
Compliance Check				
Management Approval				
Final Confirmation				

4. Notes / Comments

5. Signatures

Prepared by

Reviewed by

Approved by