

SC Management Review Meeting Agenda

The Structure Construction (SC) Quality Management Representative (QMR) is tasked with developing the SC Management Review meeting agenda. Agenda items may include:

1. Status of action items from previous management reviews.
2. Suggested priority of new action items based on:
 - a. Risk and Impact
 - b. Staffing
 - c. Budgets
 - d. QMS/Guidance
 - e. Ongoing Construction Projects.
3. Regularly scheduled SC Management Review inputs per [Attachment 1.1](#), *SC Quality Manual Management Review*.
4. Current and proposed changes to the contract standards, Caltrans Strategic Direction, AASHTO amendments, FHWA, legislation, regulations, and information from other interested parties.
5. Changes in external and internal issues that are relevant to the QMS:
 - a. Compliance with laws, regulations, or contract standards
 - b. Department Policies and Directives
 - c. Alignment with Caltrans and DES Strategic Direction
 - d. SC Quality Policy
 - e. Industry Standard Practices
6. Deliverables from SC Quality Management Team, which may include:
 - a. Audit reports
 - b. Analysis and evaluation of Key Performance Indicators (KPIs) and other measurables
 - c. Action Items from previous SC Management Review meetings
7. Quarterly reports from SC Technical Teams per [BCM A-2](#), *SC Technical Team Operation*. Technical team reports may include:
 - a. Project challenges
 - b. Lessons learned
 - c. Status of documented information
 - d. Work plans

8. Requests, policies, and directives from Division of Construction.
9. Requests from Industry
10. Need for additional budget/staff/training to meet quality expectations.