



Intake Process for Proposed Changes to the SC QMS

Revision and Approval

Revision	Date	Nature of Changes	Approved By
0	06-30-2020	Original Issue	Richard Foley

[Click here](#) to request previous versions Contact [SC Technical Team Q](#) for questions

Background

This process establishes general procedures for the intake of proposed changes to the Structure Construction (SC) Quality Management System (QMS).

Prior to reviewing this Bridge Construction Memo (BCM), it is essential to review any policy documents referenced above. The information in the policy document(s) typically will not be repeated in the text of this BCM.

Process Inputs

1. Proposed improvement to existing SC QMS
2. Missing tribal knowledge/lessons learned from SC staff
3. Errors or omissions discovered in SC QMS

Procedure

1. All work associated with this process is charged as [Project Direct - Construction](#).
2. SC Staff:
 - a. Identify:
 - i. Better ways to perform a task that improves quality, project delivery, efficiency, or safety.

- ii. Changes that are necessary to the existing SC QMS due to errors, omissions, missing tribal knowledge, and project-level lessons learned.
 - b. Discuss the proposed change's feasibility with peers and supervisor.
 - c. Draft the proposed change using concise language. When proposing a significant change, include all necessary details. Before submitting the proposed change, submit the draft change proposal to your supervisor to review.
 - d. Submit the proposed change using the Change Management database:
 - i. If unsure where or how to submit the proposed change, seek assistance from SC.Office.Associates@dot.ca.gov.
3. SC Quality Management Representative (QMR):
 - a. Reviews the proposed change with SC Quality Management Team (QMT).
 - b. Records results of the review of Change Management database.
 - c. Notifies the originator of the proposed change of its disposition.
4. If the proposed change is implemented, and if warranted, SC Top Management gives recognition to the initiator through the [Caltrans Employee Recognition Program](#) or other suitable means of recognition.

Process Outputs

1. Ideas submitted for proposed changes to SC documented information
2. Initial review of submitted proposed changes
3. Transparency of disposition of proposed changes

Attachments

None