



Structure Construction Technical Team Operation

Revision and Approval

Revision	Date	Nature of Changes	Approved By
2	11-30-2021	Update	Rich Foley
1	06-30-2018	Update	Steve Altman
0	09-08-2017	Original Issue	Steve Altman

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Background

This process establishes the roles and responsibilities of the Structure Construction (SC) Technical Teams (TTs) for development of products and services in support of the SC Quality Management System (SC QMS) and SC's responsibilities within Caltrans.

Structure Construction organizes subject matter experts into Technical Teams to increase the retention and continual improvement of its organizational knowledge.

Established in 2006, SC Technical Teams (SC TTs) represent the subject matter experts and technical expertise of SC and were developed with the intent of:

1. Providing ownership of SC's technical manuals to ensure timely updating.
2. Providing SC input on specification development.
3. Providing SC members for Division of Engineering Services (DES) Technical Committees.

Each SC TT is comprised of an Area Construction Manager (ACM) Sponsor, Bridge Construction Engineer (BCE) Chair and Vice Chair, and SC TT members (comprised of BCEs and SC technical experts from across the State) so that all decisions being made include knowledge from all areas of the State.

Process Inputs

1. DES and/or SC Top Management direction resulting from:
 - a. Partnership with Industry to improve processes.
 - b. Current legislation or regulations and proposed changes.
 - c. Current, new, and proposed changes to the contract standards, AASHTO amendments, FHWA, and information from other stakeholders.
 - d. SC Management review outputs per [BCM F-1](#), *SC QMS Management Review*.
 - e. Audit findings and recommendations per [BCM F-3](#), *SC Audit Program*.
 - f. Project inquiries, issues, and lessons learned.

Procedure

1. All work associated with this process is charged as:
 - a. [Project Direct – Construction](#) for SC TT work associated with a going construction project.
 - b. [Project Direct – Preconstruction](#) for SC TT work associated with a project prior to advertisement.
 - c. [CapCorp](#) for all other SC TT work.
2. SC Top Management organizes SC TTs and assigns an ACM as the SC TT Sponsor. The SC TT Sponsor names the SC TT Chair, SC TT Vice Chair, and SC TT members.
3. SC TT Sponsors obtain new SC TT members as needed as described in [Attachment 1](#), *Structure Construction Technical Team Member Selection*.
4. Each member of the SC TT reviews and signs the SC Technical Team Charter as described in [Attachment 2](#), *Structure Construction Technical Team Charter*.
5. SC TT Sponsors and Chairs establish SC TT Work Plans and resource budgets annually as described in [Attachment 3](#), *SC Technical Team Work Plan and Resource Budget*. The SC TT Work Plans include provisions for the following:
 - a. Develop, review, and revise subject matter processes using PDDs as described in:
 - i. [Attachment 4](#), *Developing and Updating Process Development Diagram (PDD) Packages*.
 - ii. [Attachment 4.1](#), *Structure Construction 8-Step Development and Review Schedule – from PDD to Published BCM*.

- iii. [Attachment 4.2](#), *PDD to BCM Turtle Diagram*.
 - b. Develop, review, and revise subject matter in SC technical manuals and other guidance as described in:
 - i. [Attachment 5](#), *Developing and Updating SC Technical Manuals*.
 - ii. [Attachment 5.1](#), *Structure Construction 6-Step Development and Review Schedule – from Outline to Published SC Technical Manual*.
 - c. Review subject matter specifications, standard plans, and other information from stakeholders and provide comments as described in [Attachment 6](#), *Review of Standards, Policies, and Guidance*.
 - d. Request subject matter specification revisions as described in Attachment 6, *Review of Standards, Policies, and Guidance*.
 - e. Act as subject matter experts for the collection, production, and updating of field engineering aids and training materials as described in [Attachment 7](#), *Collecting, Producing, and Updating Field Engineering Aids and Training Materials*.
 - f. Maintain essential equipment list for subject matter processes as described in [Attachment 8](#), *Essential Equipment Lists*.
 - g. Recommend and assist with subject matter research proposals as described in [Attachment 9](#), *Recommend and Assist with Subject Matter Research Proposals*.
 - h. Respond to subject matter requests for assistance from SC staff, DES functional units and other stakeholders as described in [Attachment 10](#), *Respond to Requests for Assistance from Structure Construction Staff, Division of Engineering Services Functional Units, and other Stakeholders*.
 - i. Maintain subject matter stakeholder contacts, research industry trends, arrange industry group liaison meetings, and promote innovative solutions to continually improve SC processes as described in [Attachment 11](#), *Maintain Stakeholder Contacts, Research Industry Trends, Arrange Industry Group Liaison Meetings, and Promote Innovative Solutions to Continually Improve Structure Construction Processes*.
6. The SC TT Chair schedules:
- a. A minimum of four SC TT meetings annually, one of which may be at the BCE Meeting.
 - b. Inter-SC TT meetings, subject to the discretion of the SC TT Sponsor.
7. The SC TT Chair establishes SC TT meeting agendas. Refer to [Attachment 12](#), *SC Technical Team Meeting Agenda/Meeting Minutes*, for a sample agenda. Use

the sample agenda or create a meeting agenda that contains the information shown on the sample agenda.

8. The SC TT Chair delegates a SC TT member to take minutes for the SC TT meetings to provide institutional memory of discussions, deliberations, recommendations, action items, and decisions.
9. The SC TT Chair reviews the content of the SC TT web page and sends any necessary updates and all SC TT documents to the SC Webmaster for posting.
10. SC TT Sponsors and Chairs compile and deliver quarterly progress reports based on SC TT Work Plans and resource budgets as shown in [Attachment 13](#), *SC Technical Team Quarterly Report*.

Process Outputs

1. SC TT structure and members
2. SC TT work plans
3. New or revised SC processes
4. New or revised SC technical manuals
5. Review comments on specifications, standard plans, and other Caltrans Standards
6. Specification change requests
7. List of inspection aids and training materials
8. Essential equipment lists
9. Research proposals
10. Responses to requests for assistance or information
11. List of stakeholder contacts
12. SC TT meeting agendas and meeting minutes
13. Quarterly reports

Attachments

1. [Attachment 1](#), *Structure Construction Technical Team Member Selection*
2. [Attachment 2](#), *Structure Construction Technical Team Charter*
3. [Attachment 3](#), *SC Technical Team Work Plan and Resource Budget*
4. [Attachment 4](#), *Developing and Updating Process Development Diagram (PDD) Packages*

- a. [Attachment 4.1](#), *Structure Construction 8-Step Development and Review Schedule – from PDD to Published BCM*
- b. [Attachment 4.2](#), *PDD to BCM Turtle Diagram*
5. [Attachment 5](#), *Developing and Updating Structure Construction Technical Manuals*
 - a. [Attachment 5.1](#), *Structure Construction 6-Step Development and Review Schedule – from Outline to Published SC Technical Manual*
6. [Attachment 6](#), *Review of Standards, Policies, and Guidance*
7. [Attachment 7](#), *Collecting, Producing, and Updating Field Engineering Aids and Training Materials*
8. [Attachment 8](#), *Essential Equipment lists*
9. [Attachment 9](#), *Recommend and Assist with Subject Matter Research Proposals*
10. [Attachment 10](#), *Respond to Requests for Assistance from Structure Construction Staff, Division of Engineering Services Functional Units, and Other Stakeholders*
11. [Attachment 11](#), *Maintain Stakeholder Contacts, Research Industry Trends, Arrange Industry Group Liaison Meetings, and Promote Innovative Solutions to Continually Improve Structure Construction Processes*
12. [Attachment 12](#), *SC Technical Team Meeting Agenda/Meeting Minutes*
13. [Attachment 13](#), *SC Technical Team Quarterly Report*