

Review of Standards, Policies, and Guidance

Standards, as used by Caltrans, are standard documents that apply in all cases. These include the *Standard Specifications*, *Revised Standard Specifications*, *Standard Special Provisions*, and *Standard Plans*.

Policies are documents that describe the owner's method of implementation of its business processes. These include *Memos to Designers*, *Bridge Design Specifications*, AASHTO amendments, and other Division of Engineering Services (DES) policy documents. For Structure Construction (SC), the implementation of business processes is within the *Bridge Construction Records & Procedures Manual*.

Guidance are documents that are used in support of the owner's policies. These include *Bridge Design Aids*, *Bridge Design Details*, *Bridge Design Practice*, and other DES guidance documents. For SC, guidance includes our technical manuals.

Proposed Draft Standards, Policies, and Guidance

The following uses draft specifications as the subject matter. The process for reviewing other draft Standards, Policies, and Guidance is similar.

1. The SC Technical Team (TT) Sponsor and SC TT Chair receive a draft specification and Memorandum of Understanding (MOU) from the SC Training Engineer (point of contact between SC and other Task Owners) and perform an initial review:
 - a. The SC TT Sponsor and SC TT Chair determine whether the Task Owner of the draft specification has provided resources in the MOU for SC to perform the review. Un-resourced work is performed at the discretion of the SC TT Sponsor.
 - b. During the initial review, the SC TT Chair and SC TT Sponsor determine if the draft specification pertains to the SC TT's subject matter expertise.
2. Distribute the draft specification to the SC TT members with a deadline for review and comments. Review comments should focus on constructability:
 - a. Work performed during the review is charged to the Task Owner of the draft specification as specified in the MOU.
3. The SC TT Chair compiles the responses and returns the draft specification to the SC Training Engineer, who submits comments back to the Task Owner.

4. The response will be reviewed by the Task Owner in accordance with their own Quality Management System (QMS). In general, the Task Owner will:
 - a. Contact the SC TT for further discussion or clarification.
 - b. Accept the SC TT's comments and incorporate them into the draft specification.
 - c. Proceed with revising the draft specification without including the SC TT's comments or concerns in the final version.
5. The SC TT will document and maintain records of the comments provided to the Task Owner. Store these documents in the SC TT's shared folder. The SC TT retains comments that were not incorporated into the final version of the specification for future consideration.
6. After the specification has been published, the SC TT will review it again. If changes to a BCM, SC technical manual, or SC training material are required, the SC TT Sponsor and SC TT Chair will update the Work Plan, schedule, and resourcing to accommodate such changes. Refer to the procedures for developing or updating a:
 - a. Work Plan – refer to [Attachment 3](#), *SC Technical Team Work Plan and Resource Budget*.
 - b. BCM – refer to [Attachment 4](#) *Developing and Updating Process Development Diagram (PDD) Packages and Attachment 4.1, Structure Construction 8-Step Process Development and Review Schedule – from PDD to Published BCM*.
 - c. SC technical manuals – refer to [Attachment 5](#), *Developing and Updating SC Construction Technical Manuals*.
 - d. SC training materials – refer to [Attachment 7](#), *Collecting, Producing, and Updating Field Engineering Aids and Training Materials*.

Existing Standards, Policies, and Guidance

Occasionally, SC staff become aware of issues or concerns with existing Standards, Policies, or Guidance. These issues or concerns are elevated through the chain of command to SC Top Management, who may assign review of the existing Standard, Policy, or Guidance to a SC TT for further review.

The following uses existing specifications as the subject matter. The process for reviewing other existing Standards, Policies, and Guidance is similar.

The SC TT follows the steps below in the order of the urgency of the issue or concern:

1. The SC TT Sponsor and SC TT Chair briefly review the issue or concern and update the SC TT Work Plan as described in Attachment 3, *SC Technical Team Work Plan and Resource Budget*.
2. The SC TT Sponsor and SC TT Chair present the existing specification and the issue or concern associated with it to the SC TT members for review, discussion, and comments. The SC TT may invite the Task Owner of the existing specification to participate in the discussion.
3. The SC TT Chair compiles all comments and submits the existing specification and comments to the SC Training Engineer, who forwards the comments to the Task Owner.
4. The comments will be reviewed by the Task Owner in accordance with their own QMS. In general, the Task Owner will:
 - a. Contact the SC TT for further discussion or clarification.
 - b. Accept the SC TT's comments and incorporate them into a new draft specification.
 - c. Take no action.
5. The SC TT will document and maintain records of the comments provided to the Task Owner. Store these documents in the SC TT's shared folder. The SC TT retains comments that were not incorporated into the specification for future consideration.