



SC QMS Management Review

Revision and Approval

Revision	Date	Nature of Changes	Approved By
1	08-30-2024	Revised	John Lammers
0	07-31-2020	Original issue	Richard Foley

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Background

This process establishes Structure Construction (SC) roles, responsibilities, and procedures for Quality Management System (QMS) Management Review as described in the [Structure Construction Quality Manual](#), Section 9.3, *Management Review*.

Management Review is an essential activity for the “Check” and “Act” parts of the QMS Plan-Do-Check-Act cycle. SC Top Management is responsible for conducting management reviews in accordance with the *Structure Construction Quality Manual*.

Additional unique requirements for Management Review are detailed in:

- [BCM F-5](#), *Managing Changes to the SC 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. Agenda and attachments compiled by the SC Quality Management Representative (QMR), including:
 - a. Current and proposed changes to legislation or regulations.
 - b. Current and proposed changes to specifications, standard plans, American Association of State Highway and Transportation Officials (AASHTO)

- amendments, Federal Highway Administration (FHWA) mandates, Department policies, and information from other interested parties.
- c. Referrals from functional units, e.g., Division of Construction, committees, subdivisions, and Division of Accounting.
 - d. Technical Team Work Plans per [Attachment 3](#), *SC Technical Team Work Plan and Resource Budget*, of BCM A-2, *Structure Construction Technical Team Operation*.
 - e. SC Management Review inputs listed on [Attachment 1.1](#), *SC QMS Management Review Schedule*.
 - f. Completed Quality Management Team (QMT) tasks.
 - g. Suggestions from SC staff vetted by the appropriate SC Technical Team.
 - h. Justification to Modify (JTM) form from the appropriate SC Technical Team.
 - i. Projects lessons learned.
2. Ad hoc agenda items brought for Management Review.

Procedure

1. All work associated with this process is charged as [Overhead](#).
2. SC Quality Management Representative (QMR) will:
 - a. Schedule SC QMS Management Review meeting.
 - b. Develop the SC QMS Management Review meeting agenda with the SC QMS Management Focus Group, compile attachments, and distribute to SC Top Management per [Attachment 1](#), *SC QMS Management Review Meeting Agenda*.
 - i. Items and frequency for SC Management Review will include those shown in [Attachment 1.1](#), *SC QMS Management Review Schedule*.
 - c. Facilitate SC Management Review meetings with SC Top Management per [Attachment 2](#), *SC QMS Management Review Meeting*.
3. SC Managers will:
 - a. Review meeting agenda and attachments prior to the SC QMS Management Review meeting.
 - b. Participate in SC QMS Management Review meetings per Attachment 2, *SC QMS Management Review Meeting*.
 - c. Make decisions and provide direction as needed.
4. SC Deputy Division Chief:

- a. Chairs SC QMS Management Review meetings.
- b. Periodically reviews the documented information and ensures decisions made at SC QMS Management Review are implemented.
- c. Makes final determinations.

Process Outputs

1. SC QMS Management Review meeting agenda
2. SC QMS Management Review meeting minutes
3. Actions resulting from SC Top Management Review meeting as described in Attachment 2, *SC QMS Management Review Meeting*

Attachments

1. [Attachment 1](#), *SC QMS Management Review Meeting Agenda*
2. [Attachment 1.1](#), *SC QMS Management Review Schedule*
3. [Attachment 2](#), *SC QMS Management Review Meeting*