

SC QMS Management Review Meeting Agenda

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

1. Status of action items from previous management reviews.
2. Regularly scheduled SC Management Review inputs per Attachment 1.1, *SC QMS Management Review Schedule*, which may include:
 - a. Current and proposed changes to the contract standards, Caltrans Strategic Direction, American Association of State Highway and Transportation Officials (AASHTO) amendments, Federal Highway Administration (FHWA), legislation, regulations, and information from other interested parties.
 - b. Changes in external and internal issues that are relevant to the QMS:
 - i. Compliance with laws, regulations, or contract standards
 - ii. Department Policies and Directives
 - iii. Alignment with Caltrans and Division of Engineering Services (DES) Strategic Direction
 - iv. SC Quality Policy
 - v. Industry standard practices.
 - c. Deliverables from SC Quality Management Team, which may include:
 - i. Audit reports
 - ii. Analysis and evaluation of [Key Performance Indicators](#) (KPIs) and other measurables
 - iii. Action Items from previous SC QMS Management Review meetings.
 - d. Deliverables from SC Technical Teams, which may include:
 - i. Vetted suggestions from SC staff
 - ii. Justification to Modify (JTM) form to add, delete, revise, or combine a process or technical manual.
 - e. Requests, policies, and directives from functional units, e.g. Division of Construction, committees, subdivisions, and Accounting.
 - i. Examples include DES Root Cause Analyses and DES Lessons Learned.

- f. Lessons learned from SC projects.
 - g. Requests from industry.
 - h. Need for additional budget, staff, or training to meet quality expectations.
3. Ad hoc agenda items brought for Management Review.
4. Suggested priority of new action items based on:
- a. Risk and impact
 - b. Staffing
 - c. Budgets
 - d. QMS/Guidance
 - e. Ongoing construction projects.