



Intake Process for Proposed Changes to the SC QMS

Revision and Approval

Revision	Date	Nature of Changes	Approved By
1	08-30-2024	Revised	John Lammers
0	06-30-2020	Original issue	Richard Foley

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Background

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

Additional unique requirements for proposed changes to the SC QMS 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. Proposed improvements to existing SC QMS
2. Additional 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 [Overhead](#).
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, additional tribal knowledge, and project-level lessons learned.
 - b. Discuss the proposed change's feasibility with peers, supervisor, and the SC office senior specialist.
 - c. Within the Change Management Tracker (CMT), draft the proposed change using concise language. When proposing a significant change, include all necessary details.
 - i. The CMT is accessed through the Caltrans [ProDMS](#) (Document Management System) - login should occur automatically and is tied to SC staff's "S-number".
 - ii. For instructions on this process, see the [CMT Quick Guide](#). This resource is found on the SC Intranet "Downloads" tab, through the [ProDMS Quick Guides and Manuals](#) link.
3. SC Quality Management Representative (QMR):
- a. Reviews the proposed change with SC Quality Management Team (QMT) and verifies compliance with the SC Quality Manual.
 - i. Determine if technical team(s) should further investigate per [BCM F-5, Managing Changes to the SC QMS](#).
 - b. Records results of the review in the Change Management Tracker.
 - c. Notifies the originator of the status of the proposed change.
4. If the proposed change is implemented, and if warranted, SC Top Management gives recognition to the initiator through the [Employee Recognition Program](#) or other suitable means of recognition.

Process Outputs

1. Proposed changes entered in the Change Management Tracker
2. Initial review of submitted proposed changes

Attachments

None