



Managing Changes to the SC QMS

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 organizational change management of the SC Quality Management System (QMS), including acquiring and converting additional knowledge into organizational knowledge.

Organizational knowledge is defined as documented information made available to the organization for use. For SC, this includes documented information contained in the *Bridge Construction Records and Procedures Manual* and SC's technical manuals.

Additional knowledge is defined as undocumented information, also known as tribal knowledge, that is known to individuals within the organization, but is not part of SC's documented information.

Change management includes procedures for changes to the following documentation:

1. *SC Quality Manual*
2. SC processes
3. SC technical manuals
4. SC forms
5. Other SC documented information.

Changes to the SC Quality Management System are managed using the following:

1. The SC Change Management Tracker (CMT)

2. [BCM F-1](#), *SC QMS Management Review*
3. [BCM A-2](#), *Structure Construction Technical Team Operation*
4. Actions of the SC Quality Management team.

Procedures for SC Top Management authorization of what information becomes organizational knowledge are in BCM F-1, *SC QMS Management Review*. Procedures for managing changes resulting from conversion of additional knowledge into organizational knowledge are in BCM A-2, *Structure Construction Technical Team Operation*, and [BCM F-4](#), *Intake Process for Proposed Changes to the SC QMS*.

Prior to reviewing this 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. SC staff change proposals per BCM F-4, *Intake Process for Proposed Changes to the SC QMS*
2. Output from SC management review per BCM F-1, *SC QMS Management Review*
3. Output from BCM F-3, *SC Audit Program*
4. Output from SC Technical Teams per BCM A-2, *Structure Construction Technical Team Operation*

Procedure

1. All work associated with this process is charged as follows:
 - a. [Project Direct – Construction](#) during the proposed change intake process per BCM F-4, *Intake Process for Proposed Changes to the SC QMS*.
 - b. [Overhead](#) during SC Top Management review and authorization of the proposed change per BCM F-1, *SC QMS Management Review*.
 - c. [CapCorp](#) for revision to SC processes or SC technical manuals per BCM A-2, *Structure Construction Technical Team Operation*.
2. The SC change management process is described in Attachment 1, *SC Change Management Process Flowchart*.

Process Outputs

1. Responses to proposed changes submitted through the CMT

2. Change issue referrals to entities outside of SC for joint review
3. Updated organizational knowledge

Attachments

1. [Attachment 1](#), *SC Change Management Process Flowchart*