

Collecting, Producing, and Updating Field Engineering Aids and Training Materials

This attachment includes information to aid Structure Construction (SC) Technical Teams (TT) in collecting, producing, and updating field engineering aids and training materials.

Field Engineering Aids

1. Each SC TT receives subject matter innovative methods for performing field tasks:
 - a. The SC TT may periodically send requests to SC field staff for submission of new or innovative methods for performing a task in the field they may be doing in their area.
 - b. Structure Construction field staff may send suggestions to SC TTs as described in [BCM F-4](#), *Intake Process for Proposed Changes to the SC QMS*.
2. Upon receipt of a proposed method, the SC TT will:
 - a. Review the proposed method and ensure it does not negatively deviate from any standard, policy, or guidance.
 - b. Evaluate if the proposed method may be beneficial to others either as a newly established field engineering aid or as a suggested practice:
 - i. If the SC TT determines the proposed method may be beneficial to all SC staff, the SC TT submits it to SC Top Management for review.
 - ii. If the SC TT determines the proposed method does not have a significant benefit to SC as a whole, the SC TT may further develop the proposed method or ask for additional information from the originator to clarify the benefit to SC.
3. The SC TT Sponsor submits the proposed method to SC Top Management for review:
 - a. If approved by SC Top Management, proceed with Step 4.
 - b. If not approved by SC Top Management, document the reasons why and stop here.
4. The SC TT Sponsor distributes the proposed method to SC staff for comments, with a deadline to respond.
5. The SC TT will review and evaluate all comments, revise the proposed method, and submit the revision to SC Top Management.

6. SC Top Management reviews the revised proposed method during management review:
 - a. SC Top Management will decide if the revised proposed method will be incorporated into a Bridge Construction Memo (BCM), an SC technical manual, or as SC training material.
7. The SC TT incorporates the revised proposed method into the PDD supporting the BCM or SC technical manual. The SC TT Sponsor and SC TT Chair update the Work Plan, schedule, and resourcing to account for the revision. 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 Development and Review Schedule – from PDD to Published BCM*.
 - c. SC technical manuals – refer to [Attachment 5](#), *Developing and Updating Structure Construction Technical Manuals*.
 - d. SC training materials – refer to this Attachment 7, *Collecting, Producing, and Updating Field Engineering Aids and Training Materials*.

Training Materials

1. When a BCM or SC technical manual is created or revised, the revision is disseminated to all SC staff by the SC TMM:
2. The SC TT may recommend training be provided to SC staff when a BCM or SC technical manual is revised or created. Training may be accomplished by several methods depending on the nature of the change. The SC TT will propose one of the following methods to SC Top Management:
 - a. Address the changes during an upcoming SC Winter Training.
 - b. Create an online training module. If time tracking is required, set up a charge code on LMS.
 - c. Create a video and post on the CT channel in YouTube.
 - d. Schedule a training meeting.
3. Subject to the direction of SC Top Management, the SC TT assists the SC Training Engineer in the development of the approved training.