



Managing Changes to the SC QMS

Revision and Approval

Revision	Date	Nature of Changes	Approved By
0	07-31-2020	Original Issue	Richard Foley

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Contact [SC Technical Team Q](#) for questions

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* 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 database

2. [BCM F-1](#), *SC Management Review*
3. [BCM A-2](#), *SC 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 Management Review*. Procedures for managing changes resulting from conversion of additional knowledge into organizational knowledge are in BCM A-2, *SC 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 Management Review*
3. Output from SC Technical Teams per BCM A-2, *SC 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 B-2.04, *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 Management Review*.
 - c. [CapCorp](#) for revision to SC processes or SC technical manuals per BCM A-2, *SC 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 in change management database
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*