

Review of Standards, Policies, and Guidance

Standards are used by Caltrans as standard documents that apply in all cases. These include the *Standard Specifications*, *Revised Standard Specifications*, *Standard Special Provisions*, and *Standard Plans*.

Policies are documents that describe the owner's method of implementation of its business processes. These include *Memos to Designers*, *Bridge Design Specifications*, AASHTO amendments, and other Division of Engineering Services (DES) policy documents. For Structure Construction (SC), this this implementation of business processes is with the *Bridge Construction Records & Procedures Manual*.

Guidance are documents that are used in support of the owner's policies. These include *Bridge Design Aids*, *Bridge Design Details*, *Bridge Design Practice*, and other DES guidance documents. For SC, guidance includes our Technical manuals.

Proposed Draft Standards, Policies, and Guidance

The following uses draft specifications as the subject matter. The process for reviewing other draft Standards, Policies, and Guidance is similar.

1. The Team Sponsor and Team Chair receive a draft specification and Memorandum of Understanding (MOU) from the SC Training Engineer (point of contact between SC and other Task Owners) and performs an initial review:
 - a. The Team Sponsor and Team Chair determines whether the Task Owner of the draft specification has provided resources in the MOU for SC to perform the review. Un-resourced work is performed at the discretion of the Team Sponsor.
 - b. During the initial review, the Team chair and Team Sponsor determine if the draft specification pertains to the Technical Team's subject matter expertise.
2. Distribute the draft specification to the Team members with a deadline for review and comments. Review comments should focus on constructability:
 - a. Work performed during the review is charged to the Task Owner of the draft specification as specified in the MOU.
3. The Team Chair compiles the responses and returns the draft specification to the SC Training Engineer, who submits comments back to the Task Owner.
4. The response will be reviewed by the Task Owner in accordance with their own Quality Management System (QMS). In general, the Task Owner will:
 - a. Contact the Technical Team for further discussion or clarification.
 - b. Accept the Technical Team's comments and incorporate them into the draft specification.

- c. Proceed with revising the draft specification without including the Technical Team's comments or concerns in the final version.
5. The Technical Team will document and maintain records of the comments provided and received by the Task Owner. These documents will reside in the Technical Team's shared folder:
 - a. The Technical Team retains comments that were not incorporated into the final version of the specification for future consideration.
6. After the specification has been published, the Technical Team will review it again. If changes to a BCM, SC Technical manual, or SC training material are required, the Team Sponsor and Team Chair update the Work Plan, schedule, and resourcing to accommodate such changes. 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 Diagrams (PDD)*.
 - c. SC Technical manuals – refer to [Attachment 5](#), *Developing and Updating SC Technical Manuals*.
 - d. SC training materials – refer to [Attachment 7](#), *Collecting, producing, updating, and disseminating field engineering aids and training materials*.

Existing Standards, Policies, and Guidance

Occasionally, SC employees become aware of issues or concerns with existing Standards, Policies, or Guidance. These issues or concerns are elevated through the chain of command to SC Top Management, who may assign review of the existing Standard, Policy, or Guidance to a Technical Team for further review.

The following uses existing specifications as the subject matter. The process for reviewing other existing Standards, Policies, and Guidance is similar.

The Technical Team follows the steps below in order of the urgency of the issue or concern:

1. The Team Sponsor and Team Chair briefly review the issue or concern and update the Technical Team Work Plan as described in [Attachment 3](#), *SC Technical Team Work Plan and Resource Budget*.
2. The Team Sponsor and Team Chair present the existing specification and the issue or concern associated with it to the Technical Team members for review, discussion, and comments.
 - a. The Technical Team may invite the Task Owner of the existing specification to participate in the discussion.

3. The Team Chair compiles all comments and submits the existing specification and comments to the SC Training Engineer, who forwards the comments to the Task Owner.
4. The comments will be reviewed by the Task Owner in accordance with their own QMS. In general, the Task Owner will:
 - a. Contact the Technical Team for further discussion or clarification.
 - b. Accept the Technical Team's comments and incorporate them into a new draft specification.
 - c. Take no action.
5. The Technical Team will document and maintain records of the comments provided to the Task Owner. These documents will reside in the Technical Team's shared folder.
 - a. The Technical Team retains comments that were not incorporated into the specification for future consideration.