SC Management Review

Revision and Approval

<table>
<thead>
<tr>
<th>Revision</th>
<th>Date</th>
<th>Nature of Changes</th>
<th>Approved By</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>07-31-2020</td>
<td>Original Issue</td>
<td>Richard Foley</td>
</tr>
</tbody>
</table>

Click here for previous versions

Contact SC Technical Team Q for questions

Background


Management Review is an essential activity for the “Check” and “Act” parts of the QMS Plan-Do-Check-Act cycle. SC Top Management is responsible for conducting management reviews, using the inputs described in the SC Quality Manual and makes decisions resulting in outputs described in the SC Quality Manual.

Additional unique requirements for Management Review are detailed in:

- BCM G-1.06, 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. Agenda and attachments compiled by the SC Quality Management Representative (QMR), including:
   a. Current and proposed changes to legislation or regulations.
b. Current and proposed changes to specifications, standard plans, AASHTO amendments, FHWA mandates, Department Policies, and information from other interested parties.

c. Referrals from functional units, e.g., Division of Construction, committees, subdivisions, and Accounting.

d. Quarterly reports from SC technical teams per BCM B-2.02, SC Technical Team Operation, that identify need for organizational change.


2. Ad hoc agenda items brought for Management Review.

**Procedure**

1. All work associated with this process is charged as CapCorp.

2. SC Quality Management Representative (QMR) will:
   b. Develop the SC Management Review meeting agenda, compile attachments, and distribute to SC Top Management per Attachment 1, SC Management Review Meeting Agenda.

3. SC Managers will:
   a. Review meeting agenda and attachments prior to the SC Management Review meeting.
   c. Make decisions and provide direction as needed.

4. SC Deputy Division Chief:
   b. Ensures decisions made at SC Management Review are implemented.
   c. Makes final determinations.
   d. Periodically reviews the documented information from SC Management Review including:
      i. Decisions regarding continual improvement of the SC QMS.
      ii. Timely and effective guidance or management direction to staff.
iii. Adequate Budget/Staff/Training Priorities and needs.

**Process Outputs**

1. SC Management Review meeting agenda
2. SC Management Review meeting minutes

**Attachments**

1. [Attachment 1](#), SC Management Review Meeting Agenda
2. [Attachment 1.1](#), SC Quality Manual Management Review
3. [Attachment 2](#), SC Management Review Meeting