



# SC Management Review

## 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 Quality Management System (QMS) Management Review as described in the *SC Quality Manual*, Section 9.3, *Management Review*.

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.
  - e. SC Management Review inputs listed on Attachment 3, *SC Quality Manual Management Review*.
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:
  - a. Schedule SC Management Review meeting with SC Top Management.
  - b. Develop the SC Management Review meeting agenda, compile attachments, and distribute to SC Top Management per [Attachment 1](#), *SC Management Review Meeting Agenda*.
  - c. Facilitate SC Management Review meetings with SC Top Management per [Attachment 2](#), *SC Management Review Meeting*.
3. SC Managers will:
  - a. Review meeting agenda and attachments prior to the SC Management Review meeting.
  - b. Participate in SC Management Review meetings per [Attachment 2](#), *SC Management Review Meeting*.
  - c. Make decisions and provide direction as needed.
4. SC Deputy Division Chief:
  - a. Chairs SC Management Review Meetings.
  - 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*