

This document sets out the proposed process to be implemented on the project to identify and raise potential changes early in the construction process to eliminate the un-necessary and un-controlled growth of the project cost and to avoid potential delays to the project.

1 The Change Control Process

1.1 Definitions

- “Instruction” means, where the building contract is in the traditional form, an instruction issued by the Architect; or, if the building contract is in a design and build form, an instruction issued by the Employer’s Agent.
- “NML” means The Board of Trustees of National Museums and Galleries on Merseyside.
- “Project Manager” means Client/Consultant.
- “Project Team” means NML, the Professional Team (including any Architect, Principal Designer, Structural Engineer and Quantity Surveyor), the Principal Contractor and any sub-consultants/sub-contractors.

1.2 Introduction

The greatest risk for increased costs, disruption and programme delay revolve around change. It is recognised that some change(s) will be necessary and it is imperative that the process of change is managed so as to control the project within NML’s financial constraints. The Project Team are therefore required to:

- Implement and adopt the change control process. This process ensures that the cost and programme affects are clearly understood and approved prior to changes being implemented.
- Link the change control process to contingency management. This will ensure that where change threatens the project budget, compensatory savings are secured.
- Apply the process throughout the construction stage of the project.

1.3 Overview

The Change Control process will be managed by the Client/Consultant with the support of the Project Team.

No change will be implemented by the Design team or the Contractor unless written authorisation has been obtained from the Client through this process.

Change for the purpose of this process is defined as follows:

“Any movement or development in terms of design, specification, workmanship or construction method from the approved design and defined by the Contract and the drawings and specification listed therein.”

Effective change control requires input from all members of the Project Team and it is important to ensure that all members of the Team are fully aware of their responsibilities and are committed to implement the process.

1.4 Process

Changes can be originated by any organisation within the Project Team. One person from each organisation shall be nominated as their 'Change Originator' and will be responsible for all aspects of complying with process.

The project must be closely monitored in order that any changes, from whatever source, are identified.

The process for Change Control can be summarised as follows:

1. The Change Originator should firstly discuss the proposed change with NML in order to gain their approval that the change is to be considered further. It is however essential that the flow of information is not obstructed and it is the responsibility of all of the relevant parties to ensure that the momentum of the process is maintained
2. The Change Originator must obtain a number for his Change Request. Numbers will be issued in sequence by the Client/contract administrator.
3. On the issued Change Request form, the Change Originator is required to complete, Originator (name & company), date, Description (of change) and Reason (for change).
4. The Change Originator then indicates in the distribution box those organisations that are to receive and comment on the proposed change. He then circulates this form for comment and facilitates appraisal by each of the recipients of the Change Request. The Change Originator then prepares a co-ordinated response from all relevant parties for submission to the contract administrator and the principal contractor, indicating a description of the proposed change, the reason for the change and the implications of the change, in the boxes provided. It is essential at this point that all of the effects of the change whether direct or in direct are identified. This information must be supplemented by drawings and other attachments as required.

5. Once submitted, contract administrator and the principal contractor will undertake an assessment of the likely commercial impact and affect on programme. Once again the contract administrator and the principal contractor must consider both the direct and the indirect effect of the change. (Through the process outlined above cost and time assessments are based on the full co-ordinated implications of the change).
6. The cost and programme implications are indicated in the boxes provided and the source of funding the change i.e. contingency, VE or compensatory saving will be indicated by Contractor/Consultant / NML. All proposed changes will be included in the Change Control Report prepared by the Client/Consultants.
7. The Change Request is then signed off by the contract administrator and the principal contractor for approval by NML.

NO CHANGES SHOULD BE ACTIONED UNTIL THIS FORMAL PROCESS IS COMPLETED AND WRITTEN APPROVAL IS ATTAINED FROM THE PROJECT SPONSOR OR, IN THEIR ABSENCE, A FORMALLY DELEGATED NAMED PARTY.

8. The Change Control Status Report will be presented along with the Change Request Forms at formal monthly meetings, or more regularly as required.
9. The Change and its consequential impact, will be discussed and challenged at that meeting, agreed, revised or rejected by NML and if necessary, resubmitted at a subsequent stage.
10. If the Change is approved, the Change Request Form is signed by NML and an Contract Administrator Instruction can then be raised referenced back to the approved Change Control Form. Funds can only be drawn from the appropriate source once approval of the change is given.
11. Only in agreement with NML will Change Proposals be considered and approved outside of the formal Change Control meeting

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