

**New Jersey Department of Transportation
CORRECTIVE ACTION NOTICE**

QUALITY MANAGEMENT SERVICES

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CAN No. CAN052

**Approved: B. Strizki
Date: January 30, 2002**

Subject: Securing Change Control Board Approval

Bureau(s) Affected: Division of Project Management
Division of Construction Services and Materials

Description of Issue(s):

It has been brought out in several Change Control Board meetings that some staff responsible for the development and delivery of capital projects have made commitments to local governments that resulted in changes to a contract. The changes that were proposed met the requirements for Change Control Board approval. However, that approval was not secured prior to the commitment being made. Upon presentation of the proposal to the CCB, the commitments made were used as justification for approval of the change.

Corrective Action Plan:

Before committing to any changes on projects that require Change Control Board approval, Project Managers must first obtain that approval. This includes commitments to local municipalities and property owners relative to scope changes, changes in the project limits, additional or extra work, etc. Resident Engineers who receive requests for changes are also advised to contact the Project Manager in order to secure CCB approval when required prior to making any commitments to changes in the contract.

Outlined in Section 4.7 of the NJDOT Procedures Manual is the procedure for processing Design and Construction changes to the CCB. This procedure must be followed. Approval from the Change Control Board will not be guaranteed to projects that deviate from this procedure.

Implementation: *Immediately*