

# CHANGE MANAGEMENT VARIATION

STRAVIK Construction Group · Controlled Document

| Document No.    | Revision           | Effective Date | Document Owner                | Status                               |
|-----------------|--------------------|----------------|-------------------------------|--------------------------------------|
| STV-OPS-PRO-006 | 00 (Initial Issue) | 2026-10-24     | [VICE PRESIDENT / OPERATIONS] | Issued for review / pending approval |

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## REVISION HISTORY

| Rev. | Date       | Description of Change                        | Prepared By   | Approved By                |
|------|------------|----------------------------------------------|---------------|----------------------------|
| 00   | 2026-10-24 | Initial issue for STRAVIK Construction Group | [PREPARED BY] | Michael Gaya,<br>President |

## 1. PURPOSE

To establish a controlled process for identifying, reviewing, approving, and implementing any change or variation affecting project scope, cost, time, or quality. This procedure ensures that all changes are properly evaluated, documented, authorized, and communicated to relevant stakeholders in accordance with contractual terms and corporate quality management requirements.

## 2. SCOPE

This procedure applies to all STRAVIK Construction Group projects and covers:

- Design or drawing changes initiated by the client, consultant, or contractor.
- Quantity or scope variations affecting budget or schedule.
- Value engineering proposals and design optimizations.
- Subcontractor and supplier change requests.
- Internal adjustments impacting project delivery, resource allocation, or execution sequence.

## 3. REFERENCES

- Contract Agreement and General Conditions
- STV-QMS-MAN-001 – Corporate Quality Manual
- STV-OPS-PLN-001 – Project Execution Plan
- STV-OPS-PLN-002 – Construction Phase Plan
- STV-OPS-PRO-003 – Procurement Procedure
- ISO 9001:2015 – Clause 8.5.6 Control of Changes

## 4. RESPONSIBILITIES

## Role Responsibility

Initiates and controls the overall change process; Project Manager ensures evaluation, documentation, and client communication.

Reviews contractual entitlement, time impact, Contract Administrator and cost recovery.

Assesses schedule impact and updates the Planning Engineer project program.

Quantifies cost variation and prepares Cost Engineer / QS supporting documentation.

Ensures technical compliance and that revised QA/QC Manager drawings and documents are controlled.

Notifies vendors/subcontractors of approved Procurement Manager scope revisions.

Provides corporate approval for major President variations or claims.

Reviews and issues formal approval or variation Client / Consultant order.

## 5. CHANGE MANAGEMENT PROCESS FLOW

| Step                                                                      | Activity                                     | Responsible           | Form / Record |
|---------------------------------------------------------------------------|----------------------------------------------|-----------------------|---------------|
| Identify potential change or deviation from contract scope.               | Project Manager / Site Engineer              | Change Identification |               |
| 2                                                                         | Issue Change Notice (CN) to initiate review. | Project Manager       | CN Form       |
| Conduct technical and cost impact assessment (time, cost, quality, risk). | QA/QC / QS / Planning                        | Change Evaluation     |               |
| Sheet                                                                     |                                              |                       |               |
| Step                                                                      | Activity                                     | Responsible           | Form / Record |

Prepare and submit Change Proposal Project Manager /

|   |                                                                     |          |
|---|---------------------------------------------------------------------|----------|
| 4 | (CP) or Request for Variation (RFV) to Contracts client/consultant. | RFV Form |
|---|---------------------------------------------------------------------|----------|

Obtain client/consultant review and formal Approved Variation 5 Client / Consultant written approval or rejection. Order (VO)

Update contract value, schedule baseline, and Revised Drawings, 6 QS / Planning / QA affected documents. Cost Summary

Change Communicate approved change to site,

|                                |                 |                     |
|--------------------------------|-----------------|---------------------|
| 7 subcontractors, and vendors. | Project Manager | Implementation Memo |
|--------------------------------|-----------------|---------------------|

Document

|   |                                                              |                 |
|---|--------------------------------------------------------------|-----------------|
| 8 | Close the change and archive all related records. Controller | Change Register |
|---|--------------------------------------------------------------|-----------------|

## 6. CHANGE REQUEST CLASSIFICATION

| Type | Description | Approval Level |
|------|-------------|----------------|
|------|-------------|----------------|

Client-Initiated Modifications requested by client or consultant; Client / Project

|        |                                       |         |
|--------|---------------------------------------|---------|
| Change | typically results in variation order. | Manager |
|--------|---------------------------------------|---------|

Contractor-Initiated Design improvement, constructability, or value Executive

|               |                                    |                   |
|---------------|------------------------------------|-------------------|
| Change        | engineering proposal.              | Director / Client |
| Subcontractor | Proposal or deviation submitted by | Project Manager / |
| Change        | subcontractor.                     | QA/QC             |

QA/QC / Design Clarification Minor adjustment with no cost/time impact. Consultant

|            |                                           |                   |
|------------|-------------------------------------------|-------------------|
| Unforeseen | Site discovery requiring design or method | Project Manager / |
| Condition  | modification.                             | Client            |

## 7. VARIATION REQUEST FORM (SAMPLE TEMPLATE)

Project Name: Date:

Change Reference No.: Initiated By:

Description of Change:

Design Modification / Client Reason for Change: Request / Site Condition / Value Engineering

Schedule Impact Estimated Cost Impact: \$ (Days):

Revised Drawings / BOQ / Attachments: Calculations / Photos

Project Manager /

|              |                    |                     |
|--------------|--------------------|---------------------|
| Reviewed By: | QS / Planning / QA | Approved By: Client |
|--------------|--------------------|---------------------|

Remarks:

## 8. COST AND TIME IMPACT ASSESSMENT

- Cost Impact: Prepared by the Quantity Surveyor using current contract rates, unit rates, or new rate analysis.
- Schedule Impact: Evaluated by the Planning Engineer using the baseline program in Primavera P6.
- Indirect Costs: Include supervision, equipment, overhead, and preliminaries.
- Approval: No work shall proceed until written authorization (VO) is received, except for safety or emergency works.

## 9. DOCUMENT CONTROL

- All changes must be logged in the Change Register with reference numbers, status, and responsible personnel.
- Revised drawings and documents must carry updated revision codes and distribution records.
- Superseded versions are to be stamped "VOID" and archived for traceability.
- Document Controller maintains all CN, RFV, VO, and CP forms in both hard and digital format.

## 10. CLAIMS AND VALUE ENGINEERING

- Claims: Prepared when change leads to time extension or additional cost beyond baseline. Supported by records (RFIs, correspondence, photos, timesheets).
- Value Engineering (VE): Contractor-initiated proposals that improve performance or reduce cost without compromising quality or safety. VE savings are shared per contract terms.

## 11. REPORTING AND MONITORING

- Monthly progress reports must summarize all pending and approved changes.
- The Variation Register shall indicate cumulative cost and schedule impacts.
- Significant changes shall be reviewed during monthly project review meetings.

## APPROVAL

| Role        | Name                    | Title     | Signature | Date |
|-------------|-------------------------|-----------|-----------|------|
| Prepared By | [PREPARED BY]           | [TITLE]   |           |      |
| Reviewed By | [QUALITY / HSE MANAGER] | [TITLE]   |           |      |
| Approved By | Michael Gaya            | President |           |      |

This document is reviewed at least annually, or upon significant organizational, legal or operational change, and re-issued under document control per STV-GOV-POL-011.