

MANAGEMENT OF CHANGE

STRAVIK Construction Group · Controlled Document

Document No.	Revision	Effective Date	Document Owner	Status
STV-CIP-PRO-005	00 (Initial Issue)	2026-10-24	[QUALITY / HSE MANAGER]	Issued for review / pending approval

Management system alignment: This document is aligned with ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 requirements as applicable. STRAVIK Construction Group does not claim third-party certification to these standards. Florida Certified General Contractor License No. [FL LICENSE NO.].

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, President

1. PURPOSE

To ensure all proposed changes to project scope, design, materials, equipment, processes, or personnel are formally reviewed, risk-assessed, approved, and documented prior to implementation. This process prevents unplanned impacts on quality, safety, schedule, environment, and cost, and maintains full compliance with ISO 9001 / 14001 / 45001 requirements.

2. SCOPE

Applies to all corporate departments and field operations of STRAVIK Construction Group, including subcontractors and suppliers performing work under STRAVIK's control. Covers both temporary and permanent changes affecting:

- Design or technical specifications
- Materials or suppliers
- Construction means and methods
- Personnel, organization, or responsibilities
- Equipment or facility modifications
- Quality or safety procedures
- Environmental controls or permits

3. REFERENCES

- STV-QMS-MAN-001 Corporate Quality Manual
- STV-EHS-01 Health, Safety & Environmental Manual
- STV-LEG-REG-005A Labor Law Compliance Register
- ISO 9001:2015 Clauses 6.3 & 8.5.6

■ ISO 14001 and ISO 45001 Management of Change Requirements

4. RESPONSIBILITIES

Role Responsibility

Approves high-risk or corporate-level changes President and allocates required resources.

Reviews technical and quality impacts, ensures QA/QC Manager updated ITPs / drawings / procedures.

Evaluates safety and environmental risks, EHS Manager ensures controls are updated.

Initiates MOC request and coordinates field Project Manager implementation.

Evaluates supplier or material changes for Procurement Manager compliance and certification.

Assigns MOC ID, maintains register, and archives Document Controller all approvals.

5. MOC PROCESS

1. Initiation – MOC request raised by Project Manager or department head using the STV-CIP-PRO-005 form.
2. Impact Assessment – QA/QC and EHS Managers analyze quality, schedule, cost, and safety implications.
3. Review & Approval – Change reviewed by affected departments and approved by President (if required).
4. Implementation – Updated drawings, procedures, or materials released through Document Control.
5. Verification & Closure – Confirm effectiveness and no adverse outcomes; mark MOC Closed.

6. MOC REGISTER FIELDS

Field Description

MOC ID Unique identifier (MOC-YYYY-###)

Date Raised Date of change initiation

Initiator / Department Name and role proposing change

Description of Change Brief summary of modification

Design / Material / Process / Personnel / Equipment / Category Procedure

Driver – client request, regulatory update, improvement, Reason for Change etc.

Impact Assessment Description of expected effect on QHSE / Schedule / Cost

Risk Rating Low / Medium / High (based on impact matrix)

Departments Consulted QA/QC, EHS, Procurement, Engineering, etc.

Approvals Required / Authorized approvers (Department Heads, Executive Signatures Director)

Implementation Date Date change enacted

Verification / Follow-Up Date Post-implementation review date

Status Open / In Progress / Closed / Archived

Comments / Attachments Supporting files (drawings, emails, photos)

7. CHANGE RISK RATING GUIDELINE

Approval Impact Criteria Level

PM / QA Low Minimal impact; within project scope approval

PM + Dept. Medium Minor cost / schedule / HSE effect Managers

Executive

High	Major cost > \$50K, safety, or regulatory effect	Director approval
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8. MONITORING & REVIEW

- The MOC Register is reviewed monthly by the QA/QC and EHS Managers.
- Outstanding high-risk MOCs are escalated to executive review.
- Trends (by category, risk, and closure rate) are reported in the Annual EHS & Quality Review (STV-CIP-PRO-001).

9. RECORD RETENTION

All MOC records shall be retained for 10 years within QMS SharePoint: /Continuous Improvement/MOC_Register/

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.