1. **Purpose**

The purpose of this SOP is to describe in detail the scope change control process. The process starts with a request for a change followed by the mandatory assessments and approvals. This standard process ensures that all planned changes related to all aspect of construction are reviewed, assessed and approved.

1. **Scope**

This procedure applies to **Projects Team** for all the projects.

1. **Procedure**
2. Asses the risk associated with changes in practice and must be accompanied with an appropriate risk management plan.
3. The risk (including timeline and cost implication) should be assessed continually if required.
4. Designer to review the request for change. At this point the change will be approved to be reviewed by the Project Manager or the change is rejected.
5. The client then review the Scope Change Request Form and approve/reject the scope changes. The change will be documented and saved in the server under the specific project folder.
6. Any +variation on the cost *Yes or No?*
7. If Yes then seek Final Approval; <90k DVC RC and E&I, >90k VCP
8. Once Final Approval is granted then issue Notice on the scope change to the contractor and copied the Procurement Office.
9. **Responsibility**

**Projects Team –** Project Manager and Clerk of Works

**Approvals –** Project Manager

1. **Reference Documents**

Scope Change Request Form (Appendix A)

**Authorized by:** Director – Estate and Infrastructure **Documented by:** Projects Team

**Date authorized:** **Effective date:**

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