



MAGNUM CONSTRUCTION SERVICES INC.

CHANGE MANAGEMENT / VARIATION PROCEDURE

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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 **Magnum Construction Services Inc.** 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.
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3. REFERENCES

- Contract Agreement and General Conditions
 - **MCS-QM-01** – Corporate Quality Manual
 - **MCS-OP-F01** – Project Execution Plan
 - **MCS-OP-F02** – Construction Phase Plan
 - **MCS-OP-F03** – Procurement Procedure
 - **ISO 9001:2015** – Clause 8.5.6 Control of Changes
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4. RESPONSIBILITIES

Role	Responsibility
Project Manager	Initiates and controls the overall change process; ensures evaluation, documentation, and client communication.
Contract Administrator	Reviews contractual entitlement, time impact, and cost recovery.
Planning Engineer	Assesses schedule impact and updates the project program.
Cost Engineer / QS	Quantifies cost variation and prepares supporting documentation.
QA/QC Manager	Ensures technical compliance and that revised drawings and documents are controlled.
Procurement Manager	Notifies vendors/subcontractors of approved scope revisions.
Executive Director	Provides corporate approval for major variations or claims.
Client / Consultant	Reviews and issues formal approval or variation order.

5. CHANGE MANAGEMENT PROCESS FLOW

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



Step	Activity	Responsible	Form / Record
4	Prepare and submit Change Proposal (CP) or Request for Variation (RFV) to client/consultant.	Project Manager / Contracts	RFV Form
5	Obtain client/consultant review and formal written approval or rejection.	Client / Consultant	Approved Variation Order (VO)
6	Update contract value, schedule baseline, and affected documents.	QS / Planning / QA	Revised Drawings, Cost Summary
7	Communicate approved change to site, subcontractors, and vendors.	Project Manager	Change Implementation Memo
8	Close the change and archive all related records.	Document Controller	Change Register

6. CHANGE REQUEST CLASSIFICATION

Type	Description	Approval Level
Client-Initiated Change	Modifications requested by client or consultant; typically results in variation order.	Client / Project Manager
Contractor-Initiated Change	Design improvement, constructability, or value engineering proposal.	Executive Director / Client
Subcontractor Change	Proposal or deviation submitted by subcontractor.	Project Manager / QA/QC
Design Clarification	Minor adjustment with no cost/time impact.	QA/QC / Consultant
Unforeseen Condition	Site discovery requiring design or method modification.	Project Manager / Client



7. VARIATION REQUEST FORM (SAMPLE TEMPLATE)

Project Name:

Date:

Change Reference No.:

Initiated By:

Description of Change:

Reason for Change:

Design Modification / Client
Request / Site Condition / Value
Engineering

Estimated Cost Impact: \$

**Schedule Impact
(Days):**

Attachments:

Revised Drawings / BOQ /
Calculations / Photos

Reviewed By:

QS / Planning / QA

Approved By:

Project Manager /
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.
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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.
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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.
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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.
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12. APPROVALS

Reviewer	Department	Signature / Date	Comments
Project Manager	Operations		
Contracts Administrator	Commercial		
Planning Engineer	Project Controls		
QA/QC Manager	Quality		



Reviewer	Department	Signature / Date	Comments
Executive Director	Corporate		
Client / Consultant	External		

13. RECORD RETENTION

All change management and variation records shall be retained for **10 years** from project close-out.

Records include CNs, RFVs, VOs, cost summaries, correspondence, and approvals.

Files shall be archived in the **Magnum QMS Document Control System (SharePoint / ERP)** under restricted access and version control.