

Scottish procurement: construction policy note

CPN 2/2022

11 November 2022

Change Control in Construction Projects

Purpose

This Construction Policy Note (CPN) highlights the publication of [new guidance within the Client Guide to Construction Projects](#) on change control in construction projects.

Key message

Change must be actively and deliberately managed.

Target audience

This note is intended for all organisations that procure construction projects, whether occasionally or frequently.

Background

Change is an inevitable part of construction projects and whilst it should be minimised. The manner in which it is managed is critical and can have a make or break effect on project outcomes. Active and timely management of them is essential. All those with a need to know must be involved at the appropriate time with the appropriate authority to make decisions. It is the client's responsibility, as with everything relating to project delivery, to ensure that a system is in place for managing it before it is needed.

Overview

The guidance aims to help construction clients introduce a mechanism for controlling change on their projects. It provides examples of a change request form and change control register as well as suggested stages for consideration and management of change as well as its prevention at an early stage in the project.

Dissemination and contact

Please bring this construction policy note to the attention of all those involved in the management and procurement of construction projects. If you have any questions about this CPN please contact:

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