

BRIDGE INSPECTION PROGRAM COMPLIANCE REVIEW QUESTIONNAIRE

Alabama Department of Transportation
Maintenance Bureau

Bridge Owing Agency:

In an effort to fully comply with Federal Code and with FHWA Guidelines, the Maintenance Bureau is required to conduct regular bridge inspection program compliance reviews. This questionnaire will be used to review procedures, personnel, and documentation associated with your bridge inspection program.

The bridge owner (Area Maintenance Engineer, County Engineer, City Engineer, etc.) and their NBIS certified bridge inspector must complete this questionnaire. All questions must be answered accurately and completely. Once the questionnaire has been completed please sign and date it below.

OWNER'S NAME*: _____
TITLE: _____
ALABAMA PE REGISTRATION NO.: _____
NBIS CERTIFICATION NO.: _____
SIGNATURE: _____
DATE: _____

INSPECTOR'S NAME**: _____
TITLE: _____
ALABAMA PE REGISTRATION NO.: _____
NBIS CERTIFICATION NO.: _____
SIGNATURE: _____
DATE: _____

* Owner refers to the person representing the agency that owns the bridges and is in a position of responsibility to direct the associated maintenance activities.

** Inspector refers to the person who has the primary responsibility for performing bridge inspections on behalf of the owning agency.

Please complete and bring this form with you to the area bridge inspection compliance review meeting.

The following BrM reports should be printed and reviewed when preparing the Bridge Inspection Program Compliance Review Questionnaire. Use Item 21, Maintenance Responsibility, when applicable in generating the reports listed below.

1. Structure Sounding Report
2. Structure Inspection Planning Report
3. Federally Required Lists
4. Bridge Identification Cross Reference List
5. Bridge Posting Reports
6. Inspection Summary
7. Bridge Rating Inventory Reports
8. FHWA Edit Report

I. General

1. Do you have an updated copy of the Federally Required Structure Lists on hand?

2. Indicate the number of structures (and corresponding deck area) for which you are responsible:

1. _____ - Total Structures: _____ Sq. Ft.

2. _____ - Total Active Bridges: _____ Sq. Ft.

3. _____ - Total Active Culverts: _____ Sq. Ft.

3. List the personnel you use during bridge inspections:

	NAME	CBI NO.	PE NO.	2 Day Sch	2 Wk Sch
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____
6.	_____	_____	_____	_____	_____
7.	_____	_____	_____	_____	_____
8.	_____	_____	_____	_____	_____

4. List any training needs which the owner's bridge inspectors may have.
(Two-Week Bridge School, NHI Course, Other)

II. Underwater

1. Indicate the number of structures (and corresponding deck area) requiring underwater inspections:

_____ - Underwater inspections: _____ Sq. Ft.

2. List the names of underwater inspectors who inspect your bridges:

	NAME	CBI NO.	PE NO.	Date 3 Day Sch	Date 2 Wk Sch
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____

3. Do you ensure that an owner's qualified bridge inspector is present and oversees the underwater inspection and the underwater inspector is NBIS certified?

4. Do you ensure that a detailed Underwater Inspection report is completed at the time of the inspection?

5. Is the Underwater Inspection report signed by the underwater inspector with their qualifications?

III. Equipment

1. Indicate the number of structures for which you are responsible:

1. _____ - Snooper or lift truck inspections

2. _____ - Special scaffold or special ladder

- Please check the major equipment that you use during your bridge inspections. If you check a piece of equipment for using it, please check whether you own or borrow/rent the piece of equipment.

	<u>USE</u>	<u>OWN</u>	<u>BORROW/RENT</u>
Vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Snooper/Reach-All	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift Truck/Man Lift	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Platform	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Boat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ladder, Special	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ladder, Extension	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Do you require equipment either difficult to obtain or not available?

IV. Inspection Procedures

- Do your bridge inspectors perform “hands-on” inspections? Explain.

- Briefly describe the systematic procedures your inspectors use at a typical bridge.

V. Inspection Scheduling

- Do you receive the monthly e-mail of the Structure Planning Report, and do you use it to schedule your bridge inspections? If not, please explain.

2. Describe how you track which scheduled inspections have not been completed?

3. Do you have any overdue inspections? If so, please provide a copy of the Structure Planning Report and a reason why the inspection is overdue.

4. During your last inspection cycle, were all of your inspections performed on time? If not, please explain.

VI. Coding Bridge Inspections Forms

1. List all the forms coded by your inspector at the time of the inspection.

2. After performing the inspection, how long (typically) does it take to enter the inspection data into BrM?

3. Identify the person in your organization who signs the BI-5, BI-6, and repair needed forms.

4. Identify the person in your organization who reviews the BI-5, BI-6, and repair needed forms.

5. Do you receive the weekly email of the FHWA Edit Report?

6. Do you review the weekly FHWA Edit Report and correct the errors identified?

VII. Interim Inspections

1. Indicate the number of structures for which you are responsible:

1. _____ - Interim inspections (“On-NHS”)

2. _____ - Interim inspections (“Off-NHS”)

2. Please attach a list of bridges requiring interim inspections.

3. Do the interim inspection frequencies on the list above satisfy the ALDOT Guidelines for Operation?

VIII. Documenting and Reporting Maintenance and Repair Needs

1. Do you document bridge maintenance and repair needs discovered during bridge inspections (example: BI-9, Workorder) and include this documentation in the bridge file?

2. Describe the process you use to document bridge maintenance work that has been completed, and identify work that has not been performed in a timely manner.

3. Describe the process you use to document and give emphasis to Bridge Maintenance work classified as High.

4. Do you perform follow-up observations to evaluate and ensure that Bridge Maintenance work classified as High is adequately performed? If yes, please describe.

5. Describe the process used to inspect underwater repair/maintenance work when completed.

IX. Bridge Rating and Posting

1. Indicate the number of structures for which you are responsible:

1. _____ - Posted
2. _____ - Structures with Temporary Structure Indicated

2. Who performs your load ratings? If someone other than ALDOT performs your load ratings, list the name of the person and their P.E. #.

3. Do you post structures in accordance with recommendations from the Bridge Rating and Load Testing Office of the ALDOT Maintenance Bureau? Explain:

4. At structures for which posting has been recommended, how long (typically) is it before posting signs are erected?

5. Do you receive the monthly e-mail for Structures Recommended for Posting?

6. Describe the process you use to verify that posting signs are in place:

7. Have you sent Load Rating Information (Plans and/or Data Sheets) to the Bridge Rating and Load Testing Office for all new and existing structures in your inventory?

8. Have you notified ALDOT when a structure falls into one of the categories identified below? This documentation must be in the form of a letter showing the bridge identification number (BIN) and must identify the means to be taken to assure the safety of the traveling public.

	Yes	No	Not Applicable at this time
Deck condition graded 4 or less	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Superstructure condition graded 4 or less	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Substructure condition graded 4 or less	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Culvert condition graded 4 or less	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Channel condition graded 3 or less	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bridge is closed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9. Have you notified ALDOT when any significant repairs are made to a structure that falls into one of the categories identified below? This documentation must be in the form of a letter showing the bridge identification number (BIN) and the repairs performed.

	Yes	No	Not Applicable at this time
Deck condition graded 4 or less is raised	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Superstructure condition graded 4 or less is raised	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Substructure condition graded 4 or less is raised	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Culvert condition graded 4 or less is raised	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Channel condition graded 3 or less is raised	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bridge is reopened	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

10. Before a closed bridge is reopened, do you ensure the structure is inspected by a certified bridge inspector?

X. Scour

1. Indicate the number of structures for which you are responsible:
 1. _____ - Structures Requiring Scour Evaluations
 2. _____ - Scour or hydraulic problems

2. Have you notified the ALDOT Bridge Scour Section when there are scour or hydraulic problems at a structure?

3. Have you notified the ALDOT Bridge Scour Section when any repairs are made to correct scour or hydraulic problems?

4. Have you submitted all information required to perform a Scour Evaluation to the Bridge Scour Section? Please note, for each bridge that you have not submitted, you are required to develop a Scour Plan of Action (POA).

5. For all your bridges subject to Scour have you entered bridge details as well as all pile driving / footing records into BrM?

6. Do you take channel cross-sections upstream and downstream, record this data on the BI-4 Form and enter this data into BrM?

7. After each inspection, do you **plot** and **review** channel cross sections to check for errors in the data collected, and to assure that no potentially catastrophic scour or hydraulic problems are developing?

8. Do you have a Plan of Action (POA) available and ready to implement for each scour critical bridge? If so, please give an explanation of how POAs are used in your organization.

9. Is your Plan of Action (POA) attached to your summary of scour evaluation and placed at the top of your bridge file?

XI. Fracture Critical

1. Indicate the number of fracture critical structures for which you are responsible:

_____ - Fracture critical

- Please explain how your fracture critical members are identified in your bridge file:

XI. Bridge Files

- Do you maintain a separate, complete, and up to date file for each bridge?

- Do you keep the bridge files in the owner’s office?

- Do your bridge files contain the following items:

	Yes	No	Not Applicable at this time
BI-4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BI-5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BI-6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plots (Channel Cross-Section)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Photographs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintenance or Repair Needed Forms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintenance or Repair Performed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Documentation of Interim Inspection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rating Information (Rating Data Sheets or Plans)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Posting Information (Rating Result Sheets or Posting Chart)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Correspondence pertaining to the structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Documentation when the posting signs were erected	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scour Evaluation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scour Plan of Action (POA)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Underwater Inspection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identification of Fracture Critical Members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>