

BRIDGE INSPECTION PROGRAM COMPLIANCE REVIEW QUESTIONNAIRE

**Alabama Department of Transportation
Maintenance Bureau**

Bridge Owning 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. Most of these reviews will be in the form of this questionnaire. These reviews will cover procedures, personnel and documentation associated with a bridge inspection program.

When requested each bridge owner (Division Maintenance Engineer, County Engineer, City Engineer, etc.) and their NBIS certified bridge inspector, or their designated engineer/consultant, must complete this questionnaire. Answer all questions accurately and completely. Sign and date this questionnaire below upon completion.

Refer to the Alabama Bridge Inspection Manual, pages K-1 through K-4, the Field Review Checklist, and to the Alabama Bridge Inspection Manual for other related bridge inspection information and definitions.

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. The Inspector refers to the person who has the primary responsibility for performing bridge inspections on behalf of the owning agency. These are not usually the same person.

Please complete and mail this questionnaire as soon as possible to:

Mr. John Lorentson, P.E., Maintenance Engineer
Maintenance Bureau, Room H-101
Alabama Department of Transportation
1409 Coliseum Boulevard
Montgomery, Alabama 36130
ATTENTION: Mr. Stacey Glass

** The following ABIMS 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 report listed below.

1. List Structures With Scour Plotting Data (BM19)
2. Scour Observation Ranking Report (BM35)
3. Structure Inspection Planning Report (BM29)
4. Federally Required Structure Lists (BM38)
5. Bridge Identification Cross Reference List (BM46)
6. Bridge Posting Reports (BM48)
7. Inspection Culvert/Non-Culvert Summary (MN54)
8. Bridge Rating Inventory Reports (BM70)
9. FHWA Edit Report (BM71)

I. General**A. Indicate the number of structures (and corresponding deck area) for which you are responsible, as follows:**

1. _____ - Total Structures: _____ Sq. Ft.
2. _____ - Total Active Bridges: _____ Sq. Ft.
3. _____ - Total Active Culverts: _____ Sq. Ft.
4. _____ - Underwater inspections: _____ Sq. Ft.
5. _____ - Snooper or lift truck inspections
6. _____ - Special scaffold or special ladder
7. _____ - Fracture critical
8. _____ - Interim inspections ("On-NHS")
9. _____ - Interim inspections ("Off-NHS")
10. _____ - Posted
11. _____ - Scour or hydraulic problems
12. _____ - Deck condition rated 3 or less
13. _____ - Superstructure condition rated 3 or less
14. _____ - Substructure condition rated 3 or less
15. _____ - Waterway adequacy rated 3 or less
16. _____ - Culvert condition rated 3 or less
17. _____ - Structures with Temporary Structure Indicated

II. Personnel

A. Names of bridge inspectors.

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

B. Availability and selection of divers for underwater inspections.

1. If owner's personnel are not used as divers, provide the name of the diving consultant or diving firm who performs your underwater inspections.

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. Are the names of contract divers/consultants who performed the last cycle of underwater inspection maintained in your bridge files?

C. List any training needs which the owner's bridge inspectors may have.

III. Equipment

A. Check the major equipment which you use on bridge inspections. For each item, check whether your agency owns it or borrows/rents it.

	<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"/>
Other (List Below)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

B. Is your equipment suitable and in good working condition for bridge inspection purposes; available on a priority basis for bridge inspection; and do you require equipment either difficult to obtain or not available?

IV. Procedures

A. Inspection Procedures.

1. Do you understand the term “hands-on” inspection? Explain.

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

3. Describe how your bridge inspections are scheduled.

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

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

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

7. Describe how you schedule underwater bridge inspections.

B. Inspection Scheduling

1. Attach a list of all bridges for which scheduled inspections are overdue. Include type of inspection.

2. Provide reasons for any overdue inspections listed in B1.

C. Coding bridge inspection forms:

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

2. How often do you review the FHWA and State Edit Check Reports on a regular basis?

3. Do you correct the errors identified on the Edit Check reports?

4. Identify the person in your organization who signs the BI-5, BI-6, BI-8 and repair needed forms.

5. Identify the person in your organization who reviews the BI-5, BI-6, BI-8 and repair needed forms?

D. Interim inspections.

1. Attach a list of bridges requiring interim inspections. For each bridge identify the reason for the inspection and the specific members which contribute to the need for the interim inspection.

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

E. 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 and give emphasis to Bridge Maintenance work classified as Emergency or Urgent.

3. Describe the process you use to prioritize Bridge Maintenance work classified as Routine.

4. Describe the process used to identify work not performed in a timely manner.

5. Do you perform follow-up observations to evaluate and insure that Bridge Maintenance work classified as Emergency or Urgent is adequately performed? If yes, please describe.

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

F. Rating and Posting Bridges.

1. Who performs your load ratings?

2. Who reviews your load ratings? List the name of person and PE #.

3. How long (typically) before posting signs are erected at bridges for which posting has been recommended?

4. Do you post bridges in accordance with recommendations from the Bridge Rating Office of the ALDOT Maintenance Bureau? Explain.

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

6. For what percentage of bridges in your inventory do you have load rating information available?

7. If you use ALDOT to load rate your bridges, for what percentage of bridges in your inventory have you sent load rating information to the Bridge Rating Office of the ALDOT Maintenance Bureau?

8. If someone other than ALDOT has load rated your bridges, have you sent the load rating results and information to ALDOT?

G. Scour

1. For what percentage of bridges subject to Scour in your jurisdiction do you have as-built plans?

2. For what percentage of bridges in your jurisdiction subject to Scour have you entered bridge details into the Alabama Bridge Information Management System (ABIMS)?

3. For what percentage of bridges in your jurisdiction subject to Scour do you have pile driving/footing records?

4. For what percentage of bridges in your jurisdiction subject to Scour have you entered pile driving/footing records into the Alabama Bridge Information Management System (ABIMS)?

5. Do you take channel cross-sections upstream and downstream, record this data on the BI-4 Form and enter this data into the Alabama Bridge Information Management System (ABIMS)?

6. After each inspection, do you **plot** and then **review** this information to assure that no potentially catastrophic scour or hydraulic problems are developing?

7. For what percentages of structures in your jurisdiction do you have scour evaluations completed?

8. Do you have a Plan of Action (POA) available and ready to implement for each scour critical bridge?

9. Give a general explanation of how POAs are used in your organization.

H. Critical Findings: Documenting and Reports

1. Do you notify the appropriate office (State: ALDOT Maintenance Bureau; Counties: County Transportation Bureau; Municipalities: local ALDOT Division Chief Bridge Inspector) when a bridge requires inspections more frequently than every two years?

2. Do you notify the Bridge Scour Office of the ALDOT Maintenance Bureau of any scour condition or countermeasures which may affect the coding of ABIMS Item 113 (Scour Critical Bridges)?

3. Does the bridge file contain documentation with notification of the ALDOT Maintenance Bureau when any structure falls into 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?

- a. _____ - Fracture critical problems

- b. _____ - Scour or hydraulic problems
- c. _____ - Deck condition rated 4 or less
- d. _____ - Superstructure condition rated 4 or less
- e. _____ - Substructure condition rated 4 or less
- f. _____ - Waterway adequacy rated 4 or less

V. Bridge Files

A. Federal Codes, FHWA, and Department guidelines require that certain lists of bridges in special categories be developed and be available. In all cases, at least two items of information are required for each list. The first item is the Bridge Identification Number (BIN) or structure number and the second is the date of last inspection. Please indicate if you have each of these separate lists available. Please note that even if you do not own any bridges in a particular category you are still required to have a list for that category stating “none.” Note: ABIMS will generate these lists if information has been entered correctly.

- 1. _____ - Underwater
- 2. _____ - Snooper or lift truck
- 3. _____ - Special scaffold or special ladder
- 4. _____ - Fracture critical
- 5. _____ - Interim inspection (separate list for “on-NHS”/ “off-NHS”)
- 6. _____ - Posted
- 7. _____ - Scour or hydraulic problems
- 8. _____ - Deck condition rated 3 or less
- 9. _____ - Superstructure condition rated 3 or less
- 10. _____ - Substructure condition rated 3 or less
- 11. _____ - Waterway adequacy rated 3 or less

B. Do you maintain a separate, complete, and up to date file for each bridge you own and keep the file in your office?

C. Bridge files contents:

1. Does the file contain all inspection forms (BI-4, BI-5, BI-6, and BI-8)?

2. Does the file contain copies of all correspondence pertaining to the particular bridge?

3. Does the file contain photographs of the particular bridge?

4. Does the file contain plots (channel cross-section) of the particular bridge?

5. Does the file contain bridge maintenance or repair needed forms? (Example: BI-9 form or Workorder)?

6. Does the file contain bridge maintenance or repair performed? (Example: BI-10, BI-11, BI-12 forms or Workorder)?

7. Does the file contain documentation of interim inspection through the use of a BI-5 Form?

8. Does the file contain documentation for posted bridges? (Example: ALDOT Rating Summary Reports, etc.)

9. Does the file contain documentation indicating restricted vehicles and their load limits? (Example: Bridge Posting Report, Rating Summary Reports, etc.)

10. Does the file contain documentation which indicates the date the posting signs were erected and/or the date the posting signs were replaced?

11. Does the file contain documentation of underwater inspection?

12. Does the file contain documentation of Scour Evaluation?

13. Is a Plan of Action in the bridge file and located on top for each Scour Critical bridge?
