

TUNNEL INSPECTION MANUAL

QA/QC

NTIP File Review Checklist

NTI I.1 Tunnel No.: _____

Review Date: _____

I.3: State Code:		D.2: Actual Routine Inspection Date:	
I.2: Tunnel Name:		D.3: Routine Inspection Interval:	
I.10: Facility Carried:			
A.1: Year Built:		Review Done By:	

Metrics assessed in file review:

M 6	M 7	M 10	M 11	M 12	M 13	M 15

Metric 6 – Inspection Procedures – Quality Inspections	
Defects and deficiencies properly identified and recorded.	
Element coding consistent with deficiency documentation.	
Inspection documentation and observations indicate procedures were followed:	
Qualified team leader was present at all times during inspection.	
Tunnel inspection documentation prepared in accordance with TOMIE Manual.	
Review Observations	
Metric 6 Notes:	

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Metric 7 – Inspection Procedures – Tunnel-Specific Inspection Procedures	
Tunnel-specific inspection procedures document prepared and in tunnel file.	
For complex tunnels – specialized inspection procedures identified.	
For complex tunnels – critical systems and procedures for direct observation of critical system checks identified.	
Review Observations	
Metric 7 Notes:	

Metric 10 – Inspection Procedures – Post or Restrict			
Highways in or over tunnel are posted in accordance with the AASHTO Manual for Bridge Evaluation (MBE) or in accordance with State Law, when the maximum unrestricted legal loads or State routine permit loads exceed allowed.			
L.1: Load Rating Method:		Posting/closure consistent with Item L.4 (Y/N):	
L.2: Inventory Load Rating:			
L.3: Operating Load Rating:		Posting/closure consistent with load rating (Y/N):	
L.4: Tunnel Load Posting Status:			
Review Observations			
Metric 10 Notes:			

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Metric 11 – Inspection Procedures – Tunnel Files	
Tunnel asset file prepared and maintained with relevant information as describes in the NTIS and TOMIE Manual.	
Review Observations	
Appropriate Ownership and/or Maintenance Agreement(s) in Tunnel file (Y/N):	
Tunnel Inspection Procedures Documentation in Tunnel file (Y/N):	
Overall Tunnel file completeness acceptable (Y/N):	
Metric 11 Notes:	

Metric 12 – Inspection Procedures – QC/QA	
Quality Control procedures were completed prior to inspection report approval.	
Review Observations	
National Tunnel Inventory information correctly entered:	
Pictures, sketches, and condition documentation supports condition assessments:	
Adequate inspection documentation to quantify Element Condition States:	
Metric 12 Notes:	

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Metric 13 – Inspection Procedures – Critical Findings	
Critical finding reporting and notification procedures followed.	
Critical finding procedures followed to ensure finding was addressed timely.	
Critical finding action completed and closed out timely.	
Review Observations	
Metric 13 Notes:	

Metric 15 – Inventory – Timely Updating of Data	
Tunnel inventory data was entered and approved in State’s Inventory and Asset System within three (3) months of the reported inspection date for the following events.	
Initial, routine, in-depth, damage and special inspections.	
Post-construction modifications and new tunnel assets.	
Load restrictions or tunnel closure status.	
Metric 15 Notes:	
