



INDIANA DEPARTMENT OF TRANSPORTATION

100 North Senate Avenue
Room N642
Indianapolis, Indiana 46204

PHONE: (317) 234-6776

Michael R. Pence, Governor
Brandye Hendrickson,
Commissioner

Bridge Inspection Memorandum No. 16-08

TO: All Inspection Personnel, Consultants

FROM: /s/Merril Dougherty
Merril Dougherty, PE
Bridge Inspection Manager
Bridge Division

DATE: November 10, 2016

SUBJECT: Reporting Critical Findings in BIAS

REVISES: Critical Finding Reporting

EFFECTIVE: Immediately

In addition to the initial reporting of the potential critical finding to the State Program Manager, which may be verbal notification or email, a written notification is required within 24 hours in BIAS. A critical findings form has been created in BIAS to serve as the permanent written record for critical findings. It is available on the Maintenance Tab in BIAS. The notification will include complete identification of the structure, the structure location, and a plan of action indicating how the critical finding will be remedied. The electronically written notification serves to document the critical finding by describing the extent of the deficiency complete with notes, photographs, sketches and drawings, measurements, possible causes, and recommendations for repair. Temporary actions may also be taken to safeguard the public until repairs can be completed. Remember to fill out the information to close the critical finding once the deficiency has been addressed on the form in BIAS. If you have any questions please contact me.