

Appendix A: Quality Control Office Review Form (Internal)
(One copy of this sheet shall be filled out for each Team Leader)

Company / District: _____

Quality Control Officer: _____

Team Leader No. : _____

Team Leader : _____

Team Leader No.: _____

Team Members: _____

County/County No.: _____

List Selected Bridges _____

(5% or 5 min) (15 max): _____

The QC review is designed to ensure the appropriate forms have been used, consistency of ratings, accuracy of data, consistency between reports, and completeness.

The Quality Control Office Review shall be performed on all structures that meet any of the following criteria:

- a structural condition rating of a 4 or less for Items 58, 59, 60 & 62
- a structural condition rating that changed by 2 or more for Items 58, 59, 60 & 62
- a scour critical rating (Item 113A) of 3 or less
- posted for 10 tons or less

The minimum number of structures to undergo the Quality Control Office Review shall be the greater of:

- 5% of the total number of structures
- 5 structures

If the number of bridges which meet the sampling criteria is less than the minimum number listed above, the bridges with the lowest sufficiency ratings in the County/District shall be selected for the remaining structures for the Quality Control Office Review.

If the number of structures that meet the selection criteria exceeds 15 structures, then only 15 structures are required to be reviewed.

For INDOT owned bridges, five bridges per team leader, per quarter, shall be reviewed by the Quality Control Officer for the above criteria. In addition, if the Team Leader is responsible for any Fracture Critical or Special Detail inspections, one of each shall be sampled for each of these inspection types, per quarter.

Office Review Form – (One copy of this sheet shall be filled out for each bridge)

Item #	Items to Review
1	All inspectors qualified.
2	Inspection completed within the required frequency.
3	Structural condition ratings of 4 or less been documented properly (photos, notes and sketches).
4	Critical findings properly handled (Part 1 – Section 7).
5	Load ratings performed and reflect current site conditions(Part 1 – Section 9).
6	Posting policies have been complied with (Part 1 – Section 9.10).
7	Maintenance and repair items reflective of noted deficiencies.
8	“Estimated Year Remaining Life” values consistent with the condition ratings.
9	Bridge file contain all available data (Part 1 – Section 5).
10	Priority schedule consistent with the bridge usage and deterioration.
11	If required, scour plan of action developed, on file and current (Part 2 – Section 7.4.5).
12	Printed inspection report uses standard format

Provide items reviewed, printed name and signature in space below.

Item(s)	Team Leader	Quality Control Officer

Comments:
