



# INDIANA DEPARTMENT OF TRANSPORTATION

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**Michael R. Pence, Governor**  
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Bridge Inspection Memorandum  
14-06

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

TO: All Inspection Personnel, and Consultants

DATE: December 23, 2014

SUBJECT: Revisions to the INDOT Bridge Inspection Manual

REVISES: *Indiana Bridge Inspection Manual* Part 2 Sections 2.4.3 and 2.5.3

EFFECTIVE: Immediately

The revisions to the *Indiana Bridge Inspection Manual* were necessary to simplify the requirements of maintaining a quality control file for each team member. No formal submission will be required. These files will be maintained by the team leader and will be available for review upon request.

The following sections of the manual are modified as follows.

## **Subsection 2.4.3 Sampling**

For the purposes of quality control, each team leader will ensure that two bridge files are reviewed per year. On or before June 1<sup>st</sup> and November 1<sup>st</sup> of each year a report will be available upon request. The quality control file will include the quality control office review forms filled out for the reporting period. The reports will remain in the file for three years.

## **Subsection 2.5.3 Sampling**

For the purposes of quality control, each team leader will ensure that one bridge is field reviewed per year. On or before November 1<sup>st</sup> of each year, a report will be available upon request. The quality control file will include the quality control field review forms filled out for the reporting period. The reports will remain in the file for three years.