



INDIANA DEPARTMENT OF TRANSPORTATION

100 North Senate Avenue
Room N642
Indianapolis, Indiana 46204

PHONE: (317) 232-6220

Eric Holcomb, Governor
Joe McGuinness,
Commissioner

Bridge Inspection Memorandum No. 17-03

November 3, 2017

TO: All Inspection Personnel and Consultants

FROM: /s/William Dittrich
William Dittrich
(Acting) Bridge Inspection Manager
Bridges Division

SUBJECT: Bridge File Documents

EFFECTIVE: Bridge Inspection Compliance Month on or after December 2017

The bridge file is the collective term for all documents necessary to provide a comprehensive history of each Bridge Asset. There are two official repositories for documents that comprise the bridge file: the Bridge Inspection Application System (BIAS) and the INDOT Electronic Records Management System (ERMS). The FHWA *Manual for Bridge Evaluation* contains various documents that should be included in the bridge file. At a minimum, the bridge file is to contain the following documents prior to being identified as complete. Each item is annotated with the required repository.

1. Bridge Inspection Reports – BIAS. A minimum of 10 years of inspection history is required for all assets more than 10 years old.
2. Scour Screening/Scour Assessment - BIAS
3. Load Rating Reports – BIAS and Load Rating Calculations/Models - ERMS
4. Original Plans (Either Approved Design signed by PE or As-Built Record) - ERMS
5. All Bridge Rehabilitation Plans (Either Approved Design signed by PE or As-Built Record) - ERMS
6. Hydraulic Calculations/Hydraulic Models - ERMS
7. Asbestos Reports – ERMS
8. Significant Correspondence – ERMS. Significant correspondence includes agreements regarding inspection responsibility, ownership, or other issues that have an impact on timely inspections.
9. Scour Plan of Action – ERMS. For scour critical bridges, provide a copy of the plan of action.
10. Memoranda of Agreement (including Maintenance Agreements), where applicable – ERMS
11. Relinquishment Agreements, where applicable - ERMS

BIAS

All bridge reports, including bridge inspection, scour screening, scour assessment, and load rating are to be housed in BIAS. Bridge inspection reports - routine, fracture critical, under water, special, damage, and other - must be created in a BIAS report. All report sections must be added in the Report Sections tab - Add Sections/PDF Attachments and the file uploaded into the report. The added sections must also be included in the report table of contents. Uploading a PDF attachment without adding it to the report reduces the efficiency of retrieving/reviewing the information and is not acceptable.

The required bridge inspection report sections are listed below. Instructions on how to create a report in BIAS and upload a file into a report as well as the required file naming convention are attachments to this memo and will be available for future reference from the INDOT Bridge Inspection webpage.

The required report sections in a bridge inspection report include the following:

1. Report Cover.
2. Location Map.
3. Executive Summary. The executive summary is to include a general statement of condition of the bridge and a statement of areas of concern.
4. National Bridge Inventory and Miscellaneous Asset Data.
5. Field Inspection Information. Field inspection information is to include sketches and photographs showing typical and deteriorated conditions. A brief narrative is required to justify a change in condition rating. An NBI item rated below 5 or condition state 3 requires a picture or sketch in addition to narrative descriptions of the deteriorated condition. A plan of action is to be included, if required. All pictures inspection report are to be labeled.
6. Critical Findings. Critical finding documentation is to be in accordance with Part 1 of the Bridge Inspection Manual.
7. Waterway Information. Waterway information is to be in accordance with Part 1 of the Bridge Inspection Manual.
8. Other Inspection Procedures. Other inspection procedures include other required reports such as fracture critical and under water. These reports are to be in accordance with Part 1 of the Bridge Inspection Manual.
9. Load Rating. Load rating documentation is to include a dated load rating along with identification of the analysis used to determine capacity. Results are to clearly identify the loads and methodology used in the analysis. Controlling structural members are to be identified. Include any updates that reflect changes in the condition of structural members. If calculations cannot be provided due to lack of information, documentation to support the determined load rating is to be provided.
10. Posting Documentation. Posting documentation is to be in accordance with Part 1 of the Bridge Inspection Manual.
11. Scour Assessment. The assessment conducted to determine the scour vulnerability of the bridge is to be documented.
12. Pictures and Sketches. All pictures and sketches in the inspection report are to be labeled.

ERMS

ERMS is the only repository other than BIAS that may house bridge file documents. When properly indexed, documents in ERMS for a bridge asset can be viewed in BIAS from the Asset tab. Instructions on how to upload a file into the ERMS Bridge File Documents folder using the Multiple File Upload Tool and the required file naming convention are attachments to this memo and will be available for future reference from the INDOT Bridge Inspection webpage.

Note: The ERMS County Bridge Inspection Reports folder is for County Summary documents only. All other documents and reports should be in BIAS or the ERMS Bridge File Documents folder.

If additional information is needed please email INBridgeshelp@indot.in.gov for assistance.