



INDIANA DEPARTMENT OF TRANSPORTATION

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Eric Holcomb, Governor
Joe McGuinness,
Commissioner

Bridge Inspection Memorandum No. 17-04

November 3, 2017

TO: All Inspection Personnel and Consultants

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

SUBJECT: Bridge Inspection Scheduler

EFFECTIVE: Bridge Inspection Compliance Month on or after December 2017

The *Scheduler* is used to identify the next scheduled inspection for each inspection type. The *Scheduler* will be a component of BIAS data reported to FHWA regarding the execution of on-time and future required inspections.

Upon final approval of any inspection type, the *Scheduling* fields will be reviewed on the primary Inspection Report Information page. All report type schedules will be maintained.

Scheduling:

Inspection Type	Last Inspection Date	Frequency	Due Date:	Schedule Date	Completed Date	User Assigned to Inspection	Comments	Ongoing	Edit
Routine	03/10/2016	24 Months	March 2018	03/31/2018				Yes	Edit

Report Assignment History:

The Due Date and Schedule Date is calculated based on the last approved inspection of that type and can only be edited after the inspection report has been uploaded and approved in BIAS.

In the event that a Schedule needs modified following the upload and report approval, the Scheduling tab should be used.

In addition to the use of the *Scheduler*, a “Compliance Month” field has been added to the MAD2 tab within the Asset Values for each county-owned bridge asset. The field has been populated with the compliance month. Compliance month data can be modified only by the INDOT BIAS Administrator.

Inspection Date	Last Revision
06/16/2016	12/22/2016
06/18/2014	09/19/2014
11/05/2012	02/13/2013

Beginning December 1, 2017 the **Inspection Schedule Filter: All Overdue Bridge Inspection Reports** will be the basis for monthly/quarterly reporting for FHWA for compliance for all inspection frequencies for all inspection types: routine, special, fracture critical and underwater.

BIAS Admins and the BIAS Administrator will assist by providing periodic review of the data and informing inspectors when corrections to the scheduler are necessary.