



# INDIANA DEPARTMENT OF TRANSPORTATION

Driving Indiana's Economic Growth

## Bridge Inspection Memorandum No. 22-02 Bridge Inspection Manual Revisions

April 29, 2022

**TO:** All Inspection Personnel and Consultants

**FROM:** /s/ Anthony Marino SPM  
Anthony Marino, P.E.  
State Bridge Inspection Program Manager  
Bridge Management Division

**SUBJECT:** Quality Control Frequencies and Requirements

**REVISION:** INDOT Bridge Inspection Manual 4-2.04 and 4-4.05

**EFFECTIVE:** Immediately

Part 4: QA/QC, of the INDOT Bridge Inspection Manual has been updated as follows:

### 4-2.04(02) Quality Control Criteria

This review by the QCR shall include the following:

- The quality control review will follow the NBIP File Review Checklist form that can be found in the APPENDICES of the INDOT Bridge Inspection Manual (BIM).

### 4-2.04(03) Sampling

INDOT shall carry out Quality Control Office Reviews on 100% of all Routine, Special, In-Depth, and Post-Rehabilitation Inspections done each year on all State-Owned and State-Maintained Bridges. This review shall consist of the Team Leader in charge of the inspection submitting the completed inspection report to another INDOT Team Leader who was not involved with the inspection. The QC Team Leader shall review the report and attachments for completeness, accuracy, and adhering to the requirements in the INDOT BIM. The QC Team Leader shall further document the review findings using the Quality Control Review section in the BIAS Field Notes-National Bridge Inventory data areas. The QA/QC NBIP File Review Checklist Form provided in the Appendix of the INDOT Bridge Inspection Manual (BIM) and referenced in 4-2.04(02) in the INDOT BIM is not required for INDOT QC Reviews for State-Owned and State-Maintained Bridges.

The Quality Control Office Review shall be carried out on LPA-owned and LPA-maintained bridges selected from a group that meet any of the following criterial if available:

- A rating of 4 or less for Items 58, 59, 60, and 62

- A rating that changed by two or more for Items 58, 59, 60, or 62
- A rating of 3 or less for Item 113
- Posted

For the purposes of quality control, each QC Team Leader will ensure that no less than two LPA bridge files are reviewed for each LPA/County bridge asset inventory for which the Quality Control Team Leader's firm is under contract per major phase; specifically Phase 1 and Phase 2. The LPA bridges selected for the quality control office reviews shall be done using the QA/QC NBIP File Review Checklist Form provided in the Appendix of the INDOT BIM for the reporting phase. The completed QA/QC NBIP File Review Checklist Forms shall be uploaded to the county's Asset Details in BIAS (where the County Summary Reports are placed) in the QA/QC Section of the Files Tab.

#### **4-2.05(02) Quality Control Criteria**

This review by the QCR shall include the following:

- The quality control review will follow the NBIP File Review Checklist form that can be found in the APPENDICES of the INDOT BIM.

#### **4-2.05(03) Sampling**

The Quality Control Field Review shall be carried out on bridges selected from a group that meet any of the following criterial if available:

- A rating of 4 or less for Items 58, 59, 60, and 62
- A rating that changed by two or more for Items 58, 59, 60, or 62
- A rating of 3 or less for Item 113
- Posted
- A Critical Finding has been reported

For the purposes of quality control each team leader will ensure that, at minimum, one bridge is field reviewed as specified herein:

- INDOT shall carry out Quality Control Field Reviews for each INDOT Team Leader for any selected Routine, Special, In-Depth, and Post-Rehabilitation Inspections done each calendar year on State-Owned and State-Maintained Bridges. This Field Review shall be done by an INDOT Team Leader who was not involved with the inspection and the results shall be documented on the QA/QC NBIP File Review Checklist Form provided in the Appendix of the INDOT BIM. The completed forms shall be submitted to the Bridge Inspection State Program Manager.
- A certified team leader shall carry out Quality Control Field review(s) for selected Routine Inspection(s) done during each LPA/Countywide bridge inspection contract for which the team leader's firm is under contract per major phase; specifically Phase 1 and Phase 2. The LPA bridge(s) selected for the quality control field review(s) shall be done using the QA/QC NBIP File Review Checklist form provided in the Appendix of the INDOT BIM for the reporting period. The completed QA/QC NBIP File Review Checklist form(s) shall be uploaded to the county's Asset Details in BIAS (where the County Summary reports are placed) in the QA/QC Section of the Files Tab.