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Originating Organization Highways and Local Programs, Engineering Services	

**Remarks and Instructions**

The complete manual, revision packages, and individual chapters can be accessed at [www.wsdot.wa.gov/publications/manuals/m36-63.htm](http://www.wsdot.wa.gov/publications/manuals/m36-63.htm).

For updating printed manuals, page numbers indicating portions of the manual that are to be removed and replaced are shown below.

Chapter	Remove Pages	Insert Pages
Title Page	i – ii	i – ii
Contents	xi – xii	xi – xii
Chapter 34 Highway Bridge Program	34-9 – 34-12	34-9 – 34-12
Appendix 34.51 thru Appendix 34.57	34-13 – 34-26	34-13 – 34-26

Please contact Stacie Kelsey at 360-705-7383 with comments, questions, or suggestions for improvement to the manual.

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Approved By Dave Mounts	Signature /s/
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**Washington State  
Department of Transportation**

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# **Local Agency Guidelines**

M 36-63.21

June 2013

**Highways and Local Programs**  
Engineering Services

## **Americans with Disabilities Act (ADA) Information**

Materials can be made available in an alternate format by emailing the WSDOT Diversity/ADA Affairs Team at [wsdotada@wsdot.wa.gov](mailto:wsdotada@wsdot.wa.gov) or by calling toll free, 855-362-4ADA (4232). Persons who are deaf or hard of hearing may make a request by calling the Washington State Relay at 711.

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	<b>Page</b>
Appendix 31.73	Vacant . . . . . 31-35
Appendix 31.74	Advertisement – Example . . . . . 31-36
Appendix 31.74(a)	Submittal Information Form (Prime) . . . . . 31-38
Appendix 31.74(b)	Submittal Information Form (Subconsultant) . . . . . 31-39
Appendix 31.75	Request for Sole Source Consultant Services . . . . . 31-40
Appendix 31.76	Independent Estimate for Consulting Services . . . . . 31-43
Appendix 31.77	Consultant Fee Calculation Worksheet . . . . . 31-44
Appendix 31.78	Record of Negotiations – Example . . . . . 31-46
Appendix 31.79	Local Agency Standard Consultant Agreement . . . . . 31-47
Appendix 31.710	Supplemental Signature Page for Standard Consultant Agreement . . . . . 31-90
Appendix 31.711	Supplemental Agreement . . . . . 31-91
Appendix 31.712	Example Invoice Tracking Sheet . . . . . 31-92
Appendix 31.713	Performance Evaluation Consultant Services . . . . . 31-93
<hr/>	
<b>Chapter 32</b>	<b>Railroad/Highway Crossing Program . . . . . 32-1</b>
32.1	General Discussion . . . . . 32-1
32.2	Selection of Appropriate Warning Devices . . . . . 32-1
32.3	Project Development Process . . . . . 32-3
32.4	Appendices . . . . . 32-5
Appendix 32.41	Signal Design – Shoulder Section . . . . . 32-7
Appendix 32.42	Signal Design – Curb Section . . . . . 32-9
Appendix 32.43	Railroad/Highway Grade Crossing Protection Sight Distance Diagram and Gate Warrant Form . . . . . 32-11
Appendix 32.44	Railroad Project Data Form . . . . . 32-13
Appendix 32.45	Type 3 Party Agreement – Example . . . . . 32-14
Appendix 32.46	Local Agency Railway Agreement . . . . . 32-15
<hr/>	
<b>Chapter 33</b>	<b>Emergency Relief Program . . . . . 33-1</b>
33.1	Steps Following a Disaster . . . . . 33-1
33.2	FHWA’s Emergency Relief Program Guidelines . . . . . 33-2
33.3	Reimbursable Expenses . . . . . 33-5
33.4	Types of Emergency Relief Work . . . . . 33-9
33.5	Contracts . . . . . 33-14
33.6	Additional Project Requirements . . . . . 33-15
33.7	Funding . . . . . 33-16
33.8	FEMA Program Guidelines . . . . . 33-16
33.9	Appendices . . . . . 33-18
Appendix 33.91	Local Agency Proclamation . . . . . 33-21
Appendix 33.92	Governor’s Proclamation . . . . . 33-22
Appendix 33.93	Local Agency Detailed Damage Inspection Report . . . . . 33-23
<hr/>	
<b>Chapter 34</b>	<b>Highway Bridge Program . . . . . 34-1</b>
34.1	General Discussion . . . . . 34-1
34.2	Bridge Condition Inspection Program . . . . . 34-1
34.3	Quality Assurance and Quality Control Reviews . . . . . 34-5
34.4	Highway Bridge Program Call for Projects . . . . . 34-6

	<b>Page</b>
34.5 Appendices .....	34-11
Appendix 34.51 NBIS Regulation – Qualifications of Personnel .....	34-13
Appendix 34.52 NBIS Regulation – Inspection Frequency .....	34-14
Appendix 34.53 Bridge Inspector Experience and Training Record .....	34-15
Appendix 34.54 Bridge Program Manager Agreement .....	34-16
Appendix 34.55 Bridge Records .....	34-17
Appendix 34.56 Individual Bridge Record .....	34-21
Appendix 34.57 Local Agency Bridge Program Quality Assurance Checklist .....	34-23
<b>Chapter 41 General Project Types .....</b>	<b>41-1</b>
41.1 General Discussion .....	41-1
41.2 Work Zone Safety and Mobility .....	41-2
41.3 Intelligent Transportation Systems .....	41-2
41.4 Deviations .....	41-3
41.5 Appendices .....	41-4
Appendix 41.51 Deviation Analysis Format .....	41-5
Appendix 41.52 Design Process V Diagram .....	41-6
Appendix 41.53 Intelligent Transportation Systems Information Form .....	41-7
<b>Chapter 42 City and County Design Standards for All Routes .....</b>	<b>42-1</b>
42.1 Introduction .....	42-1
42.2 Committee Membership .....	42-2
42.3 Local Agency Design Matrices .....	42-3
42.4 Local Agency Design Matrix Definitions .....	42-4
42.5 Design Level D Standards for Two Way Roads and Streets .....	42-12
42.6 Roadway Geometrics .....	42-13
42.7 3R Projects .....	42-14
42.8 2R Projects .....	42-15
42.9 References .....	42-15
42.10 Appendices .....	42-17
Appendix 42.101 Local Agency Design Matrix Checklists .....	42-19
<b>Chapter 43 Design Approval .....</b>	<b>43-1</b>
43.1 General Discussion .....	43-1
43.2 Requirements for Design Approval .....	43-1
43.3 Bridge Design Approval .....	43-2
43.4 Value Engineering .....	43-2
43.5 Additional Data Required for Special Projects .....	43-5
43.6 Appendices .....	43-5
Appendix 43.61 VE Assessment Report .....	43-7
Appendix 43.62 Example of Design Approval Documentation .....	43-9
<b>Chapter 44 Plans, Specifications, and Estimates .....</b>	<b>44-1</b>
44.1 General Discussion .....	44-1
44.2 PS&E Requirements .....	44-1
44.3 Documents Requiring Professional Stamps .....	44-4
44.4 Contract Plans .....	44-5

**.46 On-Site Field Review of Candidates** – The on-site field review team verifies the condition of the bridge, review site information, and possibly requests updated or additional information. The field review is also an opportunity for the bridge owner to provide additional information related to up-front project scoping and analysis done prior to the call for projects.

- a. **Field Review Team** – The Field Review Team consists of the WSDOT H&LP Bridge Engineer (Review Team leader), a local agency bridge owner representative, the Region Local Programs Engineer, and FHWA Division Bridge Engineer whenever possible. On non-CA agency bridges, the Field Review Team will also have a representative from the agency providing CA services for the nonCA agency. The H&LP Bridge Engineer may add other representatives as deemed appropriate for specialized conditions.
- b. **Review Procedures**
  1. The Field Review Team conducts an on-site review of proposed bridge projects. The Field Review Team may use results of a previous review for a bridge submitted but not funded, provided the review was conducted within the past three years.
  2. The Bridge Inspection Report is reviewed at the site. The Field Review Team looks for inconsistencies between condition codes, load ratings, postings, ADT, and other factors. The WSDOT H&LP Bridge Engineer calculates an independent sufficiency rating based on codes agreed to by the review team. The final sufficiency rating may change again based on information requested by the team but not available during the field review.
  3. The items submitted with the application are reviewed at the site. The Field Review Team reviews the site in detail and recommends which of three funding program best fits the condition of the bridge.
    - a. Replacement projects.
    - b. Rehabilitation projects.
    - c. Seismic-Paint-Scour.
  4. A consensus is reached on the appropriate funding program and estimated scope of work for the project.
  5. The project cost estimate submitted by the agency is discussed in detail and revised as appropriate.

**.47 Bridge Selection** – The Bridge Replacement Advisory Committee (BRAC) convenes after the on-site field reviews are completed. Bridge projects are presented to the Committee ranked by their sufficiency rating or other criteria by specific funding program. Results of the field review, Review Team recommendations, and other pertinent information are presented to the committee. The Committee reviews all of the projects and then recommends projects for funding.

The BRAC comprised of seven voting members and two alternates. The committee includes four county representatives, four city representatives, with the H&LP Engineering Services Manager serving as Chair. Alternates initially serve one year as a non-voting member then for three more years as a voting member. Alternates for either city or county may participate in the event a voting member from their respective association is absent.

The Director of H&LP reviews the list of projects recommended by the BRAC and approves a final list of bridges to receive funding. Counties and cities will receive a funding notification letter informing them that their bridge project has been approved for funding. The letter will identify the anticipated federal funding level and asks the agency to submit their request for funds through their Region Local Programs Engineer. This letter will also identify the percentage for bridge approach cost participation and any other requirements specific to the project.

**.48 Cost Increases** – The level of federal funding available for the bridge program falls short of meeting all of the needs on the local roadway system. With this limited funding, it is critical that the initial scope, schedule, and budget for each project be as accurate as possible. In the event that changes to the project budget are needed, an increase may be requested if warranted. A request for increased funding should outline the reasons why additional funding is needed.

There are four situations when an agency can request additional funding.

1. **At 30 Percent Design Completion** – When the project reaches 30 percent design completion, the agency must provide an updated scope, schedule, and budget for all bridge replacement and rehabilitation projects and all other projects over \$2 million. Explanation for any changes must be included in this information.
2. **At 60 Percent Design Completion** – When the project reaches 60 percent design completion, the agency must provide an updated scope, schedule, and budget for all bridge replacement and rehabilitation projects and all other projects over \$2 million. Explanation for any changes must be included in this information.
3. **Prior to Construction Obligation/Authorization** – Prior to construction authorization, the agency is required to have all necessary funding secured. If the current engineer's estimate exceeds the amount of funding approved for the project, the agency may submit a request to increase federal funding.

Approval for the increase in funding must be received prior to construction authorization or all costs above the original amount approved for the project will be the responsibility of the agency.

4. **After Advertisement But Before Award** – If all bids received exceed the amount of funding approved for the project, the agency may submit a request to increase federal funding.

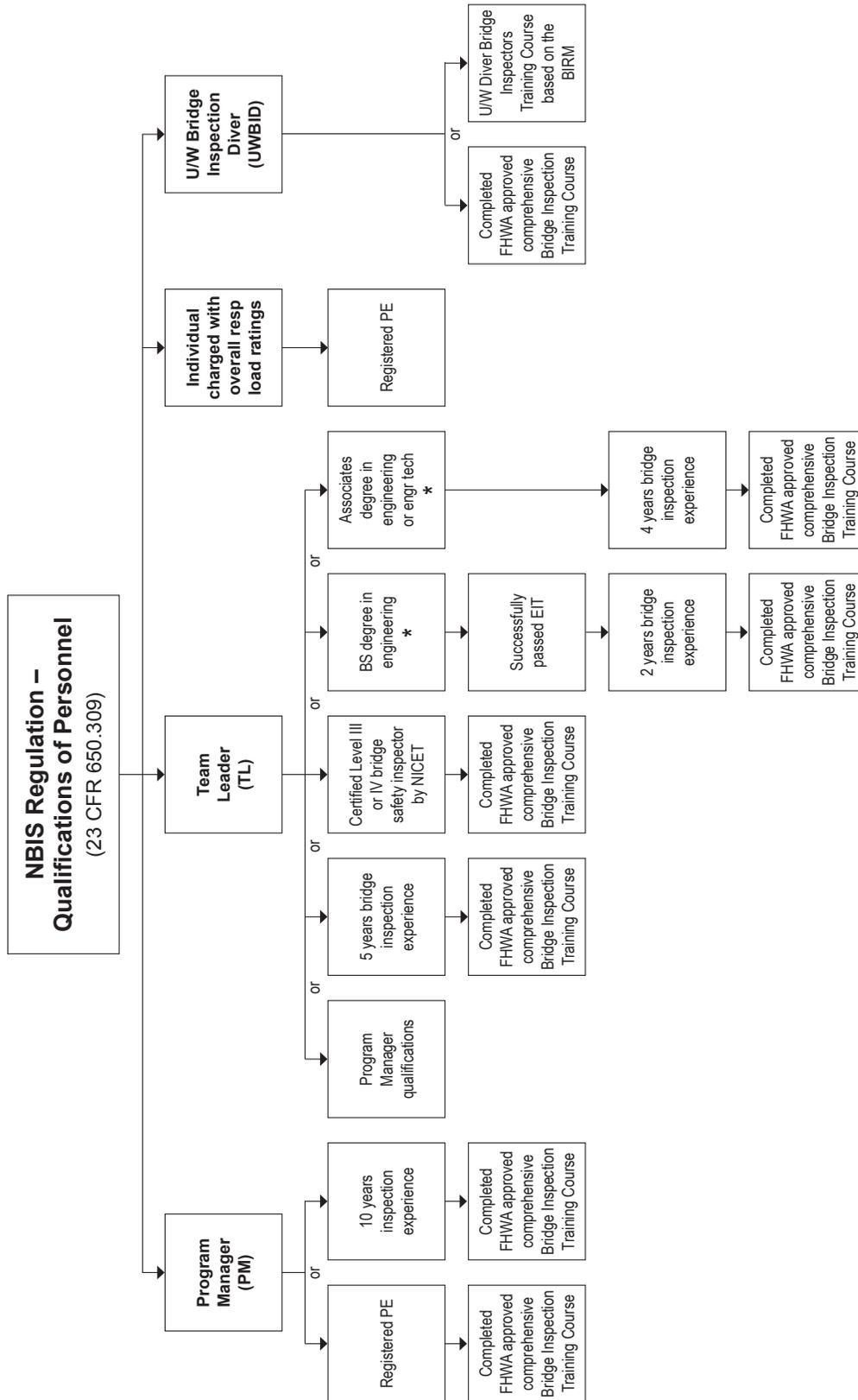
Approval for the increase in funds must be received prior to awarding the project contract or all costs above the original amount approved for the project will be the responsibility of the agency. H&LP will send a letter to the agency approving or

denying the proposed increase. If approved, the local agency must then prepare, sign, and submit a Supplemental Agreement to the Region Local Programs Engineer for further processing.

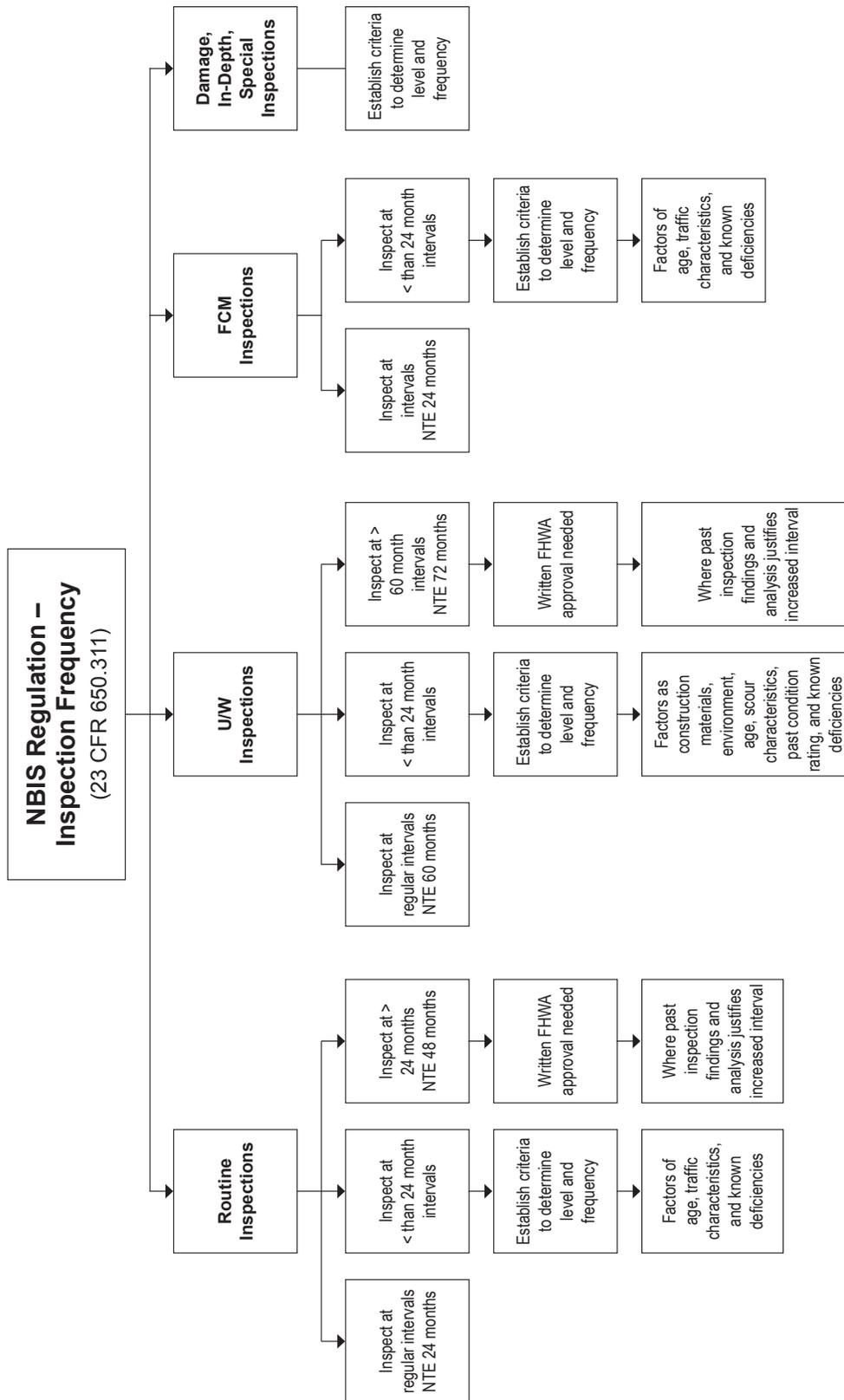
## 34.5 Appendices

- 34.51 NBIS Regulation – Qualifications of Personnel
- 34.52 NBIS Regulation – Inspection Frequency
- 34.53 Bridge Inspector Experience and Training Record
- 34.54 Bridge Program Manager Agreement
- 34.55 Bridge Records
- 34.56 Individual Bridge Record
- 34.57 Local Agency Bridge Program Quality Assurance Checklist





\* An accredited Board for engineering and technology or determined substantially equivalent.



**Key:**  
 NTE = Not to Exceed  
 FCM = Fracture Critical Member  
 UW = Under Water

# Appendix 34.53

# Bridge Inspector Experience and Training Record



## Bridge Inspector Experience and Training Record

Team Leader Name	Date
------------------	------

Agency Name
-------------

Education			
Institution	Major	Years	Degree

Professional Registration		
State	Branch/Agency	Registration Number

Bridge Inspection Training			
Course	Hours	Sponsor	Dates

Special Technical Course			
Course	Hours	Sponsor	Dates

Bridge Inspection Experience		
Agency/Firm	Bridge Duties	Years

To the best of my knowledge, the above information is true and accurate.

Team Leader's Signature \_\_\_\_\_ Date \_\_\_\_\_

Having reviewed the above information, I conclude that this individual meets the minimum qualifications for a bridge inspection team leader as specified in the current National Bridge Inspection Standards.

Team Leader's Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Name (Print) \_\_\_\_\_ Title \_\_\_\_\_

DOT Form 234-100 EF  
8/98

# **Appendix 34.54      Bridge Program Manager Agreement**

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AGENCY \_\_\_\_\_ AGENCY NO. \_\_\_\_\_

In accordance with Title 23, Code of Federal Regulations, Part 650 - Bridges, Structures, and Hydraulics, Subpart C – The National Bridge Inspection Standards (NBIS) the Washington State Department of Transportation (WSDOT) in its role as the Washington State Bridge Inspection Organization is responsible to inspect, or to cause to be inspected, all highway bridges located on public roads that are fully or partially within the State’s boundaries, except for bridges owned by Federal agencies. The NBIS contains provisions to allow delegation of bridge program functions identified in §650.307(c)(2).

The individual in charge of the bridge program as defined in the NBIS is the Bridge Program Manager. The overall Program Manager for Local Agency owned bridges in Washington State is the WSDOT Local Agency Bridge Engineer. The individual delegated Program Manager status within an agency and deemed in charge of the Agency Bridge Program for that agency is the Agency Bridge Program Manager. While delegation of Program Manager is allowed, such delegation does not relieve WSDOT of any of its responsibilities under the NBIS.

Agency Bridge Program Manager status is assigned to a specific qualified individual within a specific agency. Any change of employment of the Agency Bridge Program Manager requires re-delegation by the WSDOT Local Agency Bridge Engineer of Bridge Program Manager status to another qualified person within that specific agency.

A qualified person within a Local Agency who accepts Bridge Program Manager status agrees to:

- Adhere to the *Washington State Bridge Inspection Manual* M 36-64 and all policies and procedures promulgated by the Washington State Department of Transportation (WSDOT) which accomplish the policies and objectives set forth in NBIS.
- Provide overall leadership and be available to the inspection team leaders to provide guidance.
- Supervise or provide Bridge Program quality control to ensure that the requirements of the NBIS are met. This includes review of inspection reports and approval of the Team Leaders work, overseeing bridge inspection schedules, ensuring that all analysis, reporting, and inventory requirements are met, and critical deficiencies are addressed in a timely manner. Support staff may be Private Consultant or State Services.

The qualified person within a Local Agency who accepts Bridge Program Manager Status:

\_\_\_\_\_  
Bridge Program Manager (Name)

\_\_\_\_\_  
Bridge Inspector Cert. No.

\_\_\_\_\_  
Mayor or Chairman

\_\_\_\_\_  
Date

WASHINGTON STATE DEPARTMENT OF TRANSPORTATION

Approved By:

\_\_\_\_\_  
Highways and Local Programs  
Engineering Services Manager

\_\_\_\_\_  
Date

### A 34.55.1 General

The on-site inspection of each bridge is important for gathering information about the bridge's structural condition and adequacy. This information must be stored as a permanent bridge record. Such a record provides a useful and accurate history. It also contains information on previous repairs and provides others with ready access to information.

Each agency is responsible for maintaining a bridge file for each bridge within its jurisdiction. A detailed list of information that should be in the bridge file is listed and described in Chapter 1 of the *Washington State Bridge Inspection Manual* (WSBIM) M 36-64. Another reference for a detailed list of the information that should be included in the bridge file can be found in American Association of State Highway and Transportation Officials (AASHTO) Manual for the Condition Evaluation of Bridges, First Edition, 2008. When inclusion of this information in the bridge file is not possible or impractical, reference to the location where it can be found will suffice.

In addition, agencies are required to maintain a record of other general information. This information may be requested during the quality assurance review of the bridge inspection program. The following general information should be on file:

- An experience and training record for each lead inspector.
- A master list of all bridges within the agency's jurisdiction. This list should identify bridges that have fracture critical members, require underwater inspection, and/or warrant special inspection because of their design features, location, or strategic importance.

### A 34.55.1 Individual Bridge Records

A permanent record on each bridge must be maintained. This record provides a history of the bridge's condition, maintenance, and inventory data. This information must be kept current.

- A. Washington State Bridge Inventory System (WSBIS) Inventory Coding Form** – A copy of the completed WSBIS Inventory Coding Form must be in the bridge file as a ready source of the current bridge information. The procedures for establishing, maintaining, and updating the inventory information is described in detail in WSBIM Chapter 2.
- B. Bridge Inspection Reports** – Copies of all on-site inspection reports must be kept in the individual bridge file and must be signed by the Team Leader responsible for the inspection. The reports provide specific details about the bridge's condition, how conditions have changed over time, and any previous repairs or maintenance performed. This information is reviewed prior to each bridge on-site visit to prepare the inspector for the conditions or problems they may encounter.

Procedures for completing bridge inspection reports are covered in WSBIM Chapter 3 and in the Federal Highway Administration (FHWA) *Bridge Inspector Reference Manual* (BIRM).

- C. **Critical Damage Bridge Repair Report** – A copy of the Critical Damage Bridge Repair Report must be kept in the bridge file. This report provides evidence that formal recommendations to correct major bridge damage were made and acted upon in a timely manner, ensuring the safety of the public. See WSBIM Chapter 6 for more information.
- D. **Photographs** – Labeled and dated copies of elevation and deck photographs of the bridge must be kept in the bridge file. The label should include the structure ID, bridge name, bridge number, inspector's initials, and a description including orientation. Whenever the bridge's condition changes, new photographs should be taken and added to the file. An agency may also keep on file photographs of problems or deficiencies discovered at the bridge (e.g., section loss in a deteriorating piling or significant spalling on a bridge deck). These photographs can provide documentation of existing or developing problems that could lead to repairs. Deterioration requiring a repair should be documented with a photo. The photo is then referenced in the note describing the deterioration and in the repair note initiating the repair. Once the repair is complete, a follow up photo is taken as part of the repair verification procedure.
- E. **Plans** – Most bridges will have detailed design plans used for the construction of the bridge and final drawings reflecting the as-built condition of the bridge. These plans should be kept in the bridge file or a note should be included with location of any plans that are too bulky to fit in the file itself. If these plans are not available, a detailed sketch of the bridge needs to be made showing bridge length, width, span length, clearances, and a typical section with bridge materials and dimensions.
- F. **Calculations** – Bridge calculations necessary for inclusion in the bridge file are detailed in WSBIM Chapter 5.

A copy of the stamped, signed, and dated load rating must be kept in the bridge file. Include a note in the bridge file with location of any load rating that is too bulky to fit in the file itself. Load test data should be included for any field load tests.

Scour elevations must also be included in the bridge file. The scour evaluation must include the code entered in WB76 - 80 and a Plan of Action for high water events if a bridge is determined to be scour critical.

- G. **Correspondence** – All letters regarding the inspection, maintenance, or ownership of the bridge should be kept in the bridge file. This may include correspondence from FHWA, WSDOT, other agencies, and/or individuals.
- H. **Inspection Procedures** – Each agency is required to develop and maintain procedures that address the special features of a bridge. Special features include fracture critical members, underwater elements, or any other feature requiring special inspection due to location, strategic importance, or special design features.

The members that require an underwater inspection shall be identified and the inspection procedures specified. Waters deeper than 4 feet will normally require a diver that is trained in bridge inspections. Wading types of inspections can usually be performed by regular bridge inspection teams as part of the structural inspection. Detailed procedures for conducting these inspections are in WSBIM Chapter 3.

- I. **Other Information** – All other information gathered about the bridge should be kept on file. This includes details about maintenance work performed, special reports or studies, heat straightening, damage, and paint reports.

### A 34.55.3 Master List

The purpose of a master list is to assist in the management of non-routine inspections, bridges needing special inspection and/or inspection equipment. Each agency is required to maintain a master list of:

- Bridges with fracture critical members.
- Bridges requiring underwater diving inspections.
- Bridges with special features (e.g., segmental bridges).

It is recommended that each agency maintain a master list of:

- Bridges that are scour critical.
- Load posted bridges.
- Bridges requiring an Under Bridge Inspection Truck to inspect limited access members.
- Short span bridges.
- Bridges needing repairs.
- Bridges needing traffic control for routine inspections.
- Fatigue cracked bridges.
- Environmentally sensitive bridges.
- Bridges needing deck replacement.
- Bridges that are seismic vulnerable.
- Bridges needing painting.

This information can be used to plan, schedule, and monitor the special inspections. At a minimum, the following information must be included for each bridge:

- Bridge type and location.
- Type and frequency of inspection required.
- Location of particular members to be inspected.
- Inspection procedures to be used.
- Type of special equipment required.
- Previous inspection dates.

- Most recent inspection findings.
- Any follow-up action taken as a result of the most recent inspection findings.

Bridges are added to the master list when they are identified as needing an underwater, fracture critical, or special features inspections. As these inspections are performed, the master list is updated with the most current information. Bridges are kept on the master list throughout their service life, unless the bridge's category (e.g., fracture critical, special features) changes.

#### **A 34.55.4 Bridge Construction Files**

Bridge construction files should include the following:

- Construction Plans
- As-built Drawings
- Specifications
- Shop and Working Drawings
- Material Certification
- Material Test Data

#### **A 34.55.5 Short Span Bridges**

Short span bridges (see WSBIM Chapter 7) are bridges or multiple culverts having an opening of 20 feet or less. The short span bridges are generally not reported to the Federal Highway Administration. Washington State encourages the reporting of short span bridge information because of concerns about their condition and possible maintenance repairs required.

#### **A 34.55.6 Inspector Qualifications**

The NBIS outline the minimum training and experience required for the head of the bridge inspection organization or Program Manager and the lead bridge inspector or Team Leader. Each agency is required to maintain a record of qualifications for each of its bridge inspection personnel. The agency needs to include the names and qualifications of each individual performing bridge inspections.

The Bridge Inspector Experience and Training Record Form was developed for this purpose. The form is completed by the head of the bridge inspection organization who verifies that lead inspectors meet the qualifications. The completed form is sent to the WSDOT Local Agencies Bridge Engineer for review and the issuance of a bridge inspector identification number. This number is required on the inspection reports. A copy of the completed form is kept on file with the agency.

Each agency is responsible for keeping this information current. During the quality assurance review process, agencies may be asked to verify the qualifications of their inspectors.

**Bridge Program Files (Chapter 34)  
Washington State Bridge Inspection Manual (WSBIM) Chapter 6**

**Individual Bridge Record**

Bridge Name \_\_\_\_\_  
 Bridge Number \_\_\_\_\_ Structure I.D. \_\_\_\_\_

Initials	Date or N/A	
_____	_____	Current Washington State Bridge Inventory Coding Form (WSBIS)
_____	_____	_____ Inspection date is current
_____	_____	_____ Data is complete and correct (WSBIM Chapter 2)
_____	_____	Bridge Condition Inspection Report History
_____	_____	_____ Reports signed and dated by qualified Team Leader
_____	_____	_____ Team Leader qualification and training file up-to-date
_____	_____	_____ History complete according to inspection frequency
_____	_____	Critical Finding (WSBIM Chapter 7)
_____	_____	_____ Critical Damage Bridge Repair Report
_____	_____	_____ Follow-up information (Inspection/Design/Repair)
_____	_____	_____ Conclusion (Bridge reopened or permanently closed)
_____	_____	Photographs (deck and elevation at a minimum)
_____	_____	_____ Date, description, orientation, inspector's initials
_____	_____	_____ Location if not in individual bridge file
_____	_____	Bridge plans or detailed drawings
_____	_____	_____ Plans do not exist
_____	_____	_____ Location if not in individual bridge file
_____	_____	Scour Analysis (WSBIM Chapter 5)
_____	_____	_____ Bridge is not over water
_____	_____	_____ Analysis defines the WB76-80 Scour Code
_____	_____	If Scour Critical
_____	_____	_____ Action plan
_____	_____	_____ Bridge is included on Scour Critical Master List

Initials	Date or N/A	
_____	_____	Load Rating (WSBIM Chapter 5)
_____	_____	_____ Stamped, signed, and dated by Professional Engineer
_____	_____	_____ WB72-93 coded correctly per load rating
_____	_____	_____ Bridge is posted if necessary
_____	_____	_____ Bridge is included on master list of posted bridges
_____	_____	_____ WB76-60 coded correctly
_____	_____	_____ WB75-51 through WB77-55 correctly coded
_____	_____	_____ Location if not in individual bridge file
_____	_____	General Correspondence
_____	_____	Inspection Procedures (WSBIM Chapter 3)
_____	_____	_____ Bridge is Fracture Critical
_____	_____	_____ Bridge is on Fracture Critical Master List
_____	_____	_____ Fracture Critical procedures
_____	_____	_____ Bridge requires underwater inspection
_____	_____	_____ Bridge is on Under Water Inspection Master list
_____	_____	_____ Underwater Inspection procedures
_____	_____	_____ Bridge is Complex
_____	_____	_____ Bridge is Complex Bridge Master List
_____	_____	_____ Complex Bridge Inspection Procedures
_____	_____	Maintenance Records
_____	_____	_____ Maintenance recommendations on inspection report
_____	_____	_____ Maintenance initiation (signed, dated)
_____	_____	_____ Maintenance completed (signed, dated, description)
_____	_____	Other Information
_____	_____	_____ Special reports

Agency:

Date:

Program Manager:

Name:

Experience:

Refresher Training:

Team Leader(s):

Name:

Experience:

Refresher Training:

Name

Experience:

Refresher Training:

Team Member(s):

Name

Experience:

Training:

Name

Experience:

Training:

Bridge Master List Information:

Number of Bridges in the Agencies Inventory:

Number of NBIS Bridges:

Number of NBI Bridges (on/under):

Number and Types of Specialty Inspections:

Number of Bridges Over Water:

Type of Inspection:	No. Bridges:	Notes:
Fracture Critical		
Underwater		
Complex Bridge (Not F/C)		
Increased Frequency		
Special Access		
SD		
FO		
Valid Load Ratings		
Load Posted		
Scour Critical		
Unknown Foundation		
High Water POA's		

Bridge Inspection Procedures: See attached Bridge File Checklist for each structure reviewed.

Is a Laptop Used in the Field?

Are Manuals Available in Field?

Bridge SID	1)	2)	3)	4)	5)	6)
Coding Accuracy						
WSBIS Accuracy						
Notes						
Sketches (in BW?)						
Procedures (in BW?)						
Photos (in BW?)						
Repairs/Maint.						
Load Posting/Codes/Photo						
LR Summary (In BW?)						
Scour Codes/Justification						
POA's (in BW?)						

Bridge Inspection Procedure, continued.

Are Consultant inspectors used for any Bridge inspections?

Are 2-man inspection teams scheduled?

Is the Bridge Program Manager involved in the Quality Control of Bridge Inspections?

**Inspection Equipment:**

Equipment	Agency Owned/Rented	Availability
Ladder		
Manlift		
UBIT/Under Bridge Platform		
Boat		
Climbing Gear		
NDT		

**Inspection Finding Follow-up:**

Does inspection team have ability to immediately close a bridge if necessary?

What is process for closing a bridge because of a Critical Finding?

Is the repair list tab up-to-date in Bridge Works?

Do notes referencing maintenance progress exist in inspection report?

How is maintenance funded?

How is maintenance scheduled/closed out?

How are required signs inventoried/ verified?

**General Notes:**

