



INDIANA DEPARTMENT OF TRANSPORTATION

Driving Indiana's Economic Growth

Bridge Inspection Memorandum No. 24-02 Bridge Inspection Manual Revisions: Timely Updating of Data

January 30, 2024

TO: All Inspection Personnel and Consultants

FROM: /s/ Anthony Marino SPM
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Bridge Inspection State Program Manager
Bridge Management Division

SUBJECT: Timely Updating of Data

REVISION: INDOT Bridge Inspection Manual Part 2

EFFECTIVE: Immediately

Part 2, Section 2-2.01(01) Timely Inspections and Section 2-2.01(02) Delinquent Inspections have been replaced in their entirety with the following.

The timely updating of all bridge NBI Item 90 and NBI Item 93 inspection dates, along with the timely bridge inspection report Approved dates, are required for INDOT to comply with the applicable FHWA Bridge Inspection Metrics. Inspectors and inspection team leaders failing to meet these requirements for the timely updating of data will be subject to review of their qualifications and certifications for bridge inspection work that could result in disciplinary action.

2-2.01(01) Timely Inspections

During each active bridge inspection compliance month and year, all bridge inspectors and bridge inspection team leaders shall update the NBI Item 90 (Inspection Date) and the NBI Item 93 (Critical Feature Inspection Date) in iTAMS no later than 48 hours following the actual bridge inspection start date for every bridge inspected during its active compliance month and year.

All bridge inspection reports shall be Submitted for Review timely in the iTAMS inspection workflow to ensure timely inspection report Approval. The bridge inspection iTAMS workflow process for all bridges must start during the bridge asset's specified compliance month and year. All bridge inspection reports shall be subsequently Approved timely in the iTAMS inspection workflow no later than the last calendar day of the second month following the last calendar day of the bridge asset's specified inspection compliance month. On or after the third week of each month, the iTAMS Administrator will verify that the applicable bridge inspection reports have been Approved in the iTAMS workflow as required herein.

Previously approved bridge inspection reports may be Opened for Corrections and subsequently Approved again in the iTAMS workflow; such actions do not violate the first approval requirement for the timely updating of data for bridge inspection reports.

2-2.01(02) Delinquent Inspections

INDOT considers an inspection as delinquent when the actual bridge inspection interval, as calculated in the number of months between the previous inspection date and current inspection date, exceeds the required inspection interval specified by NBI Item 91 (Designated Inspection Frequency) and NBI Item 92 (Critical Feature Inspection).

If a bridge inspection cannot be completed on time and according to the required inspection interval specified for that bridge asset, either the INDOT District Bridge Inspection Supervisor (for State-owned bridges) or the responsible inspection consulting firm's project manager (for LPA-owned bridges) shall notify both the INDOT Bridge Inspection State Program Manager (SPM) and iTAMS Administrator in writing via email no later than the end of the first week of the month prior to the inspection compliance month. That written notification shall include the applicable delinquent inspection information located in the iTAMS Asset Chapter, and shall include for each affected bridge:

1. Bridge NBI Number
2. Bridge Structure Number
3. Required Inspection Compliance Month, Year, and Inspection Frequency
4. Actual Inspection Month, Year, and Inspection Frequency
5. Reason for the delinquent inspection
6. Any additional comments or information