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MEMORANDUM

From: Henry Henning, P.E., Bridge Inspection Engineer
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Date: May 20, 2021

Subject: Interim Guidance for Follow-up Inspections (2021 Update)

The 2019 FHWA review identified the need for statewide guidance and requirements for performing Follow-Up Inspections. After 1 year of using a memo issued in 2020, it was determined that the original guidance was not being used effectively. This memo is intended to help inspectors identify when a follow-up inspection is required, plan and track that follow-up inspection, and ensure all required documentation is available.

When a Follow-Up Inspection is Required

If the conditions due to snow, high water, or ice do not allow an inspector to perform a full inspection, a follow-up inspection must be performed at another time of the year when conditions are improved. Examples of this are: decks covered in snow or wet decks that cannot be chained, high water not allowing access to substructure or channel conditions, and ice or snow concealing the substructure and channel.

In the situation of deep snow, it is preferred to shovel snow away from the Bridge to make it visible rather than performing a follow up inspection.

Below are photos of example bridges that need follow-up inspection:



A follow-up inspection is required for the bridge deck and associated elements (joints, rail, etc…).



A follow-up inspection is required for the wingwalls, abutments, and part of the exterior girder.



A follow-up inspection is required to check the condition of the bottom of the abutments, and check for scour.



A follow-up inspection is required for the snow-filled pipe. This structure would be a good candidate to consider moving toa different time of year permanently.

How to Plan Follow-Up Inspections

Use the following steps to plan and track follow-up inspections.

1. Make comments in the General Inspections Comments regarding the adverse conditions at time of regular inspection and which Elements could not be inspected.
2. Plan for time to perform follow up inspection under better conditions and add to General Inspection Comments.
3. Add Structure and time period for Follow-up Inspection to Tracking Process (see Best Practices)
4. Route the inspection through the QC process, generate inspection report and finalize the inspection.
5. If these conditions are a regular issue at the time of year that the Inspection is performed, change the inspection date to another time of the year and inspect again. Contact Bridge Management to request the Inspection be scheduled.

Documenting Follow-Up Inspections

Once the follow-up inspection has been completed, it must be documented in the original Routine Inspection.

1. Route the original inspection to Data Update status
2. Update the routine inspection (MAP-21, Element Level, or UW T1) with the findings of the follow-up inspection. Add a note about the follow-up inspection in the General Comments of the inspection, update element condition states, upload new photos.
3. Route the routine inspection through the QC process, generate a new inspection report, and finalize the inspection. DO NOT DELETE THE OLD INSPECTION REPORT.

Best Practices

These are best practices for Tracking Follow-Up inspections:

- Use a White board to Track Follow-Up Inspections. The Structure and planned date can be written on the board with other follow-up inspections and can be removed after the conditions have improved and the inspection is complete.
- Use a Tracking Spreadsheet. Note the structure and planned date on the spreadsheet. The responsibility of crew members can also be tracked (example, “ready for QC for Inspector John Smith”)
- Place hard copy bridge file in file rack, with flagged divider “Waiting for Follow-Up Inspection”. After inspection is complete the hard copy can be filed away in the cabinets.

Commentary

It is less efficient and not desirable to return to a structure and do a follow-up inspection if it can be avoided. Plan ahead and identify bridges that have frequently required follow-up inspections in the past and move the inspection date to a different time of the year when it is less likely to need a follow-up inspection.