MONTANA
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# *Memorandum*

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| From: | Tim Welter, E.I.T., Bridge Maintenance Engineer |
| Approved By: | Andy Cullison, P.E., Bridge Management Engineer |
| Date: | July 6th, 2022 |
| Subject: | Inspection Assignments and Planning |

This document is intended provide guidance on creating inspection assignments within MDT's Structure Management System.

## Creating Inspection Assignments

Inspection assignments are used to schedule, assign inspections, and help plan inspections. Area Bridge Inspection Managers and Term Contract Managers are responsible for creating Inspection Assignments. In general, internal inspections assignments should be created for each month. For consultant inspections these assignments can be created for each term assignment or for each month whatever is easier for the contract manger and the consultant.

For bridges that have multiple inspection types due during the same month all inspection types will need to be assigned (ex. Routine and Fracture Critical Inspections).

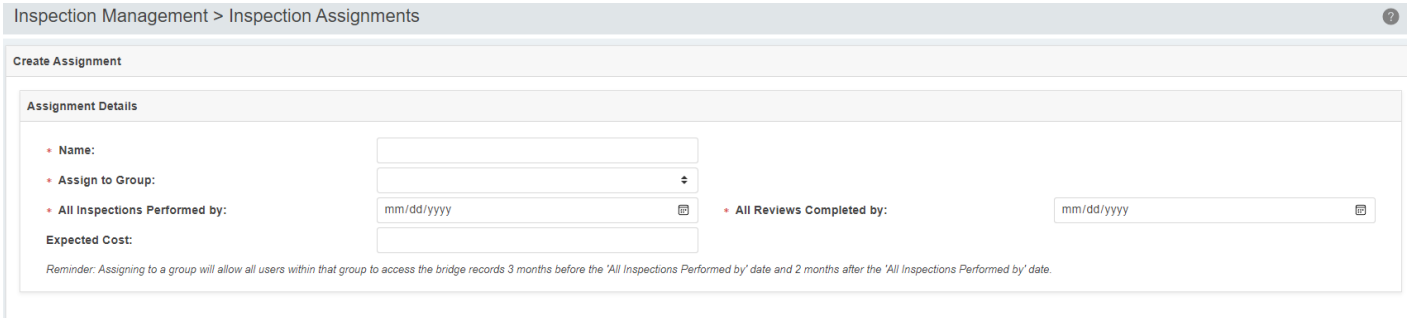
Steps for creating assignments:

1. Go to Inspection Management-> Inspection Assignments

   The Inspection Assignments page is broken out into two sections the top section has Unassigned Inspections due within the next 3 months and the bottom has the current assignments. The Current Assignments sections outlines the number of inspections and their status for each assignment.

2. Click on Add New

3. When creating a new assignment an information box opens and should be updated as outlined below:




   a. Name should follow a standard naming convention:
      For internal inspections use the following naming convention:
      *Inspection District – Month - Year*
      Ex. Missoula July 2022

      For consultant inspections use the following naming convention:
      *Consultant Name - Brief Contract Name - TA# - Month*

   b. Assign to group should be the group that is expected to perform the inspections.

   c. All inspection performed by should be the last day of the month or the last day of the term assignment.

   d. All review completed by should be placed 90 days past all inspections performed by date.

   e. Expected cost should be left blank.

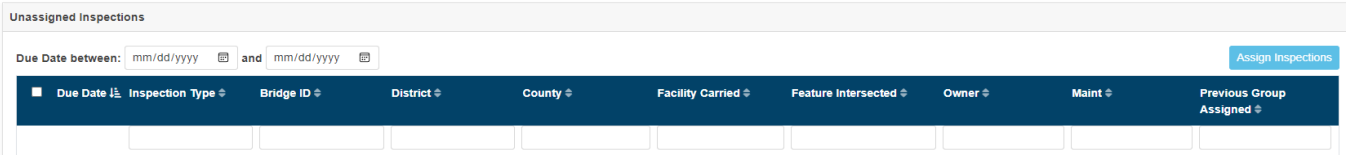
4. Once this information is entered click save at the bottom of the screen.

5. The next window that opens shows all the Unassigned Inspections at the top and inspections part of the current assignment at the bottom. This includes all unassigned inspections, and it is possible for a bridge to have multiple inspections due at the same time.

6. Any inspections that are due will appear in this window. Some bridges will appear with multiple inspection types such as Routine and Fracture Critical.
   a. All inspection types to be performed as part of this assignment will need to be added to the assignment.

b. All Fracture Critical inspections should also have a Routine Inspection

7. Using the filters at the top you can filter by due date, Inspection Type, Bridge ID, District, County, Facility Carried, Feature Intersected, Owner, Maintenance Responsibility, or Previously Assigned Group.
    a. These filters are used to help narrow down the inspection list to make it easier to assign the inspections.




8. Once the inspections that need to be assigned have been, click the check box for all the inspections that need to be added to this assignment.

9. With the inspections selected click on assign inspections to add them to the current assignments.

10. Once all inspections have been added to the assignment click save and close at the bottom of the screen.

Once the assignment is created inspections can be added or removed from the assignment as needed from the inspection management tab by editing an existing assignment. Once an inspection is created from an assignment it cannot be removed.