VISION ZERO
zero deaths
zero serious injuries

Montana Department of Transportation

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Steve Bullock, Governor
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MEMORANDUM

From: Amanda Jackson, P.E., Bridge Management Engineer

Date: 4/1/2020

Subject: Interim Guidance for Documenting Late Inspections

In the past, there has been no written guidance on how to document the reason inspections were not done on time. Inspectors had been instructed to enter reasons into the comments portion of their inspections, but the requirement was never formally documented. In 2019, an FHWA review found bridges that had no documentation of the reason they were inspected late. This guidance is intended to address that situation and provide written guidance for bridge inspectors on how and where to document reasons for inspections that are not completed on or before their due date.

If a bridge is inspected after its due date, it is considered late. **All late inspections must have documentation explaining why the bridge was inspected late.**

Documentation for late inspections is entered into the "Comments" box under the Info tab of the inspection in SMS.

Documentation will include any relevant dates, and a reason why the inspection was not completed when it should have been. For example, if a bridge was inspected late due to access issues, the comments will include dates that access was attempted, and reasons why the inspectors were unable to access the structure (snow, flooding, etc).

The inspection team leader is responsible for documenting late inspection reasons.