

Bridge Inspection Program Administrator (PA) Checklist - Report Review

Refer to the [Minnesota Bridge and Structure Inspection Program Manual \(BSIPM\)](#) Section A.8.4 Role of Inspection Program Administrator for more information.

Bridge Inspection Report Review Checklist	Verified
General Requirements	
<ul style="list-style-type: none"> • Grammar and Spelling 	<input type="checkbox"/>
Element Notes (BSIPM B.4.1)	
<ul style="list-style-type: none"> • Notes include the following: <ul style="list-style-type: none"> ○ Date (year) ○ Location ○ Quantity and unit ○ Deficiency description (reason for element condition state quantity) 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<ul style="list-style-type: none"> • Appropriate notes provided for all elements with quantities in Condition States 2 or lower. 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Condition state quantities match the documentation provided in the element notes. <i>Note: Documentation from previous inspections may need to be cleaned up to match new element rating requirements in order to avoid confusion.</i> 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Condition state quantities and element note descriptions match the Bridge Inspection Field Manual descriptions. 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Concrete element deficiencies are properly documented: <ul style="list-style-type: none"> ○ Crack width measurements. Cracking is documented according to width, spacing, location, orientation and structural nature. ○ Spall dimensions (length, width and depth). ○ Delamination dimensions (length and width). ○ Exposed reinforcing steel is noted, if present. ○ Section loss on reinforcing steel is noted, if present. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<ul style="list-style-type: none"> • Concrete Cracking and Sealing (Wearing Surface, Approach Slabs, Sidewalks and Median) <ul style="list-style-type: none"> ○ Cracking is documented in SF units on the concrete wearing surface (Element 510) and concrete approach slabs (Element 321). ○ SF cracking quantities from the concrete wearing surface (Element 510) and concrete approach slabs (Element 321) are converted appropriately to LF cracking quantities and combined with any additional LF cracking quantities documented on the sidewalks and median (Element 895) to create a combined LF total in Element 810 Cracking and Sealing. 	<input type="checkbox"/> <input type="checkbox"/>
<ul style="list-style-type: none"> • Steel element deficiencies are properly documented: <ul style="list-style-type: none"> ○ Extent of corrosion is noted, if present. ○ Section loss is noted, if present. <ul style="list-style-type: none"> ▪ Section loss is expressed as a percentage of the original cross-sectional area. <i>Note: It is important that the extent of section loss not be misrepresented. If the original cross-section has not been determined, it may be better to describe the area and the dimensions of the area with section loss instead.</i> <i>Refer to BSIPM B.4.1.2 for guidance.</i> ○ Crack width and length measurements. ○ Method of non-destructive testing method is documented, if necessary. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<ul style="list-style-type: none"> • Protective coating (Element 515) is properly documented for all steel elements. <i>Note: If there is corrosion on a steel element, the protective coating in that area should be rated a Condition State 4 because the coating has failed and steel is exposed.</i> 	<input type="checkbox"/>

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<ul style="list-style-type: none"> • Photos are labeled correctly: <ul style="list-style-type: none"> ○ Major words are capitalized. ○ Element number and/or description is included. ○ Deficiency description is included. ○ Direction and/or orientation of photo is included. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Load Posting Signs (Element 890)	
<ul style="list-style-type: none"> • Load posting signs (if required) are in place, correct and readable. 	<input type="checkbox"/>
NBI Condition Ratings (BSIPM B2.1.1)	
<ul style="list-style-type: none"> • NBI ratings are consistent with the element condition state ratings. 	<input type="checkbox"/>
<ul style="list-style-type: none"> • NBI note describing the condition of the component is provided for all NBI ratings of 5 or lower. <i>Note: it is a good practice to include an NBI note for all NBI ratings (even if they are higher than a 5). This will help to track the deterioration of the component and be useful when planning repair.</i> 	<input type="checkbox"/>
<ul style="list-style-type: none"> • NBI note is provided when an NBI rating is changed. The note describes the condition or reason that led to the decision to change the NBI rating. 	<input type="checkbox"/>
<ul style="list-style-type: none"> • PA comment is included for all NBI ratings of 4 or lower. 	<input type="checkbox"/>
<ul style="list-style-type: none"> • NBI condition history Bridge Condition History Report 	<input type="checkbox"/>
NBI Appraisal Ratings (BSIPM B2.2)	
<ul style="list-style-type: none"> • Waterway Adequacy Appraisal Rating (NBI 71) <ul style="list-style-type: none"> ○ Appropriate rating and comment is included (BSIPM B.2.2.2). 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Approach Roadway Alignment Rating (NBI 72) <ul style="list-style-type: none"> ○ Appropriate rating and comment is included (BSIPM B.2.2.1). <i>Note: Approach Roadway Alignment should never equal 9 after an inspection; this rating is ONLY for brand new structures entered into the inventory prior to an inspection.</i> 	<input type="checkbox"/>
Traffic Safety Features – NBI Item 36 (BSIPM D.7.5.1)	
<ul style="list-style-type: none"> • Bridge Railing, Guardrail Transition, Approach Guardrail and Guardrail Termini are rated as either 1 – Meets Standards, 0 – Substandard or N – Not Required <i>Note: For pedestrian and railroad bridges, all four NBI 36 items should be coded as N – Not Required.</i> 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Safety Feature ratings are consistent. <i>For example, if the Approach Guardrail is not required, then the Guardrail Transition and Guardrail Termini must also be coded as not required.</i> 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Note is included for safety features rated as 0 – Substandard. 	<input type="checkbox"/>
Review and Approval (BSIPM D.6)	
<ul style="list-style-type: none"> • Sufficient documentation and supporting information is provided in the inspection report to assess the change in condition of the bridge. 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Inspection report is reviewed and approved within 90 days of the inspection for state and federal bridges and within 180 days for all other bridges. 	<input type="checkbox"/>