

CRITICAL FINDINGS – RECORDING, FOLLOW-UP, AND REPORTING

PURPOSE: To outline the processes and procedures to be followed to assure that all Critical Findings on bridges are properly documented, addressed, and reported timely to key staff and FHWA

SCOPE: This directive applies to all bridges on all highways, public roads and city streets.
A Critical Finding is defined as: a condition or situation on or at a bridge site that requires the immediate closure of or attention to avoid closure of the bridge to traffic. Further it shall include any bridge with a Condition Rating of 2 or less for Deck, Superstructure, Substructure, or Culvert Rating.

POLICY: 23 CFR 650.309 requires that critical findings be documented along with any follow-up actions and that a process be implemented for periodic notification/updates to FHWA.

All bridge inspection critical findings will be documented in accordance with the procedures below and their status shall be monitored closely by the ADA of Operations and/or District Bridge Engineer until resolved with periodic updates as required below.

The Bridge Inspection QA/QC Engineer shall be responsible for preparing a monthly update as prescribed below, to be submitted to FHWA during the first week of each month.

PROCEDURE:

On-System documentation of critical findings

When the inspector discovers a critical deficiency during an inspection or through any other means is made aware of one, it shall be brought to the attention of the Inspection Supervisor and ADA of Operations or District Bridge Engineer. If the finding requires the closure of the bridge, Maintenance Directive #2 shall be enforced.

The finding shall be recorded in a dated inspection report in PONTIS along with necessary photos and sketches. The inspector shall then issue a Bridge Inspection Work Request (BIWR) through the BIWR database and record the recommended repairs along with the work request number in the inspection report.

When the work is completed a new Special inspection report shall be entered into PONTIS recording the completion of the work and attaching the completed and signed Work Request form. If the repairs are made promptly enough (less than 7 days), the finding, work request number, and notation with photos/sketches of repairs made may be included in the original inspection

report. When this is done care must be taken to report the Condition Ratings after the repairs are made.

Off-System documentation of critical findings

When the inspector discovers a critical deficiency during an inspection or through any other means is made aware of one, it shall be brought to the attention of the Inspection Supervisor and ADA of Operations or District Bridge Engineer. If the finding requires the closure of the bridge, Maintenance Directives #2 and 5 shall be enforced.

The finding shall be recorded in a dated inspection report in PONTIS along with necessary photos and sketches. Maintenance Directive #5 process must be followed to ensure the owner is properly notified of the deficiency which shall be tracked through STRM Segment 15 in accordance with MD #5.

When the work is completed and the owner has submitted their engineer's updated inspection report and load rating in accordance with Maintenance Directive #5 to re-open the bridge, a new Routine inspection report shall be entered into PONTIS recording the completion of the work and attaching the owner's completed and signed inspection form and load rating. All condition ratings, appraisal ratings, access equipment, man power, etc. shall be entered into the PONTIS report, and finally approved through the normal process. If owner's report is submitted on Form 3097_PO, then all Element data, conditions and notes must be updated as well.

Reporting to FHWA

It shall be the responsibility of the Headquarters Bridge Inspection QA/QC Engineer to prepare a monthly summary of findings by combining documentation from the BIWR database, STRM Segment 15, and inspection reports for submittal to FHWA. An example form letter to FHWA is attached.

LA DOTD BRIDGE MAINTENANCE

DIRECTIVE #13

Rev. April 1, 2014

RESPONSIBILITY: The DOTD District ADA of Operations shall be responsible for the implementation of the recordation process of this policy and the Headquarters Bridge Inspection Engineer shall be responsible for the implementation of the reporting process of the this policy.

EFFECTIVE DATE: This policy shall become effective immediately upon receipt.



Recommend Approval
Bridge Inspection Engineer (SEC. 51)



Recommend Approval
Structures and Facilities Administrator (SEC. 51)



Approved
Vincent C. Latino Jr., P.E.
Chief Maintenance Engineer

Attachment:
Example Critical Findings Update Letter to FHWA