

This announcement addresses several weaknesses with bridge inspection documentation recently revealed from an audit of the bridge inspection program.

Structural Services Manual

Chapter 3 of the Structural Services Manual is the official bridge inspection policy for the State of Illinois. It is available by [clicking here](#).

- Fracture Critical Inspections are to be performed according to Section 3.3.5 of the Structural Services Manual.
- Special Inspections are to be performed according to Section 3.3.6 of the Structural Services Manual.
- According to Section 3.3.12 of the Structural Services Manual, critical findings should be immediately reported to the appropriate Program Manager.

Inspection Reports

- The most recent version of the bridge inspection form shall be used at each inspection. Inspection forms are available at the following links or from SIMS\SIMSCounty\BIS.

[Routine Inspection Form](#)

[Fracture Critical Inspection Form](#)

[Underwater Inspection Form](#)

[Special Inspection Form](#)

- Bridge inspection reports are to be completed in the field. Inspection reports are to be reviewed and signed by the responsible Program Manager. The original report shall be maintained in the bridge file.

Inspection Comments

- Section 3.3.3 of the Structural Services Manual recommends that inspection personnel write inspection comments for condition ratings of “6”. Concise descriptions of deficiencies shall be included by inspection personnel in the comment fields for all ratings of “5” or less.

- All fields on bridge inspection reports shall be completed with inspection data or marked as “Not Applicable – N/A”. Blank fields are not allowed on bridge inspection reports.

PM and TL Qualifications

Program Managers and Team Leaders are to be approved by the State Program Manager and current on their refresher training requirements. Approved-inspector refresher training information can be verified by [clicking here](#). The document can be searched by right clicking on the document, selecting “Find” and typing in the name of the individual in the search box.

Thank you for helping Illinois comply with the 23 NBIS Metrics.