



**VISION ZERO**


zero deaths  
zero serious injuries

**Montana Department of Transportation**

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**MEMORANDUM**

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

Date: April 7, 2020

Subject: Interim Guidance for Follow-Up Inspections

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In the past, inspectors have been left to their own devices to determine when they need to do a follow-up inspection, and how to keep track of bridges that need follow-up inspections. The 2019 FHWA review identified the need for statewide guidance and requirements. This memo is intended to help inspectors identify when a follow-up inspection is required, schedule that follow-up inspection, and ensure all required documentation is available.

**When a Follow-Up Inspection is Required**

If an inspector is unable to fully inspect any element during a routine inspection because it is concealed by snow, water, ice, or any other environmental issue that is likely to improve at a different time of year, the bridge requires a follow-up inspection. In the case that an inspector is reasonably able to shovel snow away from the bridge to make it visible for inspection, it is preferable to move the snow to avoid the need for a follow-up inspection.

Below are photos of example bridges that need a follow-up inspection:



A follow-up inspection is required for the bridge deck and associated elements (joints, rail, etc...).



A follow-up inspection is required for the wingwalls, abutments, and part of the exterior girder.



A follow-up inspection is required to check the condition of the bottom of the abutments, and to check for scour.



A follow-up inspection is required for the snow-filled pipe. This structure would be a good candidate to consider moving up to a different time up year permanently.

### **How to Schedule Follow-Up Inspections**

Schedule follow-up inspections as a one-time Special Inspection.

1. Create a Special Inspection Master in SMS – set the frequency as 730 days
2. Uncheck all elements except those that need follow-up in the Components tab of the Inspection Master
3. Set the due date for a time that you will likely be able to inspect the elements that need follow-up.
4. Enter the same inspection date in MDT056 – Special Inspection Next Date AND item 93Cb – Special Inspection Date
5. Enter Y into item 92C-1b – Special Inspection Required
6. Enter 24 months into item 92C-2b – Special Inspection Frequency
7. Contact Bridge Management to request that the Special Inspection be scheduled

### **Documenting Follow-Up Inspections**

Once the follow-up inspection has been completed, it must be documented in both the Special Inspection and the original routine inspection.

1. Route the original inspection to Data Update status
2. Enter the element condition states into the Special Inspection
3. Update the routine inspection (MAP-21 or Element Level) with the findings of the follow-up inspection. Add a note about the follow-up inspection in the Comments box on the Info tab of the inspection, update element condition states, and upload new photos.
4. Route the routine inspection through the QC process, generate a new inspection report, and finalize the inspection. DO NOT DELETE THE OLD INSPECTION REPORT.
5. Deactivate the Special Inspection Master, and change item 92C-1b – Special Inspection Required to N.

### **Commentary**

It is obviously less efficient and not desirable to do follow-up inspections if they can be avoided. Plan ahead and identify bridges that have frequently required follow-up inspections in the past and move the inspection date to a different time of the year when it is less likely to need a follow-up inspection.