

Routine Inspection Check-Off List

US Army Corp of Engineers

Inventory Data				
Structure Number:	District:	Location:		
Project:	Feature On:	Feature Under:		
Roadway Width:	Deck Width:	Deck Area:		
Inventory Rating:	Operating Rating:	Existing Posting:		
ADT On:	Year:	ADT Under:	Year:	Scour Critical (Y/N):

1. Planning the Inspection		
Check-off	Action	Comments
	Determine Type of Inspection	
	Evaluate the Required Activities	
	Determine the Required Inspection Team	
	Determine Inspection Schedule (day/night)	
	Determine Qualifications Required for Inspection	
	Determine Number of Teams Required	
	Determine Number of Persons Req'd. for each Team	
	Identify Team Leaders	
	Determine Schedule for when Inspection may occur	

2. Preparing for the Inspection		
Check-off	Action	Comments
	Review Previous Inspection Reports	
	Review Existing Design Plans and Shop Drawings *1	
	Review Construction History and Maintenance History	
	Organize Notes for Structure	
	Label Span Numbers, Girder Lines, and Panel Points	
	Develop Inspection Documentation Forms	
	Identify Elements for Inspection	
	Develop an Inspection Sequence *2	
	Organize Tools and Equipment *3	
	Develop Field Access Requirements, Equipment *4	
	Develop Field Safety Plan *5	
	Develop Field Traffic Control Requirements *6	
	Other Special Considerations	
	Special Time Requirements	
	Set Up Time	
	Weather	
	Special Permits Required (Rail, Water)	
	Coordinate Special Activity or Subcontracted Items	

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3. Performing the Inspection		
<i>Check-off</i>	<i>Action</i>	<i>Comments</i>
	Daily pre-inspection Site Meeting By (Team Leader)	
	Review Inspection Plan with Inspectors	
	Review Safety Plan	
	Review Traffic Control Plan	
	Make Team Assignments	
	Performing the Inspection (general guidelines)	
	Establish Orientation	
	Begin On Site Inspection	
	Thorough and Complete Record Keeping	
	Develop Maintenance and Repair Recommendations	
	Perform A Team Wrap Up Meeting (Team Leader)	

4. Preparing the Report		
<i>Check-off</i>	<i>Action</i>	<i>Comments</i>
	Complete USACE Inspection Forms	
	Written Documentation of Findings	
	Executive Summary	
	Structural Plans	
	Construction and Rehabilitation History	
	Previous Inspection History	
	Current Detailed Inspection Report with Pictures	
	Current NDE Inspection Reports	
	Final Conclusions and Recommendations	
	Photo References and Sketches	

5. Identifying Items for Repairs and Maintenance		
<i>Check-off</i>	<i>Action</i>	<i>Comments</i>
	Identify Items for Repairs and Maintenance	

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Notes:

- *1 Additional Historical information may include: Shop Drawings, Shop Inspection Reports, Mill Test Reports, Weld Material Certifications, Concrete Testing, Soil Borings Nondestructive Testing Reports.
- *2 Inspection Sequence generally starts with Deck and Superstructure and proceeds to Substructure.
- *3 Identify Tool Requirements: example: 500 watt Halogen Light, Broom and Shovel, Hammer, Scraper, Wire Brush, Magnifying Glass, Mirror, Tapes, Calipers, Weld Vee Wac Gauge, 4" Grinder, with Wire Cup Brush and Sanding Pads, End Grinder with Burr Bits (Bull Nose and Pointed Nose), Ultrasound, Magnetic Particle, Dye Penetrant.
- *4 Determine the Type of Equipment Required for Inspection: For example, Under Bridge Access Units, Aerial Lifts, Bucket Trucks, Portable Climbers, Scaffold, Ladders, and Barges.
- *5 Develop a field safety plan: assigning a field safety officer if the project is large. Arrange for the following as they apply: Harness with Lanyards, Confined Space Access, Lead Paint Removal Provisions, Breathing Mask Protection, Safety Boat for over Water Inspection, Local EMT Phone Numbers, Local Medical Facilities Phone Number, Railroad Flag Person required for work over railroads, Coast Guard notification for work over waterways, and USACE notification required for work over waterways, etc.
- *6 Field Traffic Control Requirements: Determine the level of service the roadway provides, Determine the type of Lane Restriction Required, Determine the number of hours and times that Lanes can be restricted, Develop a Traffic control Plan in accordance with The Manual for Uniform Traffic Control, Notify traffic control agency of the plan developed.