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INTRADPARTMENTAL CORRESPONDENCE

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June 9, 2022

MEMORANDUM

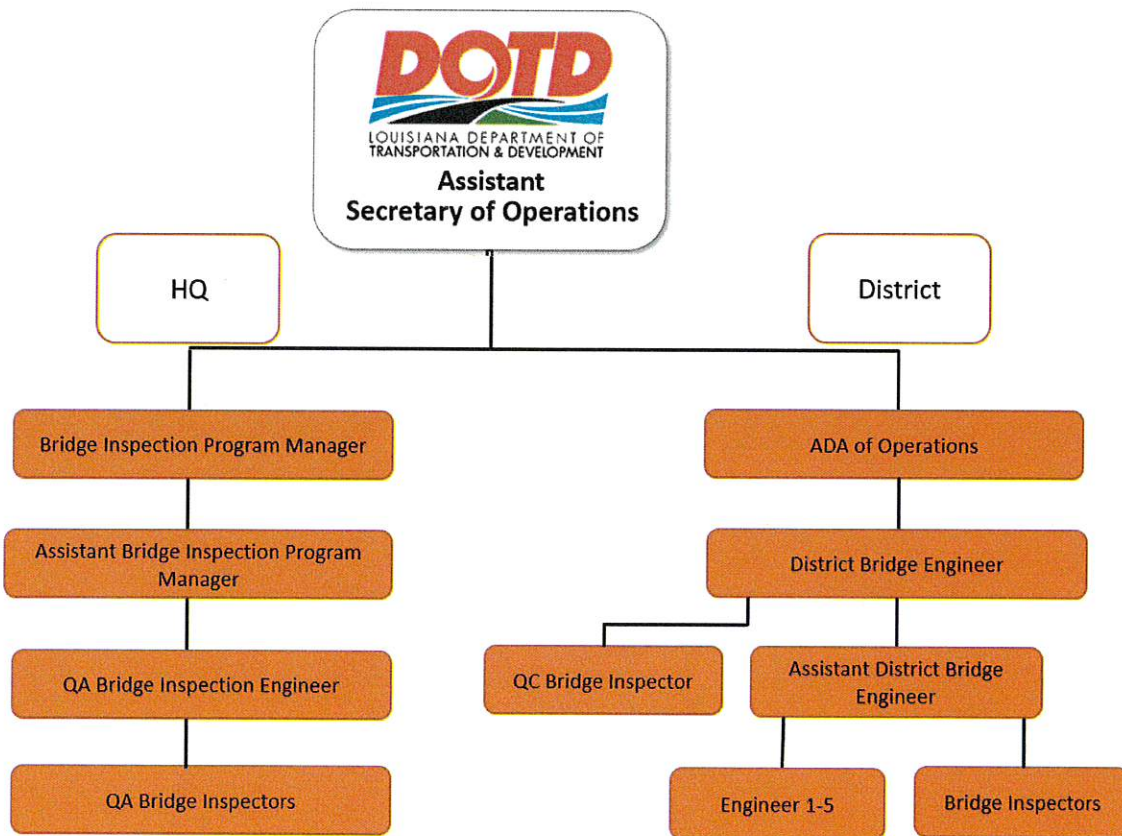
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TO: ASSISTANT DISTRICT ADMINISTRATOR - OPERATIONS

FROM: NICK FAGERBURG, P.E. *NF*  
BRIDGE INSPECTION PROGRAM MANAGER

RE: NEW BRIDGE INSPECTION ORGANIZATION CHART AND RESPONSIBILITIES

The purpose of this memorandum is to update the organization chart and clarify the responsibilities of bridge inspection personnel. The Bridge Inspection Manual will be updated to reflect this policy when revised; however, the policy is effective immediately.



Bridge Inspection Organization Chart

*[Signature]*  
 RECOMMENDED FOR APPROVAL  
 \_\_\_\_\_  
 RECOMMENDED FOR APPROVAL

*6/13/2022*  
 DATE  
*6/13/22*  
 DATE

RECOMMENDED FOR APPROVAL  
*[Signature]*  
 APPROVED

DATE  
*6.13.22*  
 DATE

## **Minimum Inspection Responsibilities for District Personnel:**

### **ADA of Operations (Engineer 8)**

- Overall responsibility of the District Inspection Program
- Performs review and final approval of Bridge Inspection Reports when Engineer 7 is vacant or performing Preliminary reviews

### **District Bridge Engineer (Engineer 7)**

- Final Approval of Bridge Inspection Reports (must perform preliminary reviews when no other qualified Engineer is available)
- Comparison of District's QC Reports to Routine Inspection Reports
- Field Review with FHWA Engineer
- Develops District Bridge Inspection Policy and ensures HQ policies are followed
- Supervises Assistant Bridge Engineer and QC Inspector
- Notifies HQ of Bridge Hits ASAP (Contact: Nick, David, Stephanie & Haylye)
- Notifies HQ (Assistant Bridge Inspection Program Manager) at least six months in advance of inspection due date if Consultant Inspection is required.
- Notifies HQ (Bridge Inspection Program Manager and Assistant Bridge Inspection Program Manager) of On-System Critical Findings ASAP
  - Per NBIS 2022 Final Rule 650.313q: FHWA requires 24 hour notification of critical findings on the NHS

### **Assistant District Bridge Engineer (Engineer 6)**

- Supervises Bridge Inspectors and Engineer 1-5
- Preliminary Approval of Bridge Inspection Reports
- Comparison of District's QC Reports and HQ's QA reports to Routine Reports
- Review and Incorporation of Underwater Bridge Inspection Reports
- Submits Bridge Closure Notification form (in proper format)
- On-site supervision of Fracture Critical Inspections (if Engineer 6 is unavailable, Engineer 7 or ADA of Operations must attend)
- Notifies HQ (QA Bridge Inspection Engineer) if Inspection Assistance is required. (Ex. Drone or QA Inspector requests)
- Submit load rating request form via Bridge Design Website when condition drops

### **Engineer 1-5**

- Off System Bridge Compliance
- Assist with QC/QA Inspections
- Review of QC/QA Inspection Reports

### **Only Engineer 3+ who have passed the NHI Safety Inspection of In-Service Bridges & Fracture Critical Training classes can perform the following:**

- Assist with On-site supervision of Fracture Critical Inspections
- Preliminary Approval of Non Fracture Critical Bridge Inspection Reports

### **QC Bridge Inspector (Bridge Inspector 5)**

- QC Inspections and Reports
  - Complete 10 QC field visits per month (QC reports shall be independent separate and complete reports prior to or in the same month as the routine so findings can be incorporated into the routine report)
- QC Report Reviews
  - Complete 20 office reviews per month
  - Assists with Off System Bridge Compliance and Reviews
  - Review and follow-up on Underwater Reports and HQ-QA reports
  - Error List Review

### **Team Leader (Bridge Inspector 4)**

- Notify Supervisor of Critical Findings ASAP
- Review any reports written by BI 1-3
- Ensure proper documentation (Element notes, photos, sketches, etc.) and proper condition rating was done in accordance with the MBE.
  - General condition ratings should correspond with Element level condition ratings.
  - A routine inspection (Photos, sketches, and notes) must provide enough information for a load rating to be performed.

Should you have any questions, please contact Stephanie Doolittle at (225) 379-1329.

NAF: SSD

CC: David Miller  
Vince Latino  
Todd Donmyer