



June 12, 2024

NDOT Bridge Division – Bridge Inspection Program

Bulletin 24.04

SUBJECT Bridge Inspection Quality Control Review process

To: Nebraska Public Bridge Owners and Inspectors

Per the Code of Federal Regulations (CFR), Title 23, Chapter 1 Subchapter G, Part 650, Subpart C, Paragraph 650.313, Quality control and quality assurance.

- (1) Assure systematic QC and QA procedures identified in [Section 1.4](#), AASHTO Manual (incorporated by reference, see [§ 650.317](#)) are used to maintain a high degree of accuracy and consistency in the inspection program.
- (2) **Document the extent, interval, and responsible party for the review of inspection** teams in the field, inspection reports, NBI data, and computations, including scour appraisal and load ratings. QC and QA reviews are to be performed by personnel other than the individual who completed the original report or calculations.

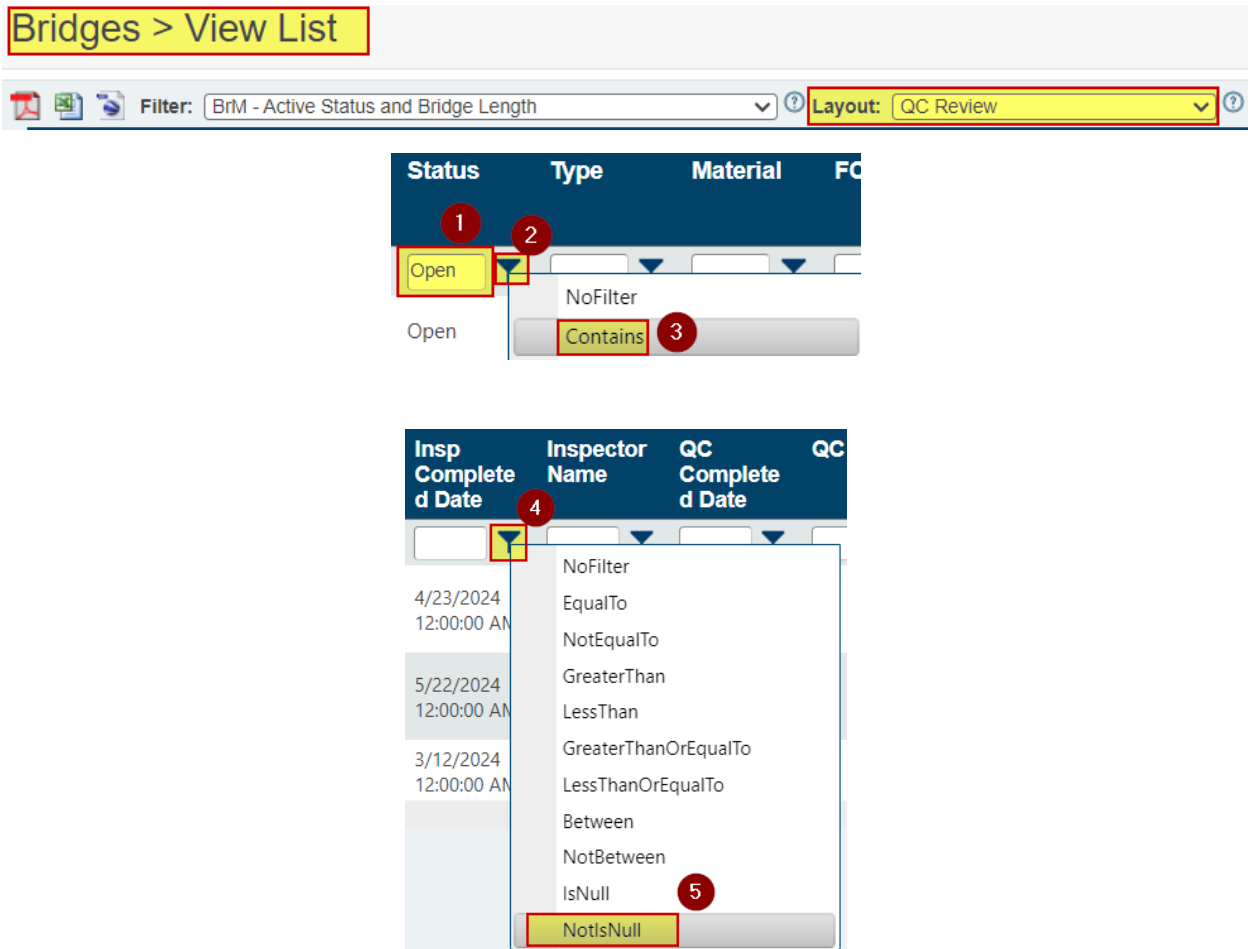
Implementation

NDOT has made changes to BrM so the inspector can indicate that a bridge inspection record is ready for review and the person who is doing the quality control review (QC) of inspection reports can document that the review has been completed.

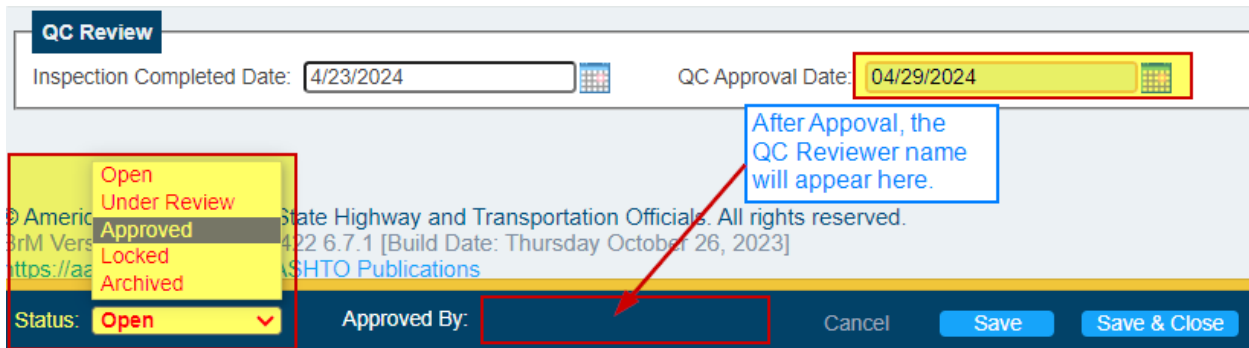
Steps to complete a bridge inspection QC review.

1. **For the Inspector:** When an inspector completes an inspection, they will add the inspection completion date to BrM > Inspection > Condition > NBI/Elem Condition. This will indicate that to the best of the inspector's knowledge, all bridge appraisal items have been completed and the inspection report is ready for QC review.
 - a. If inspectors have not provided an inspection completion date within 45 days of an inspection date, they will receive an automated notification from NDOT.
 - i. These notifications will continue every 15 days until the inspection is completed and the inspection completion date is provided.

2. **For the Quality Control Reviewer:** To locate inspection records in need of QC review, the reviewer can use the BrM > Bridges > View List page with the Layout called “QC Review” and apply filters for Status and Inspection Completion Date as shown in the screenshots below.



3. To conduct a QC review, follow the guidance in the NDOT Bridge Inspection Program Manual (BIP Manual) section 1.9.1 and [NDOT Bulletins 24.01 – 24.03](#). QC reviewers should also ensure that any error codes that were in the most recent NDOT Quarterly Upcoming Inspection Report have been addressed.
 - a. If the reviewer finds problems with the inspection that must be corrected prior to acceptance, then the reviewer will do the following.
 - i. Delete the inspection completed date in BrM
 - ii. Contact the inspector to request updates to the record
 - b. If the QC reviewer finds the inspection report is acceptable then the reviewer provides a QC Approval Date and changes the review Status from “Open” to “Approved” as shown in the screenshot below. Remember to Save your work.



Pro tip – Open more than one browser tab to allow the filters to be retained on the bridge list page and use the other tab for conducting the QC review.



QC Reviewer Qualifications

As per the BIP Manual 1.7.2.1, “NDOT requires that an individual completing Quality Control (QC) must have experience that is equal to or better than the individual that originates the program product (inspection report, load rating, etc.)”

To obtain BrM QC account credentials contact Jeff Handeland at jeff.handeland@nebraska.gov.

Attachments: None

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