The BI Report Checklist shall be completed by the report writer or the checker for each report. The forms shall be completed for all reports submitted after this date. The corresponding output report shall be included in all draft reports. Note that in some cases, the output report section may not be available (see below). Please advise njtabridgeshelp@turnpike.state.nj.us in these cases.

The Checklist options are "Y" or "N/A" and are explained below. The items are listed in order encountered during report preparation.

Enter full name of report writer or report checker

BI Report Checklist

Name _____

Date _____ 📅

NBI 8 `361531N`

NBI 90 `03/16/2016` 📅

Enter most recent notification number as of date. _____

Notifications [▾] Remember to read all email notifications and apply changes to the report.

Enter date when checklist was completed

Report Prep in IT

NBI Calcs [▾] The NBI Calcs Form has to be opened and recalculated every time SIA data is changed. Needed to update 67, BSR and SD/FO

Category A & Bridge Notes [▾] Remember to check for any work on the bridge between inspection cycles. Go to the Maintenance tab for Category A's and the Asset Info tab for Info/Notes

Category D [▾] Remember to submit your reports and verify the generated Category D's.

Report Prep in IT - Photographs

Order of Photographs [▾] GENERAL PHOTOS: Elevation (2), Approach (2), Top of Deck, Under Deck, Waterway (2). DEFECT PHOTOS: Approach, Deck, Superstructure, Bearings, Substructure, Misc.(Cat D, Utilities) Include Work Done within Defect Photos.

Utility Photos [▾] Identify all utilities on bridge with photos. If not captured within existing general or defect photos, include at the end.

Category D Photos [▾] All generated and created Category D's must have a photo.

Report Prep in IT - Report Sections

Load Rating Summary Sheet [▾] Insert LRSS as a PDF report section. Check the numbers against the federal SIA data. Alert NJTA if they don't match since federal load rating values cannot be edited by inspectors.

Section Loss Documentation [▾] Insert Section Loss Sheets and Documentation as a PDF report section.

Clearance and/or Soundings [▾] Insert Clearance and/or Soundings as a PDF report section.

Underwater Inspection Report [▾] Remember to upload underwater inspection report and update NBI data, if required.

FCM Inspection Report [▾] Insert FCM report as a PDF report section, if required.

FCM Location Plan [▾] Remember to include a location plan with the FCM Report, if required.

Report Prep - File Uploads

Element Baseline [▾] Element baseline quantities backup shall be uploaded into IT. This is not part of the report. Place under " Element Calculations"

Deck Framing Plan [▾] Framing plan or deck schematic (could be field sketch, copy of framing plan or plan) for deck element defects shall be uploaded into IT. This is not part of the report. Place under " Element Calculations"

Working Files (i.e. C&R, FCM, UW, Load Ratings) [▾] All working files shall be uploaded. Place Conclusions and Recommendations under "NBI Report" file type. Place remaining working files accordingly.

The form will appear under "Report Forms". For reports already created before the Checklist was generated, the Checklist form needs to be added to the report as follows:
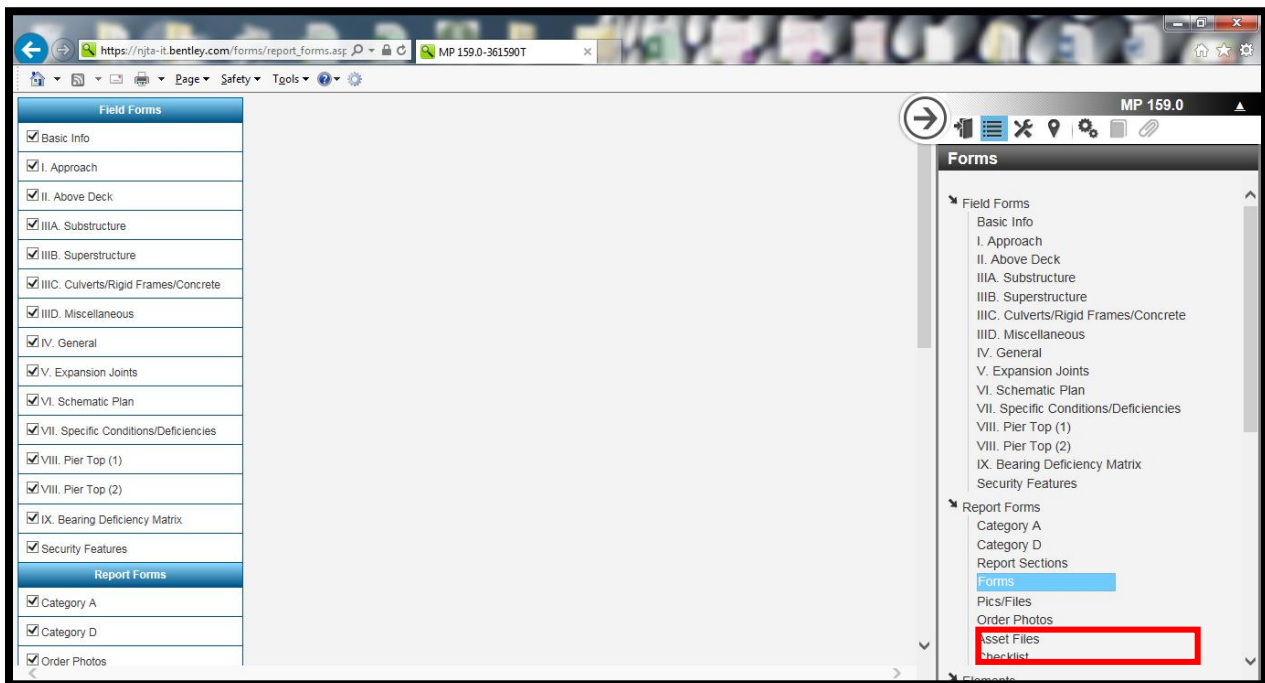
1. Open a report and select "Forms" under "Report Forms" on the right hand side.
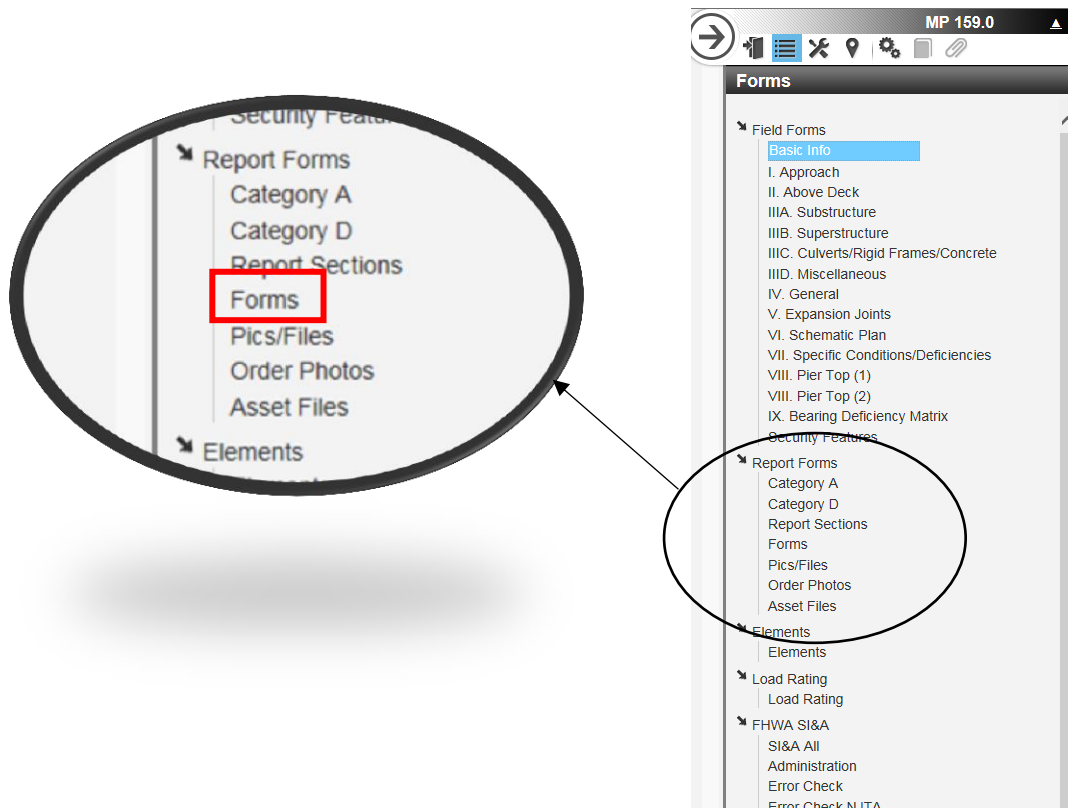
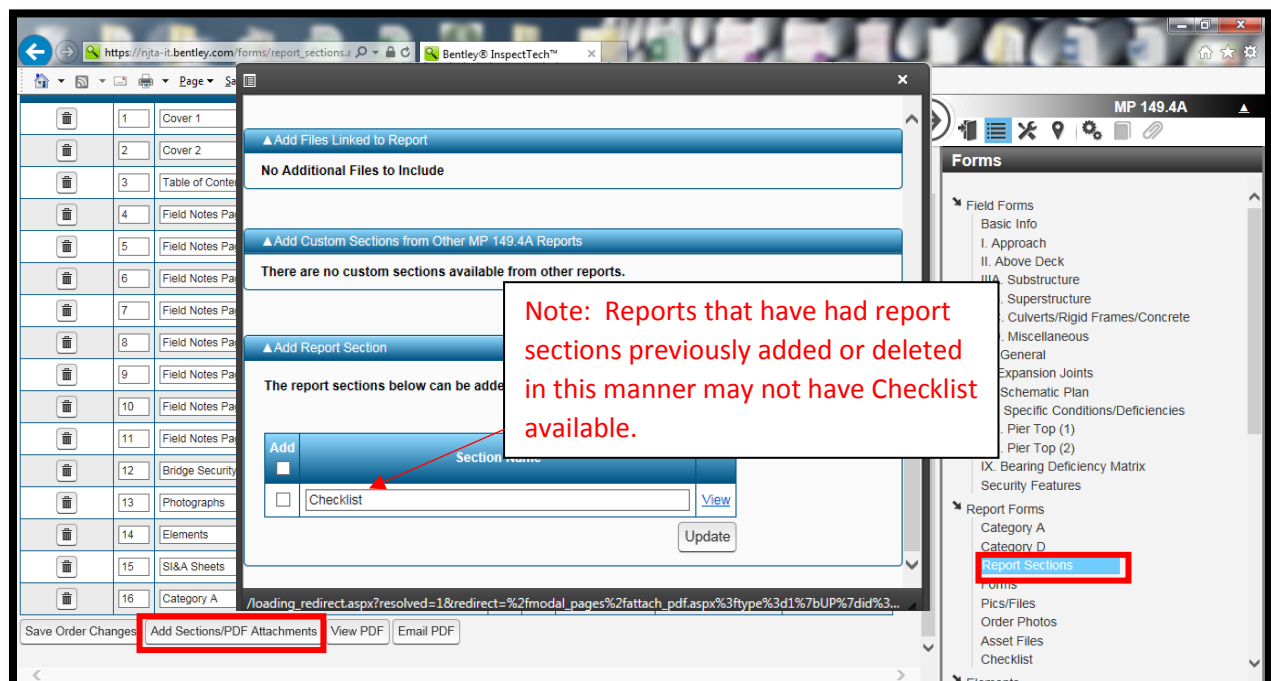2. Check the "Checklist" box on the left hand side.
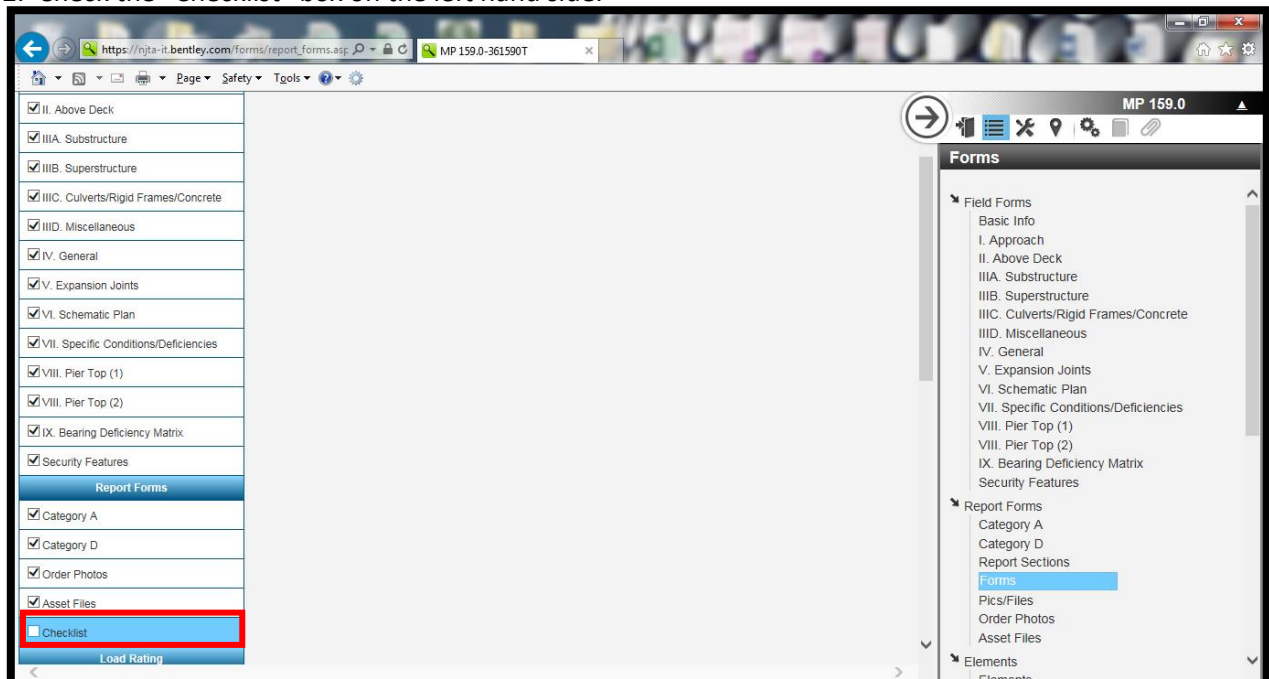
3. Refresh the screen. Note the Checklist form now appears on the right hand side.

The output will appear under "Report Sections". For reports already created before the checklist was generated, the checklist output report needs to be added to the report as follows:

1. Open a report and select "Report Sections" under "Report Forms" on the right hand side.
2. If "Checklist" does not appear under Report Sections, press "Add Sections/PDF Attachments". Scroll to the bottom and add that section to the report.

3. Refresh the screen. Note Checklist is on the left hand side. Make sure Include in Table of Contents and Show Page Number is unchecked.

The output shall be included in all DRAFT report submissions at the end of the report. It shall be omitted from the final reports. Where output is not available, provide a screenshot of the completed form (copied into Word and added as a PDF section).