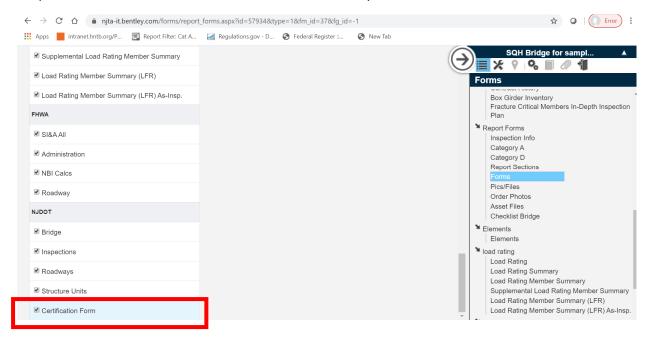
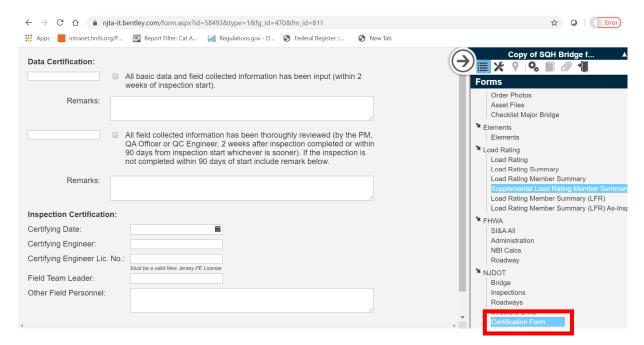
## Attachment 2020-2.0: New Certification Form

For in progress reports, add the new "Certification Form" to an open report by selecting it under the "Report Forms" → "Forms" section. It is located all the way at the bottom under the NJDOT section.



Once you check the box to include the form and refresh the page, it will appear as the last form under the NJDOT section.

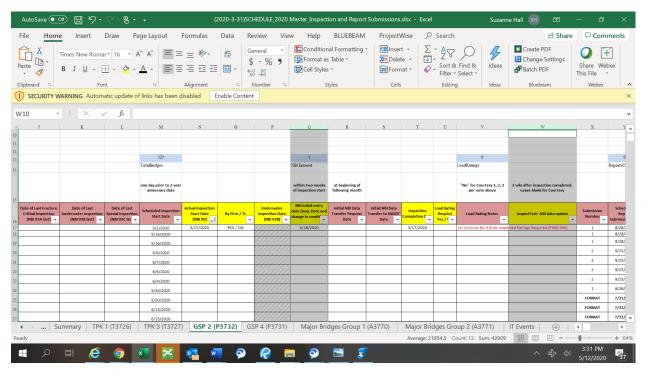


Within two (2) weeks from the inspection start date, enter all basic data in AssetWise and check the 1<sup>st</sup> box.

Within two (2) weeks from the inspection completion date or within 90 days from the inspection start date (whichever comes first), complete updating all of the Federal SI&A (NBI), State SI&A, and National Bridge Element Inspection (NBE) data in AssetWise and check the 2<sup>nd</sup> box. If the inspection is not completed within 90 days of start of the inspection use the "Remarks" field to note that the inspection is still ongoing.

Note that for inspections beginning near the end of the year, less than 90 days will be necessary as it will be required that all data be input by JANUARY 31st.

In conjunction with entering the information and required dates mentioned above in AssetWise, also enter the dates on the Inspection and Report Submission Schedules it is imperative that these dates entered in AssetWise match the dates listed in the FIRMs monthly progress report to ensure metric compliance.



| Data Certification: |   |
|---------------------|---|
|                     | <ul> <li>All basic data and field collected information has been input (within 2<br/>weeks of inspection start).</li> </ul>   |
| Remarks:            |   |
|                     | All field collected information has been thoroughly reviewed (by the PM, QA Officer or QC Engineer, 2 weeks after inspection completed or within 90 days from inspection start whichever is sooner). If the inspection is not completed within 90 days of start include remark below. |
| Remarks:            |   |

Finally, upon the completion of the data updates, the Inspection Certification section shall be filled out certifying that the entry of the SI&A and NBE data underwent full QA/QC by the consultant.

The Certifying Engineer shall be a registered Professional Engineer and can be either the approved PM, QC Engineer, or the QA Officer.

| Inspection Certification:     |                                       |
|-------------------------------|---------------------------------------|
| Certifying Date:              |                                       |
| Certifying Engineer:          | 1000                                  |
| Certifying Engineer Lic. No.: |                                       |
| Cortifying Engineer Lie. No.: | Must be a valid New Jersey PE License |
| Field Team Leader:            |                                       |
| Other Field Personnel:        |                                       |
|                               |                                       |
| Consultant Address:           |                                       |
| (If not included in logo)     |                                       |

Any reports created after posting of this notification will automatically have the form included and available for use.