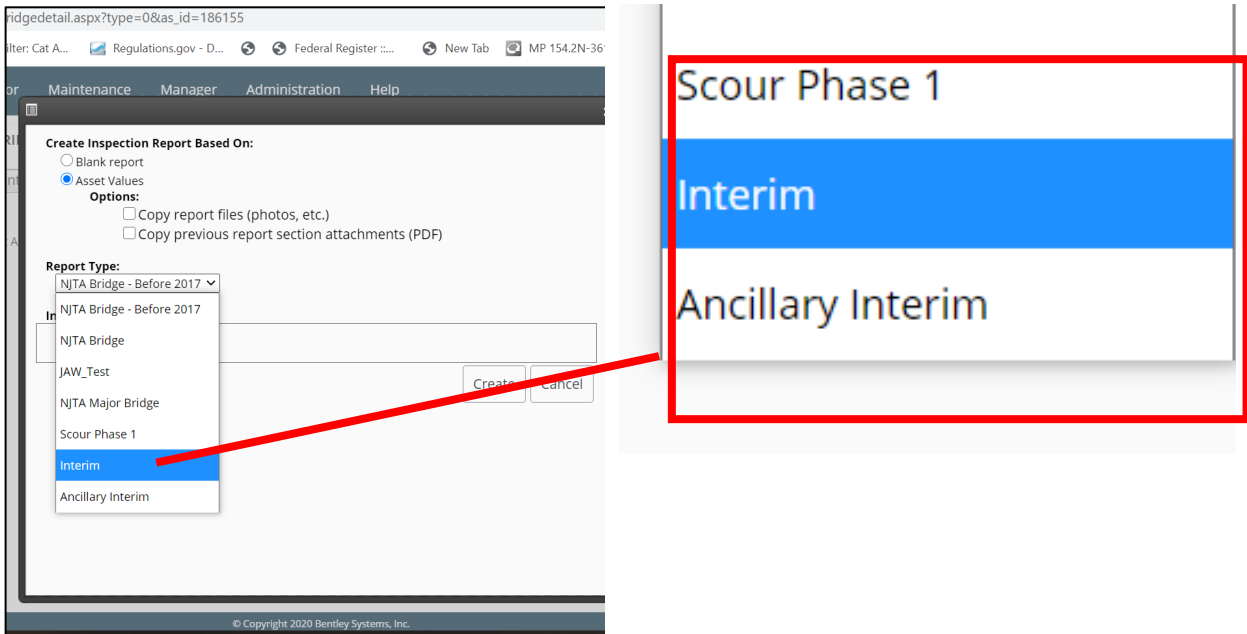**Attachment 2020-7.0: New Interim Inspection / Monitoring Report Type**

Additional report types have been added to the dropdown choices when creating a report specifically for Interim Inspections / Monitoring. Note there is one report type for bridge assets (Interim), which includes NBIS Routine and Major Bridges and bridge culverts, and a second for ancillary structures (Ancillary Interim), to be used for the following asset types: minor culverts, signs, noise barriers, retaining walls and HMLPs. Only one will be available for each asset type.

This notification will focus on use of the Interim report for NBIS structures but applies to the guidance and general information applies similarly to the Ancillary Interim report.

The functionality built into AssetWise does not allow for a new report to be created when there is already an open / in-progress report for an asset. In such cases you must notify the BIPTM so that the report for the Interim Inspection / Monitoring can be created. If no open / in-progress report exists for the asset, a new report can be created for the special inspection by the consultant.

The report includes the following sections, see below for details of each section:

1. Cover
2. Table of Contents
3. Interim Inspection History
4. General Information
5. Interim Inspection Findings
6. Photographs
7. Attachments
8. Structural Inventory & Appraisal Forms
9. Category A Reports

1. Cover

   Choose one report section from available options

   - Draft Cover Interim
   - Cover Interim
   - Draft Cover Interim for FCM
   - Cover Interim for FCM

   Cover Photo should be selected from the Pics / Files page and represent the element / deficiency being monitored. All other data on the cover is linked to fields in the report field forms.

2. Table of Contents

   Automatically generated by the program for sections marked to "Include in Table of Contents".

3. Interim Inspection History

   Table format utilizing RFG form type with multiple rows containing fields for monitoring number, date of special inspection, and brief summary of findings related to change in condition. Default entry is no change has been noted since the last inspection.

4. General Information

   Contains field to collect information regarding the structure and inspection data.

5. Interim inspection findings

   Description of deficiency for the element warranting special inspections and a summary of findings from the inspection.

6. Photographs

   Standard Report Section. All photos taken should be uploaded to the pics / files page under Photographs. Select representative photos should be included in the report, the cover photo should reflect the typical element / deficiency.

7. Attachments

   Additional report sections as applicable including but not limited to field notes, sketches, tables, plans, or other necessary documents to supplement the write up.

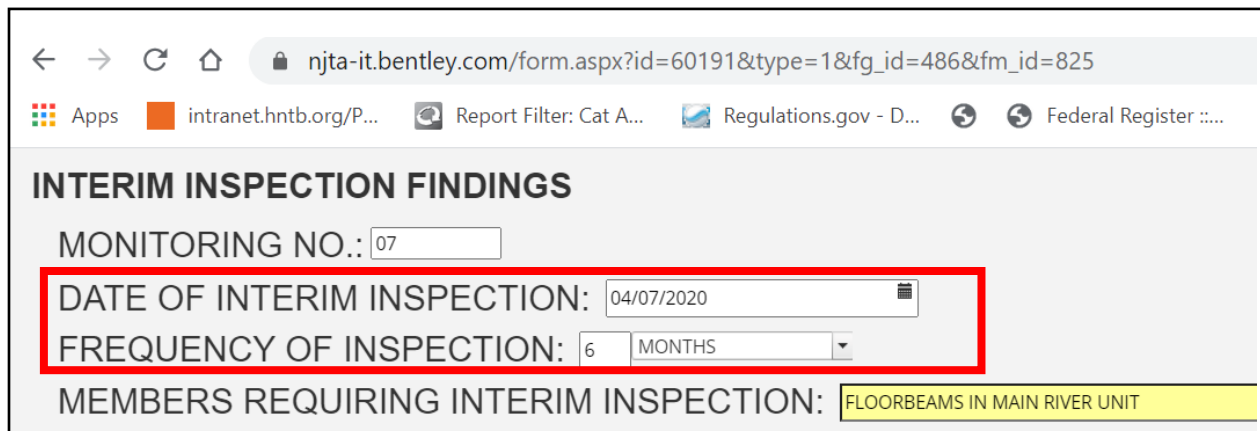8. Structural Inventory & Appraisal Forms

   Standard report section. Will auto generate with all data coded from the latest bridge inspection report and to be edited / updated only when Interim Inspection Date (Item 93C) is coded to reflect the most recent inspection date or a change in frequency of inspection (92C) is required.

9. Category A Reports

Only to be included when the deficiency being monitored warrants prioritized repair. To be created only once and updated during subsequent inspections to reflect changes in condition or memorialize work done.

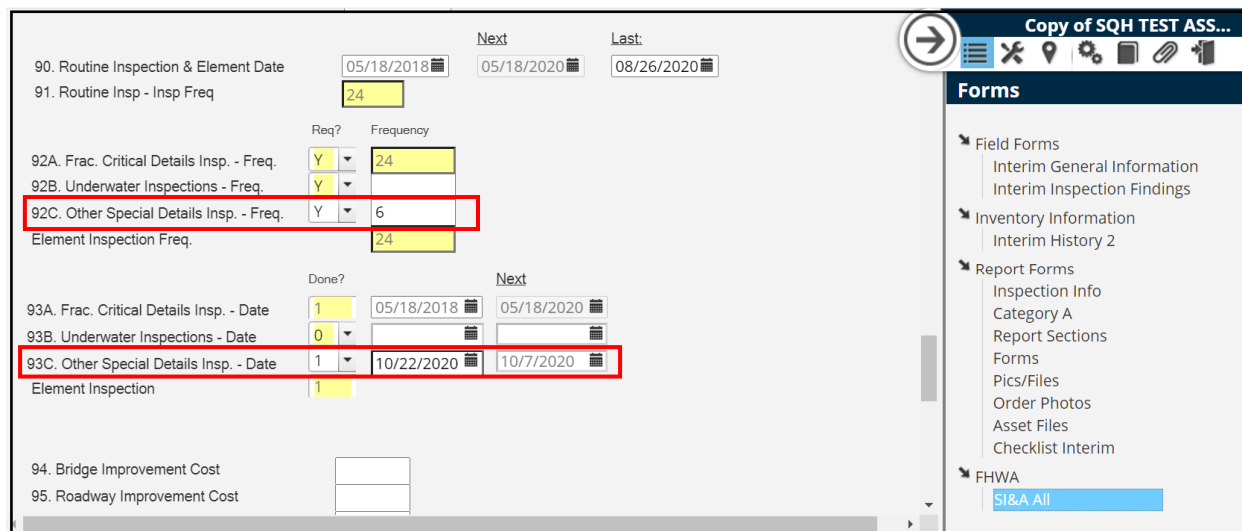**Coding NBI Items 92C (Special Inspection Needed and Frequency) and 93C (Other Inspection Date)**

The fields on the Interim Inspection Findings Form should be coded with the date of the current interim / monitoring inspection and the required frequency of the inspection.

The fields for Date of Interim Inspection and Frequency of Inspection shown above on the Interim Inspection Findings Form are not linked to the NBI Fields on the SI&A sheet. NBI Item Nos.92C and 93C on FHWA SI&A Form should only be coded when the inspection is reported to FHWA. Please consult the Authority for a determination of when these fields should be coded.