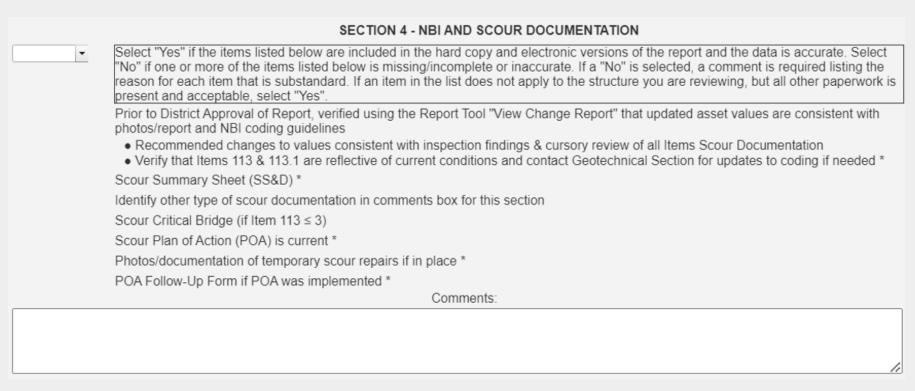# QC / QA PROCESS UPDATES

- TxDOT District Bridge coordinators and Bridge Engineers perform a 10% "Folder Review" of each inspection contract, where a number of items are checked to make sure the "Bridge Folder" (now a bridge file) is complete

- This includes checking the location map and inspection photos, the inspection forms, any sketches or measurements made during the inspection, scour documentation, element data, plan sheets, and now SNBI field data collection

- BRG has made a few small changes to the QC / QA process to emphasize the scour documentation check:

  - The 10% folder review has an updated "Section 4" (NBI and Scour Documentation)

  - The quarterly QC reports will include a check on "Section 4" for bridges with a QC Folder Review

- 10% Folder Review Old Language:

SECTION 4 - NBI AND SCOUR DOCUMENTATION

Select "Yes" if the items listed below are included in the hard copy and electronic versions of the report and the data is accurate. Select "No" if one or more of the items listed below is missing/incomplete or inaccurate. If a "No" is selected, a comment is required listing the reason for each item that is substandard. If an item in the list does not apply to the structure you are reviewing, but all other paperwork is present and acceptable, select "Yes".

Prior to District Approval of Report, verified using the Report Tool "View Change Report" that updated asset values are consistent with photos/report and NBI coding guidelines
- Recommended changes to values consistent with inspection findings & cursory review of all Items Scour Documentation
- Verify that Items 113 & 113.1 are reflective of current conditions and contact Geotechnical Section for updates to coding if needed *

Scour Summary Sheet (SS&D) *

Identify other type of scour documentation in comments box for this section

Scour Critical Bridge (if Item 113 ≤ 3)

Scour Plan of Action (POA) is current *

Photos/documentation of temporary scour repairs if in place *

POA Follow-Up Form if POA was implemented *

Comments:

- 10% Folder Review New Language:

SECTION 4 - NBI AND SCOUR DOCUMENTATION

Select "Yes" if the items listed below are included in the bridge file and the data is accurate. Select "No" if one or more of the items listed below is missing/incomplete or inaccurate. If a "No" is selected, a comment is required listing the reason for each item that is substandard. If an item in the list does not apply to the structure you are reviewing, but all other paperwork is present and acceptable, select "Yes".

Verify that bridge file has the required scour documentation such as:
- Scour Summary Sheet (SS&D)
- Scour Plan of Action (POA) if Scour Critical Bridge
- Photos/documentation of temporary scour repairs if in place
- POA Follow-Up Form if POA was implemented

Check submittal "List of Structures" to verify:
- Missing scour documents are identified
- Change in site conditions identified (since last SSS completed)
- New SSS / Scour Evaluation needed

Comments:

QC UPDATES

- New Language asks for reviewers to cross reference the bridge's files with any recommendations made via the "List of Structures"

Current Coding			Scour Critical (Y/N)	Missing Document (Y/N/NA)			Change in Site Conditions Since Last SSS Compled (Y/N)	New Scour Summary Sheet or Scour Evaluation Needed (Y/N)
Item 113	Item 113.1	Item 113.2		Scour Analysis (*)	Scour Summary Sheet (SSS)	Scour POA		

24-b Vert Clear | 24-c Incorrect GPS | 24-d Scour | 24-e Plans Needed | 24-f Delayed Insp | 24-g Culv Needi... ⊕ ⋮ ◀

- If a bridge has item 113 coded as a "6" (which indicates the bridge is missing scour documentation), that should be reflected in the 10% by a "No" in Section 4:

SECTION 4 - NBI AND SCOUR DOCUMENTATION

No ▾	Select "Yes" if the items listed below are included in the bridge file and the data is accurate. Select "No" if one or more of the items listed below is missing/incomplete or inaccurate. If a "No" is selected, a comment is required listing the reason for each item that is substandard. If an item in the list does not apply to the structure you are reviewing, but all other paperwork is present and acceptable, select "Yes".

- In addition, there should be a comment indicating what is missing and if that matches the consultants list of structures:

Check submittal "List of Structures" to verify:
- Missing scour documents are identified
- Change in site conditions identified (since last SSS completed)
- New SSS / Scour Evaluation needed

Comments:

No scour summary sheet, bridge not included in list of structures

- This check of the bridge files and list of structures helps ensure we are getting recommendations from the consultants on what documentation we are missing (or that needs updates) for each bridge

- Per contract, the final list of structures should be sent to the Geotech Branch: Scour@TxDOT.gov

- The Geotech branch uses the final list of structures for each Work Authorization to determine structures that need scour documentation updated or completed

- For upcoming quarterly QC reports, there will be a check included per WA, for structures where 113=6 and Section 4 of the 10% Folder Review = Yes

- April 15th QC report will include this cursory check but it will not effect the overall QC scoring

Quality Control Quarterly Reporting Schedule

	Month of Last Inspection per Original WA Work Schedule	Month District QC Review Documents Due to Bridge Division (Last Day of Month)	Due Date for Bridge Division to Submit Report to FHWA and TxDOT Administration
1st Quarter Report	June	October	April 15
	July	November	
	August	December	
2nd Quarter Report	September	January	July 15
	October	February	
	November	March	
3rd Quarter Report	December	April	October 15
	January	May	
	February	June	
4th Quarter Report	March	July	January 15
	April	August	
	May	September	

QA UPDATES

- A guide showing the new process (and the existing QC totaling process) has been uploaded to the "District QC Resources" page on the Fields Ops section of Bridge Division's CrossRoads page:

- https://crossroads/divisions/brg/sections/field-operations-section/qc-quarterly-forms.html

QC quarterly forms and information

All QC forms are now housed in AssetWise and should be used in the system. The older forms are no longer acceptable and should only be used for reference, if used at all.

- AssetWise – QC Forms User Guide
- Quality Control Selection Criteria
- District QC Submittal Log
- QC Reporting Schedule
- Bridge Inspection Deliverables
- Monitoring Bridge Inspector Qualifications
- AssetWise - QA Reporting Process Overview