



Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois / 62764

August 20, 2012

CIRCULAR LETTER 2012-17

UPDATED NBIS BRIDGE INSPECTION FORMS

COUNTY ENGINEERS/SUPERINTENDENTS OF HIGHWAYS
MUNICIPAL ENGINEERS/DIRECTORS OF PUBLIC WORKS
CONSULTING ENGINEERS

The purpose of this Circular Letter is to make bridge inspectors and local agencies aware of recent updates to the Illinois Department of Transportation (IDOT) bridge inspection forms.

The current, updated forms may be found on-line at <http://www.dot.il.gov/bridges/bridgforms.html>. The bridge inspection forms are also available using the individual Access database files in SIMS-County, which can be located on-line at <http://www.dot.il.gov/sims/sims.html>.

All the bridge inspection forms have been revised, and the updated forms shall be used immediately. The use of these forms is mandatory according to the National Bridge Inspection Standards (NBIS) in documenting all bridge inspections, and an official copy must be maintained in the bridge file. Previous versions of the inspection forms are no longer approved for use.

A summary of the significant changes is provided below:

1. For routine NBIS inspections, the BBS-BIR-1 and BBS-BIR-2, multiple inspection and single inspection forms, have been replaced by the BBS-BIR, NBI Routine Inspection Report form.
2. The S-104 and S-104-I, used by some local agencies to transmit certain inspection items to the District, have been deleted and should no longer be utilized. Copies of the BBS-BIR, with the required signatures, should be submitted to the District so the inspection information can be entered into the Illinois Structure Information System.
3. On several of the forms, the Inspector 1 and Inspector 2 fields have been replaced with Program Manager, Team Leader, and Inspector. Team Leader (TL) and Program Manager (PM) signatures are required for NBIS inspections. For inspections where the PM is also functioning as the TL, the PM should sign as both the TL and the PM. When the PM signing the inspection form is not the PM for the agency, the agency PM should sign the inspection form as well indicating he or she has reviewed the inspection and is aware of the findings.

CIRCULAR LETTER 2012-17
Page 2
August 20, 2012

4. For many appraisal items, a field for inspection remarks has been added to the BBS-BIR form in order to provide appropriate documentation for the assigned condition ratings.
5. A field has been added to the inspection forms to indicate if the inspection is delinquent at the time of inspection. For all delinquent inspections, an explanation must be provided in the comment field to document the reason for the delinquency.
6. The Special Feature Inspection (SFI) Form, BBS-SFI-1, has been revised to better clarify when the first SFI is due. The "Start Date" is the date of the inspection on which the deficiency to be monitored was identified. The "Determination Date" is the date on which it was determined a SFI was required, and the "Inspect By Date" is the date the first inspection is due.

If you have any questions, please contact Mr. Curt Evoy at 217/782-8748.

Sincerely,



James K. Klein, P.E., S.E.
Acting Engineer of Local Roads and Streets



D. Carl Puzey, P.E., S.E.
Acting Engineer of Bridges and Structures

cc: Dan Brydl, FHWA - Illinois Division
Gary Iles, Illinois Department of Natural Resources
Elias Ajami, Illinois State Toll Highway Authority
Bryan Smith, Township Officials of Illinois
Danny Hannig, Township Highway Commissioners of Illinois (Huntsville, Schuyler County)