

APPENDIX G INSPECTION REPORT FORMAT AND CONTENT

The report format for all U.S. Army Corps of Engineers (USACE) bridge inspections is described in this appendix. Reports shall be prepared as follows:

1. Inspection Report Format for Initial Inventory, In-Depth, and Other Special Inspections

a. Front cover page. The words “U.S. ARMY CORPS OF ENGINEERS” with the castle logo on top shall be placed at the left-hand upper corner of the page. The bridge’s name and number, report number, and its location shall be centered on the front page. The report date and the Division and District names shall be placed at the left and right lower corners, respectively, on the front page.

b. First page. The first page after the cover page shall be the “Statement of Inspection Review and Approval.” See Appendix E for more information.

c. Second page. The second page shall contain an executive summary of the report.

d. Third page. The third page shall be the Table of Contents. See page A-9, “Sample Bridge Inspection Report” of reference 4*f*, for more information.

e. Main body. The main body of inspection reports shall follow the “Sample Bridge Inspection Report” from pages A-11 through A-26 of reference 4*f*. Estimated costs for remedial work and a USACE Bridge Inventory System printout shall also be included in the report.

f. Other. Load rating and scour analyses and underwater inspections shall be included in the inspection report when conducted in conjunction with that inspection.

2. Inspection Report Format for Routine Inspections

a. Application. This paragraph applies to all bridges, except Public Highway/Roadway bridges with single spans greater than 50 m in length and total lengths greater than 200 m for which the reporting format of Paragraph 1 applies.

b. Contents. Each report shall consist of at a minimum:

- (1) An executive summary of the report.
- (2) The “Statement of Inspection Review and Approval.”
- (3) One Corps of Engineers Bridge Inventory System Structure Inventory and Appraisal (CEBIS SI&A) sheet for the entire bridge.

- (4) A CEBIS Inspection Record Sheet for each span of the entire bridge or one sheet for the entire bridge for bridges less than 100 m in length.
- (5) Photos of any damaged or excessively deteriorated areas.

The executive summary shall include recommendations resulting from the current inspection, status of recommendations from previous inspections, and a summary of maintenance performed since the last inspection. Example SI&A sheets are shown in Appendix H.

c. Maintenance record sheet. A maintenance record sheet may be provided with each report to aid Operations Divisions in the development of operations budgets but need not be forwarded to USACE.

d. Other. Load rating and scour analyses and underwater inspections may be included in the routine inspection report when conducted in conjunction with that inspection or may be provided separately.

3. Submission of Inspection Report

All inspection reports shall be submitted in Adobe Acrobat portable document format or other formats approved by the Major Subordinate Command.

4. Field Books

A field book shall be prepared and maintained at the District for each bridge inspected. The field book shall follow the format presented in reference 4f and shall include all field notes, sketches, and photographs used to document the inspection. Field books shall be maintained at each District by the structural engineer in charge of the bridge inspection program.