

 Office of Structures <i>Guidelines and Procedures</i> <i>Memorandum</i>	INSPECTION
	Number: OOS-GPM-SI-106
	Date: 08-06-2026
Routine Inspection	Approval: 

A routine inspection is a regularly scheduled inspection with intervals not to exceed 24 months consisting of observations and/or measurements needed to determine the condition of a bridge. This includes rating the bridge elements, checking the accuracy of the bridge inventory data and identifying any changes all to ensure the bridge continues to satisfy present service requirements.

All routine inspections shall be performed with the following requirements:

- Using either HOI or MHOI in accordance with Hands-On Inspection (HOI) and Modified Hands-On Inspection (MHOI), OOS-GPM-SI-104.
- Performed in accordance with the MBE
- Coded in accordance with the SIA Guide
- Element level inspection shall be performed and coded in accordance with MDOT SHA's Element Level Inspection Guide except for MDTA which requires coding in accordance with their guide.
- All data must be inputted into the SAM program.
- All inspections of all types must be performed in the month they are due based on their designated frequency. For any delinquencies, the nature and circumstances of the delay must be documented in the Structure Asset Management System, under Inspection Report Information, field entitled "Reason for Delinquency".
- Following procedures in the AASHTO Manual for Bridge Evaluation Section 4.2.

All routine inspections shall be performed by qualified Lead Inspectors and Bridge Inspectors. A Lead Inspector must be present during the full inspection.

All defects shall be clearly identified and considered for additional reporting requirements as identified in Defects, OOS-GPM-SI-118 and Critical Findings, OOS-GPM SI-117.

For bridges which are undergoing rehabilitation or replacement, the routine inspections shall still be performed when due as long as any part of the existing bridge is carrying traffic. Coordination with the District Construction office shall be carried out as necessary for any special access requirements.

Temporary bridges require routine inspection at least once every 24 months while in service. Inventory data for temporary bridges open for longer than 24 months shall be submitted to FHWA along with all other NBI submittal data.

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For SHA or LA owned structures inspected by their own Bridge Inspectors, the final report shall list the names of all Bridge Inspectors that participated, signed off as complete by the Lead Inspector and submitted to the Senior Project Team Leader, SIRE or the LA Program Manager

For SHA or LA owned structures inspected by consultant firms, the final report shall list the names of all Bridge Inspectors that participated, signed off as complete by the Lead Inspector, signed and sealed by a registered Professional Engineer in the State of Maryland, and submitted to the Division Chief, SIRE – Structures Inspection or the LA Program Manager.

For LA owned structures, in addition to the requirements of reporting condition and defects of all elements, recommendations for repair, maintenance or monitoring shall be included in the report. These recommendations shall include cost estimates and be categorized with the following priorities: Immediate, Priority, Routine and Monitor.

Initial Inspections

Initial Inspections are the first inspection of a structure, following the same inspection methodology as Routine Inspections. The initial inspection establishes the future routine inspection interval and records the initial inventory data.

For newly constructed bridges or for bridges receiving major rehabilitation, initial inspections are required within 3 months of the bridge opening to traffic. For new bridges built with phased construction, once the new portion is opened to traffic, that new portion must be inspected within 3 months per the same regulations applicable to newly constructed bridges, even if the construction is still ongoing. The initial inspection requirement also applies to temporary structures. SHA Office of Construction is responsible for notifying OOS upon opening newly constructed bridges to traffic.