

 Office of Structures <i>Guidelines and Procedures</i> <i>Memorandum</i>	INSPECTION
	Number: OOS-GPM- SI-110
	Date: 08-06-2026
Damage Inspection	Approval: 

A Damage Inspection is an unscheduled inspection to assess structural damage resulting from an accident or unforeseen event other than flooding (i.e. over height vehicle striking a bridge). Damage inspections must be performed by Team Leader meeting the same requirements needed for Routine Inspections as specified in OOS-GPM-SI-103 Qualifications of Personnel.

LA Damage Inspections

Upon notification of a bridge with potential damage, The LA Program Manager shall contact the consultant assigned to them to have a damage inspection performed by a qualified Lead Inspector. The Lead Inspector shall keep the LA Program Manager informed of status, defects, issues, etc. It shall be the responsibility of the LA Program Manager to take appropriate actions based upon the information. This may involve total or partial closure of the road, posting, etc. Unless the incident resulted in a Critical Finding, OOS-GPM-SI-117, the LA Program Manager shall contact the SIRE, Division Chief – Structures Inspection the next business day with a status report.

SHA Damage Inspections

Initially the Statewide Operations Center (SOC) will contact SIRE per the call out list included in the Emergency Response Directory. This list identifies in order the Senior Project Team Leader-Inspection, Division Chief, SIRE-Structures Inspection, Deputy Director SIRE, Division Chief, SIRE-Structures Remedial Design, Division Chief, SIRE - Construction, Senior Project Team Leader-Construction. The contacted person will be responsible for the following steps:

1. Depending on the severity of issue, determine if a condition inspection team, an engineer, or both should respond to the incident.
2. Contact the Inspection Team Leader and/or Design Team Leader responsible for the structure. If either is not available, then another team or engineer must be contacted.
3. The Inspection Team Leader and his inspection team will travel to the site of the emergency. The engineers, if required, will also travel to the site.
4. Based on the Inspection Team's knowledge of the bridge or information obtained from the office, the contacted person may ask that access equipment be provided and dispatched to the site. It is not necessary to travel to the site before requesting support.
5. Immediately after arriving at the site, the Inspection Team shall determine who is the individual in-charge, representing SHA, and report to that individual.

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6. As soon as the location is safe for conducting a complete inspection, the inspection will be performed.
7. Following the inspection, the Inspection Team shall phone the individual who initially contacted them to report the findings and recommendations concerning any follow-up action. At this time, it may be necessary to call for an engineer if one is not already present.
8. Subsequent to this communication, the Team Leader will provide his assessment and pending actions to the on-site individual in-charge.
9. An inspection report including only those items affected shall be prepared and forwarded to the office as an Engineer's Request. The date of the inspection shall be reported in the appropriate SIA Item 93.
10. Photos must be sent in with the inspection report clearly marked as accident damage photos. If available, the police accident report or officer responsible for the report shall also be reported.
11. During a damage inspection, if any condition has changed from the previous inspection, regardless of whether or not it resulted from the accident, it shall be documented in the report. The inspector shall clearly state whether the defect is related to the accident.
12. Complete documentation of the events and an accurate time record shall be written in the daily diary.

Reporting Work Hours for Emergency Call-Outs

Personnel who are called-out to perform emergency inspections during their non-routine work hours shall report their hours portal to portal (i.e. no subtraction of travel necessary). A minimum of 4 hours may be charged for each emergency call-out, regardless of the actual time worked.