

 Office of Structures <i>Guidelines and Procedures</i> <i>Memorandum</i>	INSPECTION
	Number: OOS-GPM-SI-119
	Date: 08-06-2026
Information Retention	Approval: 

SHA Structures

All of the following information shall be stored in the Structure Asset Management (SAM) program:

- Inspection
 - Condition ratings for each applicable element
 - Brief description of general and element conditions supporting the ratings
 - All spans, beams, etc. shall be numbered from North or West (i.e. North span is Span 1)
 - Sketches, if necessary, to indicate typical or deteriorated condition, or to document any monitoring data
 - Inventory data in accordance with the Structure Inventory and Appraisal (SIA) manual
 - Photographs showing top, side and under view of the bridge, posting weight restrictions, reduced underclearance limits, major defects that require an Engineer Request and any other important features of the structure
- Waterway Information
 - Channel sketches, soundings, scour data, etc. as necessary to allow for assessment of waterway stability and any potential risk to the structure
- Significant Correspondence
 - Any correspondence regarding ownership, inspection and maintenance responsibilities, and any additional information affecting the timeliness and thoroughness of inspections
- Special Inspection Procedures
 - Identification and location of NSTM's
 - Previous underwater and movable reports which serve as the template for all future underwater and movable reports
- Weight Posting Documentation
 - Posting recommendations with supporting calculations
 - Date of posting and photos or description of signing

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- Underclearance
 - Specify location and lowest underclearance
- Critical Findings and Recommendations
 - Narratives, descriptions and photos of all critical findings
 - General repair recommendations and construction activities to address critical findings

All of the following information shall be stored in OOS Worklist Database:

- Documented history and current status of all completed and active repair projects
- Start and completion dates, and costs for each project
- Detailed construction activities to address critical findings

All of the following information shall be stored in organized and labeled files in SHA's Office of Structures:

- Scour Assessments and Plans of Action (hard copies)
 - Documentation of scour vulnerability assessment
 - Scour Plans of Action for all scour critical bridges
- Load Rating & Load Testing
 - Detailed load rating calculations and interpretation of results (both electronic and hard copy until hard copy files can be electronically scanned)
 - Any updates to the rating calculations as a result of changes in bridge condition or live load exposure that could affect the rating results (electronic files)
- Detailed reports from any load tests conducted on the bridge (both electronic and hard copy until hard copy files can be electronically scanned)

Local Agency (LA) Bridges

For Local Agency bridges, all of the above information shall be included in the SAM program with the exception of the following which shall be located in each county or agency's respective offices, organized and labeled clearly, in electronic or hard copy:

- Documented history and current status of all completed and active repair projects
- Scour vulnerability assessment and scour plans of action