

## AssetWise Attachments Naming Convention

AssetWise Folder	Inspection Type	Document	File Name	
		All files listed below apply to On-System and Off-System bridges unless denoted with "*" indicating On-System only or "x" indicating Off-System only.	(Bridge ID_Document Description_Date) (Bridge ID: District-County-Control-Section-Str. No.)	
<b>Inspection Attachments (PDFs) (In the Report)</b>	<b>Routine</b>	Cover Page	DD-CCC-CCCC-SS-SSS_RTInsp_YYYY-MM	
		Table of Contents		
		Location Map		
		Memo to File - Delayed Inspection (if applicable)		
		Follow-Up Action Worksheet (*)		
		Maintenance Module Follow-Up Action Form(s)		
		Load Posting Information Form (x)		
		Bridge Summary Sheet (x)		
		Bridge Inspection Record		
		Deterioration Sketches (if applicable)		
		Inventory Record		
		Inventory Sketch (if applicable)		
		Channel Cross-Section Measurement Record		
		Channel Cross-Section Plot		
		Underclearance Record		
		Underclearance Record Sketch		
	Elements (if applicable)			
	Inspection Photos			
	History Sheet			
	<b>Fracture Critical</b>	<b>Fracture Critical</b>	Cover Page	DD-CCC-CCCC-SS-SSS_FCReport_YYYY-MM
			Table of Contents	
			Memo to File - Delayed Inspection (if applicable)	
			Follow-Up Action Worksheet (*)	
			Maintenance Module Follow-Up Action Form(s)	
			Bridge Description and Location Map	
			Inspection Method Procedures	
			Traffic Control Description	
			Railroad Coordination Summary	
			Fracture Critical Inspection Summary	
			Additional Findings (non-fracture critical related)	
			Condition Ratings and Inventory Updates	
			Elemental Data	
			Recommendations	
Fracture Critical Inspection Photos				
Appendix (NDT Report for Pins and Pin & Hanger)				
<b>Underwater</b>	<b>Underwater</b>	Cover Page	DD-CCC-CCCC-SS-SSS_UWReport_YYYY-MM	
		Table of Contents		
		Memo to File - Delayed Inspection (if applicable)		
		Follow-Up Action Worksheet (*)		
		Maintenance Module Follow-Up Action Form(s)		
		Underwater Inspection Report		
		Channel Profile Plot		
Underwater Inspection Photos				
<b>Legend: Usual Responsible Party</b>		Consultant / District / BRG	District	
		BRG /Consultant	BRG - Constr. & Maint. Branch / Consultant	
		BRG - Load Rating / Load Posting		

Inspection Attachments (PDFs) (In the Report)	Tunnel	Cover Page	DD-CCC-CCCC-SS-SSS_TNInsp_YYYY-MM
		Table of Contents	
		Tunnel Description and Map Location	
		Inspection Procedures Method	
		Tunnel Inspection Report	
		Recommendations	
		Load Rating History	
		Tunnel Inspection Photos	
		Appendices	
EDI	Bridge Damage Report (Essay-style plus photos)	DD-CCC-CCCC-SS-SSS_DamageReport_YYYY-MM	
	Special Inspection	DD-CCC-CCCC-SS-SSS_SPIInsp_YYYY-MM	
Bridge Attachments (PDFs) (In the Manager Files)	Various	Load Rating Statement	DD-CCC-CCCC-SS-SSS_LR_YYYY-MM
		Load Rating Calculations	
		Load Rating Summary Sheet	
		Load Posting Sign Recommendation - 1083-R (*)	
		Critical Inspection Finding	DD-CCC-CCCC-SS-SSS_CF_YYYY-MM
		Repair Details	DD-CCC-CCCC-SS-SSS_Repair_YYYY-MM
		Mill Tests	DD-CCC-CCCC-SS-SSS_MillTest_YYYY
		Pile Driving Record	DD-CCC-CCCC-SS-SSS_PileRecord_YYYY
		Post-Construction Material Testing	DD-CCC-CCCC-SS-SSS_MaterialTest_YYYY-MM
		Scanned RT Insp Docs - 2012 and Prior (see Note 4)	DD-CCC-CCCC-SS-SSS_RTInsp_2012-YYYY
		Bridge Flood Assessment	DD-CCC-CCCC-SS-SSS_FloodAssess_YYYY-MM
		Original plans	DD-CCC-CCCC-SS-SSS_OrigPlans_YYYY
		Widening plans	DD-CCC-CCCC-SS-SSS_Widening_YYYY
		Rehabilitation Plans (reconstruction, etc.)	DD-CCC-CCCC-SS-SSS_Rehab_YYYY
		Scour Documentation (analysis, TSEAS, etc.)	DD-CCC-CCCC-SS-SSS_Scour_YYYY-MM
		Scour Plan of Action	DD-CCC-CCCC-SS-SSS_ScourPOA_YYYY-MM
		Scour Summary Sheet	DD-CCC-CCCC-SS-SSS_ScourSumSht_YYYY-MM
		Plan of Action Follow-Up	DD-CCC-CCCC-SS-SSS_POAFU_YYYY-MM
		Critical Finding Follow-Up	DD-CCC-CCCC-SS-SSS_CFFU_YYYY-MM
		Load Posting Photos	DD-CCC-CCCC-SS-SSS_LP_Photos_YYYY-MM
		Bridge Closed Photos	DD-CCC-CCCC-SS-SSS_BrgClosed_Photos_YYYY-MM
		Bridge Design Notes and Calculations	DD-CCC-CCCC-SS-SSS_DN_YYYY-MM
		Bridge Design Notes and Calcs for Change Order(s)	DD-CCC-CCCC-SS-SSS_DN_CO_YYYY-MM
		FC Fatigue Details Sheet	DD-CCC-CCCC-SS-SSS_FatigueDetails_YYYY-MM
		Tunnel Inspection Procedures	DD-CCC-CCCC-SS-SSS_TunnelProcedures_YYYY-MM
		Load Posting - Form 1083-R - Final (*)	DD-CCC-CCCC-SS-SSS_LPR_YYYY-MM-DD
Condition Survey	DD-CCC-CCCC-SS-SSS_CondSurvey_YYYY-MM		
Bridge Correspondence (see Note 5)	DD-CCC-CCCC-SS-SSS_CRSPD_XXXXXXXXXX_YYYY-MM		
FUA Documentation	Various	Follow-Up Action Worksheet - Work Complete (*)	DD-CCC-CCCC-SS-SSS_FUAW_X_Complete_YYYY-MM-DD
The X shall represent the number of FUAW listed in the routine inspection documents.			
Notes: 1) "EDI" is an Event Driven Inspection - Flood, Impact, Follow-Up to MBITS findings or call from public, etc. and is a one-time inspection, also known as a "Special Inspection" in AssetWise. These are typically performed when there is a need to change a condition rating but not perform a complete Routine Safety Inspection and not reset the regularly recurring Item 90 inspection date. 2) "YYYY" represents the year of the report, construction year for plans, etc. 3) "YYYY-MM" represents the Year and Month of Inspection, form completion, finalization of load ratings, scour forms/reports, etc. 4) For Scanned RT Insp Docs, "YYYY" represents the earliest year of captured documents. This file is to be stored in the "Archived Bridge Attachments" folder. 5) After CRSPD_ the multiple X's are for the type of correspondence used (i.e. BRGVisit).			
Legend: Usual Responsible Party	Consultant / District / BRG	District	
	BRG/Consultant	BRG - Constr. & Maint. Branch / Consultant	
	BRG - Load Rating / Load Posting		