

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.	
Inspection Attachments (PDFs) (In the Report)	Routine	Memo to File - Delayed Inspection (if applicable)	DD-CCC-CCCC-SS-SSS_RTInsp_YYYY-MM
		Follow-Up Action Worksheet (*)	
		Maintenance Module Follow-Up Action Form(s)	
		Bridge Summary Sheet (x)	
		Bridge Inspection Report	
		Channel Cross-Section Measurement Record	
		Channel Cross-Section Plot	
		Underclearance Record	
		Inspection Photos	
	Fracture Critical	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)		
	Underwater	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		
	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	
Legend: Usual Responsible Party	Consultant / District / BRG	District	
	BRG/Consultant	BRG - Constr. & Maint. Branch / Consultant	
	BRG - Load Rating / Load Posting		

Bridge Attachments (PDFs) (In the Manager Files)	Various	Load Rating Statement	DD-CCC-CCCC-SS-SSS_LR_Stmnt_YYYY-MM
		Load Rating Calculations	
		Load Rating Summary Sheet	DD-CCC-CCCC-SS-SSS_LR_YYYY-MM
		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
		Bridge Inventory Record	DD-CCC-CCCC-SS-SSS_InvRec_YYYY-MM
		Bridge Inventory Record Revision	DD-CCC-CCCC-SS-SSS_InvRevision_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 Location Map	DD-CCC-CCCC-SS-SSS_Map
		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. <u>This file is to be stored in the "Archived Bridge Attachments" folder.</u> 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		