

AssetWise Attachments Naming Convention

AssetWise Folder	Inspection Type	Document	File Name
		(Bridge ID_Document Description_Date) (Bridge ID: District-County-Control-Section-Str. No.)	
Inspection Attachments (PDFs) (In the Report)	Routine	Memo to File - Delayed Inspection	DD-CCC-CCCC-SS-SSS_RTInsp_YYYY-MM
		Follow-Up Action Worksheet (*)	
		Bridge Summary Sheet (x)	
		Bridge Inspection Report	
		Channel Cross-Section Measurement Record	
		Channel Cross-Section Plot	
		Underclearance Record	
		Inspection Photos	DD-CCC-CCCC-SS-SSS_RTPhotos_YYYY-MM
	FC	Fracture Critical Report	DD-CCC-CCCC-SS-SSS_FCReport_YYYY-MM
		Fracture Critical Photos	DD-CCC-CCCC-SS-SSS_FCPhotos_YYYY-MM
	UW	Underwater Inspection Report	DD-CCC-CCCC-SS-SSS_UWReport_YYYY-MM
Underwater Inspection Photos		DD-CCC-CCCC-SS-SSS_UWPhotos_YYYY-MM	
EDI	Bridge Damage Report (Essay-style plus photos)	DD-CCC-CCCC-SS-SSS_DamageReport_YYYY-MM	
Bridge Attachments (PDFs) (In the Manager Files)	Various	Load Rating Statement	DD-CCC-CCCC-SS-SSS_LR_Stmnt_YYYY-MM
		Load Rating Calculations	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
		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		
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		
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>			
Legend: Usual Responsible Party	Consultant / District / BRG		District
	BRG/Consultant		BRG - Constr. & Maint. Branch / Consultant
	BRG - Load Rating / Load Posting		