

ATTACHMENT 9.4

Appendix/Attachment Title

District Quality Meeting Form

Appendix/Attachment Revision and Year:

December 2024, V1

Appendix/Attachment Introduction and Discussion

The DBIS shall conduct quarterly quality meetings (four per year) with the bridge inspection staff in each district. These meetings will be used to help ensure consistency in the bridge inspection program, provide training, and keep the staff updated on current inspection activities. These district quality meetings will recap ongoing QC efforts including field reviews, field QC checks, QC checking of bridge inspection reports and maintaining inspection equipment in their inventory.

During these quarterly staff meetings, the DBIS and the district inspectors will confirm they have all required bridge inspection equipment in their inventory.

Consultants are not required to complete Attachment 9.4. Consultants shall indicate their process for discussing QC efforts and for maintaining equipment in their QC Plan; see BIGD Section 9.2.3.1.2.2.

Appendix/Attachment Description

A meeting sign-in sheet, a list of required topics and the checklist of required equipment are included in this form. This form shall be released by the DBIS or consultant PMs to the BMO within 30 calendar days from the meeting.