APPENDIX A. FOLDER STRUCTURE AND WIZARD COMPANION

Folder Structure and Wizard Companion Purpose

This file is a companion document to the *SCDOT Bridge File Policy (BFP)* . The BFP can be found on the SCDOT Bridge Management Office website.
For guidance or questions please reach out to the contacts listed in Section 8 of the BFP.

Policy Document Approvals

The purpose of this Policy Document is to provide direction and guidance with regards to the document storage of bridge related files on ProjectWise. Any modifications to this Policy Document require approval of the South Carolina Department of Transportation (SCDOT) Bridge Management Office (BMO). The BFP and this companion document will be reviewed and updated as needed by the Assistant Director of Bridge Management - Compliance, or designated representative. However, SCDOT reserves the right to make interim updates to the procedures to address lessons learned, evolving approaches, and updates to federal, state, and local laws, regulations, and policies.

Revisions

Release Date	Version	Summary of Revisions
March 2023	1.0	
August 2024	2.0	Updates for BrM Implementation, Added Freeform Guide

How to use this Guide

This Companion Document should be used as a guide for assigning attributes with the Advanced Document Creation Wizard in the Bridge File folders.

This document has two categories of folders - the Bridge Data folders and the Bridge Quality Records folders. Both categories show the Document Types available in each subfolder, the suggested Freeform inputs (when applicable), and specific inputs that are applicable for each Document Type.

Users can begin at the left most column to identify the folder where a file will be uploaded. Once the file is uploaded, the first section of fields shown in the tables covers the Advanced Document Creation Wizard Screen 1 which specifies which attributes are auto-populated, the Document Type drop-down options, and the input needed for the District (if applicable), Freeform, Document Date, and Serial Number.

The second section of fields covers the Advanced Document Creation Wizard Screen 2.
For the Bridge Data folders, this section lists the auto-populated fields, and when applicable attributes should be reviewed for the Methodology, Attachment Number, and Identification Number.

For the Bridge Quality Records folders, the second section of fields lists the auto-populated fields, and when applicable, attributes should be reviewed for the Attachment Number, Month, and District inputs.

The third section of fields details the File Name format for each of the Document Types. These are standardized and should only be used as a guide. The Advanced Document Creation Wizard is designed to rename a file, and the steps outlined in the BFP should always be followed when naming a file.

Bridge File Folder Structure

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BRIDGE DATA FOLDERS

Folders			Advanced Document Creation Wizard Screen 1					Advanced Document Creation Wizard Screen 2			Advanced Document Creation Wizard Screen 3	
			Suggested Freeform inputs, where required, are noted in green. The "Generate" button should **always** be clicked to assure the correct serial number is assigned.					All fields in Wizard Screen 2 are auto-populated. Non "N/A" fields are highlighted in green.			Copy "New document name" field to "Description for the new document" field.	
Level 1	**Level 2**	**Level 3**	***Auto-Populated Fields***	**Document Type (Dropdown List)**	**Freeform (20)**	**Document Date**	**Serial Number**	***Auto-Populated Fields***	**Methodology**	**Attachment (#.#)**	**New document name / Description for the new document**	**Upload to ProjectWise**
Asset ID (AAAAA)	**1 - General File**	**1 - Plans**	*Asset ID* *Upload Date*	*FoundationTesting - (Foundation Testing Plans)*	(blank)	YYYY-MM-DD	*Generate*	*Asset ID* *Upload Date* *District* *Route* *County* *Crossing* *Status* *Location*	N/A	N/A	AAAAA-FoundationTesting-YYYY-MM-DD-###	Manual
				LabelDiagram - (Labeling Diagram)	(blank)	YYYY-MM-DD	*Generate*		N/A	N/A	AAAAA-LabelDiagram-YYYY-MM-DD-###	Manual
				PileLogs - (Pile logs)	(blank)	YYYY-MM-DD	*Generate*		N/A	N/A	AAAAA-PileLogs-YYYY-MM-DD-###	Manual
				Plans_95Review - (95% Review Plans)	(blank)	YYYY-MM-DD	*Generate*		N/A	N/A	AAAAA-Plans_95Review-YYYY-MM-DD-###	Manual
				Plans_AsBuilt - (As Built Plans)	*See Appendix A Freeform Guide*	YYYY-MM-DD	*Generate*		N/A	N/A	AAAAA-Plans_AsBuilt-YYYY-MM-DD-###	Manual
				Plans_AsLet - (As Let Plans)	(blank)	YYYY-MM-DD	*Generate*		N/A	N/A	AAAAA-Plans_AsLet-YYYY-MM-DD-###	Manual
				Plans_Misc - (Misc. Plans)	*See Appendix A Freeform Guide*	YYYY-MM-DD	*Generate*		N/A	N/A	AAAAA-Plans_Misc-FREEFORM-YYYY-MM-DD-###	Manual
				Plans_Repair - (Repair/Rehab Plans)	*See Appendix A Freeform Guide*	YYYY-MM-DD	*Generate*		N/A	N/A	AAAAA-Plans_Repair-FREEFORM-YYYY-MM-DD-###	Manual
				SchematicDwg - (Schematic Drawing)	(blank)	YYYY-MM-DD	*Generate*		N/A	N/A	AAAAA-SchematicDwg-YYYY-MM-DD-###	Manual
				ShopDwg - (Shop Drawings)	Bearings Cross-Frames Girders	YYYY-MM-DD	*Generate*		N/A	N/A	AAAAA-ShopDwg-FREEFORM-YYYY-MM-DD-###	Manual
		2 - Inventory Photographs		*Photo_General - (Individual Photograph)*	*See Appendix A Freeform Guide*	*YYYY-MM-DD*	*Generate*		N/A	N/A	AAAAA-Photo_General-FREEFORM-YYYY-MM-DD-###	Automatic (BrM)
		3 - Bridge Data		*A5.1A_BridgeData - (Bridge Data Form-Asset ID Request)*	(blank)	YYYY-MM-DD	*Generate*		N/A	5.1	AAAAA-A5.1A_BridgeData-AssetIDRequest-YYYY-MM-DD-###	Manual
				A5.1B_BridgeData - (Bridge Data Form-Asset ID Retire)	(blank)	YYYY-MM-DD	*Generate*		N/A	5.1	AAAAA-A5.1B_BridgeData-AssetIDRetire-YYYY-MM-DD-###	Manual
				A5.1C1_BridgeData - (Bridge Data Form-Admin)	(blank)	YYYY-MM-DD	*Generate*		N/A	5.1	AAAAA-A5.1C1_BridgeData-Admin-YYYY-MM-DD-###	Manual
				A5.1C2_BridgeData - (Bridge Data Form-RDS)	(blank)	YYYY-MM-DD	*Generate*		N/A	5.1	AAAAA-A5.1C2_BridgeData-RDS-YYYY-MM-DD-###	Manual
				Bridge_CostReport - (Bridge_CostReport)	(blank)	YYYY-MM-DD	*Generate*		N/A	N/A	AAAAA-Bridge_CostReport-YYYY-MM-DD-###	Manual
				Bridge_PileRecord - (Bridge_PileRecord)	(blank)	YYYY-MM-DD	*Generate*		N/A	N/A	AAAAA-Bridge_PileRecord-YYYY-MM-DD-###	Manual
				ConstructionDoc - (Construction Related Document)	Descriptive Freeform (if applicable) Document File No.	YYYY-MM-DD	*Generate*		N/A	N/A	AAAAA-ConstructionDoc-FREEFORM-YYYY-MM-DD-###	Manual
				DemolitionDoc - (Demolition Related Document)	Descriptive Freeform (if applicable) Document File No.	YYYY-MM-DD	*Generate*		N/A	N/A	AAAAA-DemolitionDoc-FREEFORM-YYYY-MM-DD-###	Manual
				LR_BridgeData - (Bridge Data Correction Form from LRGD)	(blank)	YYYY-MM-DD	*Generate*		N/A	N/A	AAAAA-LR_BridgeData-YYYY-MM-DD-###	Manual

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Folders			Advanced Document Creation Wizard Screen 1					Advanced Document Creation Wizard Screen 2			Advanced Document Creation Wizard Screen 3	
			Suggested Freeform inputs, where required, are noted in green. The "Generate" button should **always** be clicked to assure the correct serial number is assigned.					All fields in Wizard Screen 2 are auto-populated. Non "N/A" fields are highlighted in green.			Copy "New document name" field to "Description for the new document" field.	
Level 1	**Level 2**	**Level 3**	***Auto-Populated Fields***	**Document Type (Dropdown List)**	**Freeform (20)**	**Document Date**	**Serial Number**	***Auto-Populated Fields***	**Methodology**	**Attachment (#.#)**	**New document name / Description for the new document**	**Upload to ProjectWise**
Asset ID (AAAAA)	**2 - NBIS Inspection**	**1 - Reports**	*Asset ID* *Upload Date*	*InspectReport_CmxMovable - (Complex Movable)*	(blank)	YYYY-MM-DD	*Generate*	*Asset ID* *Upload Date* *District* *Route* *County* *Crossing* *Status* *Location*	N/A	N/A	AAAAA-InspectReport_CmxMovable-YYYY-MM-DD-###	Automatic (BrM)
				InspectReport_Complex - (Complex)	(blank)	YYYY-MM-DD	*Generate*		N/A	N/A	AAAAA-InspectReport_Complex-YYYY-MM-DD-###	Automatic (BrM)
				InspectReport_Damage - (Damage)	*See Appendix A Freeform Guide*	YYYY-MM-DD	*Generate*		N/A	N/A	AAAAA-InspectReport_Damage-FREEFORM-YYYY-MM-DD-###	Automatic (BrM)
				InspectReport_DataUpdate - (Data Update)	(blank)	YYYY-MM-DD	*Generate*		N/A	N/A	AAAAA-InspectReport_DataUpdate-YYYY-MM-DD-###	Automatic (BrM)
				InspectReport_HydraulicAnalysis - (Hydraulic Analysis)	(blank)	YYYY-MM-DD	*Generate*		N/A	N/A	AAAAA-InspectReport_HydraulicAnalysis-YYYY-MM-DD-###	Automatic (BrM)
				InspectReport_In-Depth - (In-Depth)	(blank)	YYYY-MM-DD	*Generate*		N/A	N/A	AAAAA-InspectReport_InDepth-YYYY-MM-DD-###	Automatic (BrM)
				InspectReport_NSTM - (Nonredundant Steel Tension Member)	(blank)	YYYY-MM-DD	*Generate*		N/A	N/A	AAAAA-InspectReport_NSTM-YYYY-MM-DD-###	Automatic (BrM)
				InspectReport_Procedures - (Procedures)	(blank)	YYYY-MM-DD	*Generate*		N/A	N/A	AAAAA-InspectReport_Procedures-YYYY-MM-DD-###	Automatic (BrM)
				InspectReport_Routine - (Routine)	Initial Closed-Bridge Other	YYYY-MM-DD	*Generate*		N/A	N/A	AAAAA-InspectReport_Routine-FREEFORM-YYYY-MM-DD-###	Automatic (BrM)
				InspectReport_Scour - (Scour)	(blank)	YYYY-MM-DD	*Generate*		N/A	N/A	AAAAA-InspectReport_Scour-YYYY-MM-DD-###	Automatic (BrM)
				InspectReport_Service - (Service)	(blank)	YYYY-MM-DD	*Generate*		N/A	N/A	AAAAA-InspectReport_Service-YYYY-MM-DD-###	Automatic (BrM)
				InspectReport_Special - (Special)	(blank)	YYYY-MM-DD	*Generate*		N/A	N/A	AAAAA-InspectReport_Special-YYYY-MM-DD-###	Automatic (BrM)
				InspectReport_Unscheduled - (Unscheduled)	(blank)	YYYY-MM-DD	*Generate*		N/A	N/A	AAAAA-InspectReport_Unscheduled-YYYY-MM-DD-###	Automatic (BrM)
				InspectReport_UW - (Underwater)	(blank)	YYYY-MM-DD	*Generate*		N/A	N/A	AAAAA-InspectReport_UW-YYYY-MM-DD-###	Automatic (BrM)
		2 - Procedures		*A5.24_BridgeRe-Opening - (Closed Bridge Re-Opening Form)*	(blank)	YYYY-MM-DD	*Generate*		N/A	5.24	AAAAA-A5.24_BridgeRe-Opening-YYYY-MM-DD-###	Manual
				A5.3_RRFlagging - (Railroad Flagging Service Form)	(blank)	YYYY-MM-DD	*Generate*		N/A	5.3	AAAAA-A5.3_RRFlagging-YYYY-MM-DD-###	Manual
				Plan_NSTM - (Nonredundant Steel Tension Member Plans)	(blank)	YYYY-MM-DD	*Generate*		N/A	N/A	AAAAA-Plan_NSTM-YYYY-MM-DD-###	Manual
				Plan_TrafficMgmt - (Traffic Management Plans)	(blank)	YYYY-MM-DD	*Generate*		N/A	N/A	AAAAA-Plan_TrafficMgmt-YYYY-MM-DD-###	Manual
				Proc_FatigueDetails - (AASHTO Fatigue Details)	(blank)	YYYY-MM-DD	*Generate*		N/A	N/A	AAAAA-Proc_FatigueDetails-YYYY-MM-DD-###	Manual
				Proc_Maintenance - (Maintenance Manuals)	(blank)	YYYY-MM-DD	*Generate*		N/A	N/A	AAAAA-Proc_Maintenance-YYYY-MM-DD-###	Manual
				UW_ConfinedDivePlan - (Confined Dive Plan)	(blank)	YYYY-MM-DD	*Generate*		N/A	N/A	AAAAA-UW_ConfinedDivePlan-YYYY-MM-DD-###	Manual
				UW_DivePlan - (Underwater Inspection Dive Plan)	(blank)	YYYY-MM-DD	*Generate*		N/A	N/A	AAAAA-UW_DivePlan-YYYY-MM-DD-###	Manual
				UW_PenetrationDivePlan - (Penetration Dive Plan)	(blank)	YYYY-MM-DD	*Generate*		N/A	N/A	AAAAA-UW_PenetrationDivePlan-YYYY-MM-DD-###	Manual
		3 - Miscellaneous		*A4.3_InspecOutofInt - (Inspection Out-of-Interval Form)*	(blank)	YYYY-MM-DD	*Generate*		N/A	4.3	AAAAA-A4.3_InspecOutofInt-YYYY-MM-DD-###	Manual
				InspecMisc_Other - (Other)	Video Traffic_Count Non-Report_Notes	YYYY-MM-DD	*Generate*		N/A	N/A	AAAAA-InspecMisc_Other-FREEFORM-YYYY-MM-DD-###	Manual
				InspecMisc_Photo - (Photographs)	Descriptive Freeform (if applicable)	YYYY-MM-DD	*Generate*		N/A	N/A	AAAAA-InspecMisc_Photo-FREEFORM-YYYY-MM-DD-###	Manual
Asset ID (AAAAA)	**3 - Load Rating**		*Asset ID* *Upload Date*	*LR_BMOApprove - (BMO Approvals)*	(blank)	YYYY-MM-DD	*Generate*	*Asset ID* *Upload Date* *District* *Route* *County* *Crossing* *Status* *Location*	N/A	N/A	AAAAA-LR_BMOApprove-YYYY-MM-DD-###	Manual
				LR_BrR - (BrR Input File)	OSOW LR Model Fix	YYYY-MM-DD	*Generate*		N/A	N/A	AAAAA-LR_BrR-FREEFORM-YYYY-MM-DD-###	Manual
				LR_Non BrR - (Non BrR Input Files)	*See Appendix A Freeform Guide*	YYYY-MM-DD	*Generate*		N/A	N/A	AAAAA-LR_Non BrR-FREEFORM-YYYY-MM-DD-###	Manual
				LR_Posting - (Posting Form)	Recission	YYYY-MM-DD	*Generate*		N/A	N/A	AAAAA-LR_Posting-FREEFORM-YYYY-MM-DD-###	Manual
				LR_QAList - (Quality Assurance Checklist)	(blank)	YYYY-MM-DD	*Generate*		N/A	N/A	AAAAA-LR_QAList-YYYY-MM-DD-###	Manual
				LR_QCList - (Quality Control Checklist)	(blank)	YYYY-MM-DD	*Generate*		N/A	N/A	AAAAA-LR_QCList-YYYY-MM-DD-###	Manual
				LR_SF_ASR - (Load Rating Summary Form ASR)	Substructure SubRepair	YYYY-MM-DD	*Generate*		ASR	N/A	AAAAA-LR_SF_ASR-FREEFORM-YYYY-MM-DD-###	Manual
				LR_SF_LFR - (Load Rating Summary Form LFR)	Substructure SubRepair	YYYY-MM-DD	*Generate*		LFR	N/A	AAAAA-LR_SF_LFR-FREEFORM-YYYY-MM-DD-###	Manual
				LR_SF_LRFR - (Load Rating Summary Form LRFR)	Substructure SubRepair	YYYY-MM-DD	*Generate*		LRFR	N/A	AAAAA-LR_SF_LRFR-FREEFORM-YYYY-MM-DD-###	Manual
				LR_SF_XLSX - (Excel Load Rating Summary Form)	Substructure SubRepair	YYYY-MM-DD	*Generate*		N/A	N/A	AAAAA-LR_SF_XLSX-FREEFORM-YYYY-MM-DD-###	Manual
				LR_SuppCalcs - (Supplemental Calculation)	(blank)	YYYY-MM-DD	*Generate*		N/A	N/A	AAAAA-LR_SuppCalcs-YYYY-MM-DD-###	Manual
Asset ID (AAAAA)	**4 - Critical Findings**		*Asset ID* *Upload Date*	*CriticalFinding - (Critical Findings BrM Report)*	Addressed Created Resolved	YYYY-MM-DD	*Generate*	*Asset ID* *Upload Date* *District* *Route* *County* *Crossing* *Status* *Location*	N/A	N/A	AAAAA-CriticalFinding-FREEFORM-YYYY-MM-DD-###	Automatic (BrM)

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Level 1	**Level 2**	**Level 3**	***Auto-Populated Fields***	**Document Type (Dropdown List)**	**Freeform (20)**	**Document Date**	**Serial Number**	***Auto-Populated Fields***	**Methodology**	**Attachment (#.#)**	**New document name / Description for the new document**	**Upload to ProjectWise**
Asset ID (AAAAA)	**5 - Maintenance**		*Asset ID* *Upload Date*	*A5.6_RepairRec - (Repair Recommendation)*	(blank)	YYYY-MM-DD	*Generate*	*Asset ID* *Upload Date* *District* *Route* *County* *Crossing* *Status* *Location*	N/A	5.6	AAAAA-A5.6_RepairRec-YYYY-MM-DD-###	Manual
				HMMS_DefReport - (HMMS Deficiency Report)	A-Flag B-Flag C-Flag	YYYY-MM-DD	*Generate*		N/A	N/A	AAAAA-HMMS_DefReport-FREEFORM-YYYY-MM-DD-###	Manual
				Lighting_Record - (Record of Lighting Work)	(blank)	YYYY-MM-DD	*Generate*		N/A	N/A	AAAAA-Lighting_Record-YYYY-MM-DD-###	Manual
				Maint_Contract - (Maintenance contract documents)	Related Incident Name Type of Contract	YYYY-MM-DD	*Generate*		N/A	N/A	AAAAA-Maint_Contract-FREEFORM-YYYY-MM-DD-###	Manual
				Maint_Photo - (Photographs)	Associated Event	YYYY-MM-DD	*Generate*		N/A	N/A	AAAAA-Maint_Photo-FREEFORM-YYYY-MM-DD-###	Manual
				Maint_Record - (Maintenance Record)	(blank)	YYYY-MM-DD	*Generate*		N/A	N/A	AAAAA-Maint_Record-YYYY-MM-DD-###	Manual
				Maint_SuppCalcs - (Supplemental Calculations)	Associated Event	YYYY-MM-DD	*Generate*		N/A	N/A	AAAAA-Maint_SuppCalcs-FREEFORM-YYYY-MM-DD-###	Manual
				MaintofTraffic - (Maintenance of Traffic documents)	Event Name Incident Name	YYYY-MM-DD	*Generate*		N/A	N/A	AAAAA-MaintofTraffic-FREEFORM-YYYY-MM-DD-###	Manual
				Opening_Log - (Moveable bridge opening log)	(blank)	YYYY-MM-DD	*Generate*		N/A	N/A	AAAAA-Opening_Log-YYYY-MM-DD-###	Manual
				Sweeping_Record - (Record of Sweeping Activities)	(blank)	YYYY-MM-DD	*Generate*		N/A	N/A	AAAAA-Sweeping_Record-YYYY-MM-DD-###	Manual
Asset ID (AAAAA)	**6 - Testing**		*Asset ID* *Upload Date*	*Testing_Load - (Load Testing)*	(blank)	YYYY-MM-DD	*Generate*	*Asset ID* *Upload Date* *District* *Route* *County* *Crossing* *Status* *Location*	N/A	N/A	AAAAA-Testing_Load-YYYY-MM-DD-###	Manual
				Testing_Matl - (Material Testing)	ConcreteCores SteelTab Bolts	YYYY-MM-DD	*Generate*		N/A	N/A	AAAAA-Testing_Matl-FREEFORM-YYYY-MM-DD-###	Manual
				Testing_TimberDrill - (Timber Pile Drill Data)	BXX PXX-XX	YYYY-MM-DD	*Generate*		N/A	N/A	AAAA-Testing_TimberDrill-FREEFORM-YYYY-MM-DD-###	Manual
Asset ID (AAAAA)	**7 - Scour-Waterway**		*Asset ID* *Upload Date*	*Scour_Assess - (Scour Assessment)*	(blank)	YYYY-MM-DD	*Generate*	*Asset ID* *Upload Date* *District* *Route* *County* *Crossing* *Status* *Location*	N/A	N/A	AAAAA-Scour_Assess-YYYY-MM-DD-###	Manual
				Scour_DetChannelProf - (Detailed Channel Profile)	(blank)	YYYY-MM-DD	*Generate*		N/A	N/A	AAAAA-Scour_DetChannelProf-YYYY-MM-DD-###	Manual
				Scour_DrainageArea - (Shape file from ESP (same as BridgeWatch))	(blank)	YYYY-MM-DD	*Generate*		N/A	N/A	AAAAA-Scour_DrainageArea-YYYY-MM-DD-###	Manual
				Scour_Input - (Input Files)	"Software" Excel	YYYY-MM-DD	*Generate*		N/A	N/A	AAAAA-Scour_Input-FREEFORM-YYYY-MM-DD-###	Manual
				Scour_Model1D - (1 Dimensional Model ex: HEC RAS)	*See Appendix A Freeform Guide*	YYYY-MM-DD	*Generate*		N/A	N/A	AAAAA-Scour_Model1D-FREEFORM-YYYY-MM-DD-###	Manual
				Scour_Model2D - (2 Dimensional Model ex: SRH-2D or ADCIRC)	*See Appendix A Freeform Guide*	YYYY-MM-DD	*Generate*		N/A	N/A	AAAAA-Scour_Model2D-FREEFORM-YYYY-MM-DD-###	Manual
				Scour_MonitorDeviceOutput - (Output from any instrument attached to bridge)	*See Appendix A Freeform Guide*	YYYY-MM-DD	*Generate*		N/A	N/A	AAAAA-Scour_MonitorDeviceOutput-FREEFORM-YYYY-MM-DD-###	Manual
				Scour_MonitorPlan - (Documentation of responsible entity for monitoring)	(blank)	YYYY-MM-DD	*Generate*		N/A	N/A	AAAAA-Scour_MonitorPlan-YYYY-MM-DD-###	Manual
				Scour_POA - (Plan of Action)	(blank)	YYYY-MM-DD	*Generate*		N/A	N/A	AAAAA-Scour_POA-YYYY-MM-DD-###	Manual
				Scour_ReAssess - (Item 113 Re-Evaluations)	(blank)	YYYY-MM-DD	*Generate*		N/A	N/A	AAAAA-Scour_ReAssess-YYYY-MM-DD-###	Manual
				Scour_SummaryCoverSheet - (Summary Coversheet Form)	(blank)	YYYY-MM-DD	*Generate*		N/A	N/A	AAAAA-Scour_SummaryCoverSheet-YYYY-MM-DD-###	Manual
				Scour_SuppCalcs - (Supplemental Calculations)	(blank)	YYYY-MM-DD	*Generate*		N/A	N/A	AAAAA-Scour_SuppCalcs-YYYY-MM-DD-###	Manual
Asset ID (AAAAA)	**8 - Correspondence**		*Asset ID* *Upload Date*	*A2.1_Misc_Corr - (Insp. Report Letter No Repair or Critical Findings)*	Descriptive Freeform (if applicable)	YYYY-MM-DD	*Generate*	*Asset ID* *Upload Date* *District* *Route* *County* *Crossing* *Status* *Location*	N/A	2.1	AAAAA-A2.1_Misc_Corr-FREEFORM-YYYY-MM-DD-###	Manual
				A2.2_Misc_Corr - (Insp. Report Letter Repair Rec.)	Descriptive Freeform (if applicable)	YYYY-MM-DD	*Generate*		N/A	2.2	AAAAA-A2.2_Misc_Corr-FREEFORM-YYYY-MM-DD-###	Manual
				A2.3_Misc_Corr - (Receiving Closed Bridge Inspection Letter)	Descriptive Freeform (if applicable)	YYYY-MM-DD	*Generate*		N/A	2.3	AAAAA-A2.3_Misc_Corr-FREEFORM-YYYY-MM-DD-###	Manual
				A2.4_Misc_Corr - (Critical Finding Memo)	Descriptive Freeform (if applicable)	YYYY-MM-DD	*Generate*		N/A	2.4	AAAAA-A2.4_Misc_Corr-FREEFORM-YYYY-MM-DD-###	Manual
				A2.5_Misc_Corr - (Critical Finding Reminder Memo)	Descriptive Freeform (if applicable)	YYYY-MM-DD	*Generate*		N/A	2.5	AAAAA-A2.5_Misc_Corr-FREEFORM-YYYY-MM-DD-###	Manual
				A2.6_Misc_Corr - (Critical Findings SCDOT Action)	Descriptive Freeform (if applicable)	YYYY-MM-DD	*Generate*		N/A	2.6	AAAAA-A2.6_Misc_Corr-FREEFORM-YYYY-MM-DD-###	Manual
				A2.7_Misc_Corr - (Inventory List and Status)	Descriptive Freeform (if applicable)	YYYY-MM-DD	*Generate*		N/A	2.7	AAAAA-A2.7_Misc_Corr-FREEFORM-YYYY-MM-DD-###	Manual
				A2.8_Misc_Corr - (Bridge Removed from Inventory Letter)	Descriptive Freeform (if applicable)	YYYY-MM-DD	*Generate*		N/A	2.8	AAAAA-A2.8_Misc_Corr-FREEFORM-YYYY-MM-DD-###	Manual
				A5.3_Misc_Corr - (Railroad Flagging Service Form)	Descriptive Freeform (if applicable)	YYYY-MM-DD	*Generate*		N/A	5.3	AAAAA-A5.3_Misc_Corr-FREEFORM-YYYY-MM-DD-###	Manual
				ED-18_A - (Bridge File Access for Bridges/CSBs)	Tracking Number	YYYY-MM-DD	*Generate*		N/A	N/A	AAAAA-ED-18_A-FREEFORM-YYYY-MM-DD-###	Manual
				ED-18_B - (Bridge File Access for Bridges/CSBs)	Tracking Number	YYYY-MM-DD	*Generate*		N/A	N/A	AAAAA-ED-18_B-FREEFORM-YYYY-MM-DD-###	Manual
				GeneralFile_Corr - (General File)	Summary Agreement RRCoordination	YYYY-MM-DD	*Generate*		N/A	N/A	AAAAA-GeneralFile_Corr-FREEFORM-YYYY-MM-DD-###	Manual
				Inspec_Corr - (Inspection)	Descriptive Freeform (if applicable)	YYYY-MM-DD	*Generate*		N/A	N/A	AAAAA-Inspec_Corr-FREEFORM-YYYY-MM-DD-###	Manual
				LR_Corr - (Load Rating)	Descriptive Freeform (if applicable)	YYYY-MM-DD	*Generate*		N/A	N/A	AAAAA-LR_Corr-FREEFORM-YYYY-MM-DD-###	Manual
				Maint_Corr - (Maintenance)	Descriptive Freeform (if applicable)	YYYY-MM-DD	*Generate*		N/A	N/A	AAAAA-Maint_Corr-FREEFORM-YYYY-MM-DD-###	Manual
				Scour_Corr - (Scour-Waterway)	Descriptive Freeform (if applicable)	YYYY-MM-DD	*Generate*		N/A	N/A	AAAAA-Scour_Corr-FREEFORM-YYYY-MM-DD-###	Manual
				Testing_Corr - (Testing)	Descriptive Freeform (if applicable)	YYYY-MM-DD	*Generate*		N/A	N/A	AAAAA-Testing_Corr-FREEFORM-YYYY-MM-DD-###	Manual

BRIDGE FILE POLICY
APPENDIX A. FOLDER STRUCTURE AND WIZARD COMPANION
BRIDGE QUALITY RECORDS FOLDERS

Folders		Advanced Document Creation Wizard Screen 1					Advanced Document Creation Wizard Screen 2				Advanced Document Creation Wizard Screen 3	
Level 1	Level 2	The "District" field must be filled out first. For Statewide documents input a "0". Suggested Freeform inputs, where required, are noted in green. The "Generate" button should **always** be clicked to assure the correct serial number is assigned.					Wizard Screen 2 fields should be reviewed to confirm the auto-populated fields and selection of the Month and Quarter.				Copy "New document name" field to "Description for the new document" field.	
		District	**Document Type (Dropdown List)**	**Freeform (20)**	**Document Date**	**Serial Number**	***Auto-Populated Fields***	**Attachment**	**Month**	**Quarter**	**New document name / Description for the new document**	**Upload to ProjectWise**
Correspondence	**[Year]**	*input*	*Misc_Corr - (Miscellaneous)*	Descriptive Freeform (if applicable)	YYYY-MM-DD	*Generate*	*Category* *Year* *District*	*N/A*	*N/A*	*N/A*	D-Misc_Corr-YYYY-MM-DD-###	Manual
QA	**[Year]**	*input*	*AnnualQAMinutes - (Annual Quality Assurance Meeting Notes)*	(blank)	YYYY-MM-DD	*Generate*	*Category* *Year* *District*	*N/A*	*N/A*	*N/A*	D-AnnualQAMinutes-YYYY-MM-DD-###	Manual
		input	*AnnualQAReport - (Annual Quality Assurance Report)*	(blank)	YYYY-MM-DD	*Generate*		*N/A*	*N/A*	*N/A*	D-AnnualQAReport-YYYY-MM-DD-###	Manual
		input	*FHWAAuditRev - (FHWA Audits and Review Findings)*	(blank)	YYYY-MM-DD	*Generate*		*N/A*	*N/A*	*N/A*	D-FHWAAuditRev-YYYY-MM-DD-###	Manual
		input	*QAMisc - (Miscellaneous)*	(blank)	YYYY-MM-DD	*Generate*		*N/A*	*N/A*	*N/A*	D-QAMisc-YYYY-MM-DD-###	Manual
QC	**[Year]**	*input*	*A9.2_FieldQualReview - (Field Review Quality Form)*	(blank)	YYYY-MM-DD	*Generate*	*Category* *Year* *District*	*9.2*	*N/A*	*N/A*	D-A9.2_FieldQualReview-YYYY-MM-DD-###	Manual
		input	*A9.3_IndepInspCheck - (Independent Inspection Check Form)*	(blank)	YYYY-MM-DD	*Generate*		*9.3*	*N/A*	*N/A*	D-A9.3_IndepInspCheck-YYYY-MM-DD-###	Manual
		input	*A9.4_DistrictQualMtg - (District Quality Meeting Form)*	(blank)	YYYY-MM-DD	*Generate*		*9.4*	*N/A*	*input*	D-A9.4_DistrictQualMtg-YYYY-MM-DD-###	Manual
		input	*A9.8_QC_PlanList - (Consultant Quality Control Plan Review Checklist)*	Consultant Name	YYYY-MM-DD	*Generate*		*9.8*	*N/A*	*N/A*	D-A9.8_QC_PlanList-FREEFORM-YYYY-MM-DD-###	Manual
		input	*QC_Plan - (Consultant Quality Control Plan)*	Consultant Name	YYYY-MM-DD	*Generate*		*N/A*	*N/A*	*N/A*	D-QC_Plan-FREEFORM-YYYY-MM-DD-###	Manual

Appendix A Freeform Guide for Document Types

DOCUMENT TYPE	FREEFORM GUIDANCE
General File > Plans > *Plans_AsBuilt - (As Built Plans)*	No Freeform attribute for the original structure should be assigned to this Document Type. A Freeform attribute is permitted for plans labeled "As-Built" for a widening, repair, or some other improvement to a structure. Suggested Freeforms include: Widening, DeckReplacement, JointRepair
General File > Plans > *Plans_Misc - (Misc. Plans)*	Miscellaneous plans identify modifications or improvements to the original structure that are not considered to be a repair or rehabilitation. Suggested Freeforms include: Widening, SidewalkAdd, LaneChange, DDI (Diverging Diamond Interchange)
General File > Plans > *Plans_Repair - (Repair/Rehab Plans)*	This Document Type refers to repair or rehabilitation plans that are not labeled "As-Built". Suggested Freeforms include: DeckReplacement, JointRepair, Painting
General File > Inventory Photographs > *Photo_General - (Individual Photograph)*	Suggested Freeforms include: Top of Deck (Main Span) Top of Deck (Appr Span) Superstructure Substructure Culvert Top of Roadway (No Deck) Asset ID Plaque South Appr Looking South South Appr Looking North North Appr Looking South North Appr Looking North East Appr Looking West East Appr Looking East West Appr Looking West West Appr Looking East Elevation Looking South Elevation Looking North Elevation Looking West Elevation Looking East Feat Int Looking South Feat Int Looking North Feat Int Looking West Feat Int Looking East Joint (Main Span) Joint (Approach Span) Bridge Rail/Barrier Approach Transition Approach Railing Pier Protection Fender System At Bridge Posting S Appr At Bridge Posting N Appr At Bridge Posting W Appr At Bridge Posting E Appr Adv Warn Posting S Appr Adv Warn Posting N Appr Adv Warn Posting W Appr Adv Warn Posting E Appr NSTM Truss Chord NSTM Truss Member NSTM Gusset Plate NSTM Floor Beam NSTM Crutch Bent/Beam FPD Memorial Sign Commemorative Sign Geodetic Survey Marker State Landmark

Appendix A Freeform Guide for Document Types (continued)

DOCUMENT TYPE	FREEFORM GUIDANCE	
NBIS Inspections > Reports > *InspectReport_Damage - (Damage)*	When there is a specific type of severe damage, a Freeform may be used to identify the type of damage and source of damage. Suggested Freeforms include: Collision_Unknown, Collision_Vehicular, Collision_Boat, Fire, Overload	
Load Rating > *LR_Non BrR - (Non BrR Input Files)*	Suggested Freeforms include: "Software" Larsa Excel Mathcad	"Software-non-superstructure element" Excel-TimberPiles
Scour-Waterway > *Scour_Model1D - (1-Dimensional Model ex: HEC RAS)*	Suggested Freeforms include: "Software" HEC2 HECRAS	HY8 WSPRO
Scour-Waterway > *Scour_Model2D - (2-Dimensional Model ex: SRH-2D or ADCIRC)*	Suggested Freeforms include: "Software" ADH ADCIRC FESWMS	FLOW2D HECRAS2D RMA2 SRH2D
Scour-Waterway > *Scour_MonitorDeviceOutput - (Output from any instrument attached to bridge)*	Suggested Freeforms include: "Parameter Collected" FlowRate	WaterSurfaceElev StructDisplacement