District Quality Meeting Form

SCDOT District: ____ SCDOT DBIS: _____Date of Quality Meeting: _____

Attendees:

Topics (indicate if topic was discussed or not)	Discussed	Not Discussed
Bridge Inspection Safety (**Required for discussion**)	☐	☐
Personnel Training	☐	☐
Bridge Inspection Procedures (Site Specific)	☐	☐
Bridge Inspection Reporting and Documentation	☐	☐
Quality Control		
Field Quality Review Forms (**Required for discussion**)	☐	☐
Independent Inspections (**Required for discussion**)	☐	☐
QC Checking of Bridge Inspection Reports (**Required for discussion**)	☐	☐
Additional Topic:	☐	☐
Additional Topic:	☐	☐

Standard Inspection Equipment Checklist [Y/N]					
Personal Protection					
Hard Hat		*High Visibility Vest*		*Safety Glasses / Goggles*	
Ear Protection		*Safety Shoes/Boots*		*Work Gloves*	
Knee Pads		*Dust Mask / Respirator*		*Rain Gear / Poncho / Umbrella*	
Life Jackets		*Fall Protection / Harness/ Lanyard*		*Hand Sanitizer / Sanitizing Wipes*	
General Access					
Waders (Hip and/or chest)		Machete / Brush Hook / Sickle		*Extension Ladder*	
Compass		Traffic Cones / Warning Signs		*Rooftop Strobe Lights (Yellow/White)*	
Req'd Entry Permit and/or Phone Nbrs.					
Miscellaneous					
Two Way Radio		*Extra Batteries / Inverter / Chargers*		*Internet Hotspot*	
Cell Phone		*Cooler / Drinking Water / Provisions*		*Sunblock*	
Insect Repellent		*First Aid Kit*		*Eye Wash Bottle*	
Fire Extinguisher					
Inspection Equipment					
Keel / Chalk		*Sharpie / Paint Stick*		*Spray Paint*	
Flashlight/Headlamp		*Binoculars*		*Inspection Mirror*	
Magnifying Glass		*Hammer*		*Scraper*	
Wire Brush		*Shovel*		*Screwdriver*	
Cordless Drill and Drill Set		*Sounding Chain*		*Utility Bag / Tool Belt*	
Special Tools for Timber Inspections					
Pick Hammer		*Awl, Pointed and Flat Probes*		*Diameter Tape Measure*	
Resistance Micro-drill		*Micro-drill Accessories / Supplies*		*Silicone Sealant or Marine Adhesive*	
Common Measuring Tools					
6-Foot Rule Ruler		*25-ft Tape Measure (w/ weight on end)*		*100-ft Tape Measure (w/ weight on end)*	
Length Measuring Wheel		*Probing Rod*		*Level*	
Vertical Clearnce Device		*Plumb Bob / Protractor*		*Thermometer*	
Electronic Calipers		*Crack Gauge*		*D-meter*	
Sonar Depth Finder/Fathometer					

Standard Inspection Equipment Checklist continued [Y/N]					
Note-Taking					
Camera		*Laptop/Tablet Computer*		*Device Charger / Inverter / Cables*	
Calculator		*Inspection Forms*		*Plans / Labeling Diagrams*	
Field Binder		*Clipboard*		*Extra Paper*	
Field Bag / Backpack		*Reference Materials*			

Additional Discussion/Comments:

DBIS Signature: _____ Date sent to BMO: _____

Complete Form | Undo | Print | Save | Send to BMO