2019 - 2.0: Updated Category A Report Procedure

The Authority's Category A definitions have been updated to include types A1 (Emergency), A2 (Priority), and A3 (Non-Structural), as well as Guide Rail and Inadequate Clearance. Effective immediately, these new types shall be used when recommending prioritized repair of a defect. Refer to the following URL for a description of the Authority Deficiency Category Definitions.

https://www.njta.com/media/4595/njta_deficiency_category_definitions_v61219.pdf

The following procedures should be followed when defects are found requiring Category A repairs.

Procedure When New Defects Are Found

1) Consultant notifies the Liaison of a new defect (immediate phone call for A1, email within two days of initial observation for all other types) and recommends the type of report to create in InspectTech.
2) Liaison reviews the findings and directs the Consultant to create a Category A Report and submit to Maintenance or Engineering depending on type of damage.
   a) If upon Liaison review it is determined a Category A report is not required, the Consultant shall not include a statement in the bridge inspection report indicating the defect was brought to the attention of the Authority. Instead, any email correspondence associated with the Liaison's initial review and findings should be retained by the Consultant for future reference.
3) Consultant creates a Category A Report with supporting photos and/or sketches and submits to Maintenance or Engineering following Authority review and direction.

Note: When repairs fall outside of the Authority's jurisdiction, a notification will be sent by the Liaison to the outside agency/owner and the report will be marked as completed. However, this does not ensure the deficiency will be addressed by the owner. If a previously noted defect has not been corrected, a new report is to be issued in accordance with the steps listed above. If the issue was corrected, it shall be documented in the inspection report with notes and photos of the corrective work performed.

Procedure When Previously Reported Defects Have Not Been Corrected

1) Consultant notifies the Liaison (via email) of an existing defect and the Liaison reviews the findings. If the defect still warrants a Category A repair, the Liaison will direct the Consultant to create or update the existing Category A report (as needed).
   a) The Consultant shall follow these procedures when the existing report is in the "Submitted to Maintenance" workflow stage.
      i) Only if the condition has worsened or if new defects of similar type have been found, the Consultant shall create a new Category A Report. In this case, the previous report will be closed by HNTB.
      ii) If the condition has not worsened and no additional defects of that type have been found, the Consultant shall update the existing report description with the date of their inspection, firm name, and a note stating, "the condition remains unchanged." The Consultant shall attach supporting photos/sketches to the report.
   b) The Consultant shall follow these procedures when the existing report is in the "Submitted to Engineering" workflow stage.
      i) If the condition has worsened or if new defects of similar type have been found, the Consultant shall update the existing report description with their findings, the date of their inspection, firm name, and attach supporting photos/sketches to the report.

ii) If the condition has not worsened and no additional defects of that type have been found, the Consultant shall update the existing report description with the date of their inspection, firm name, and a note stating, “the condition remains unchanged.” The Consultant shall attach supporting photos/sketches to the report.

Procedure When Previously Reported Defects Have Been Corrected by Maintenance or Contract

1) Consultant notifies Liaison / HNTB of work done and provides photos of repair.
2) HNTB will include photos and description of the Consultant’s findings and complete the Category A Report.