Road Structures Inspection Manual

Appendix C: Structures Manager including Survey 123 Inspections





Government of South Australia Department for Infrastructure and Transport

Road Structures Inspection Manual

Appendix C: Structures Manager including Survey 123 Inspections Department for Infrastructure and Transport, South Australia

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ABBREVIATIONS AND ACRONYMS

In this report the following abbreviations and acronyms have the meanings shown:

Term/Acronym	Meaning
AMS	Asset Management Systems
BMS	Bridge Management System
DIT / DPTI	Department for Infrastructure and Transport SA (formerly Department of Planning, Transport and Infrastructure)
ESRI	Supplier of GIS software and geodatabase management applications
GIS	Geographic Information System
RAS / RAMA	Road Assets Section (DIT)
RSIM	Road Structures Inspection Manual
S123	Survey 123

1 STRUCTURES MANAGER

Inventory and condition data for all declared road structures on the South Australian state road network is stored in the Structures Manager system. This system provides accessible and timely information to all DPTI personnel involved in structures management and also makes structures' inspection history available to inspectors.

Structures Manager also incorporates access to other structure information including past inspection reports and photographs, drawings and other pertinent information stored in folders on AWS.

Structure inspections are also completed and submitted to DPTI via Structures manager, using a Survey 123 mobile inspection form and the AWS cloud solution.

This section of the RSIM will outline the different components of Structures Manager and the manner in which inspectors will interact these components.

Prerequisites

Access to Structures Manager requires the use of a username and password which will be provided. This login will be consistent across all components of Structures Manager including Structures Map, AWS and Survey 123.

2 STRUCTURES MAP

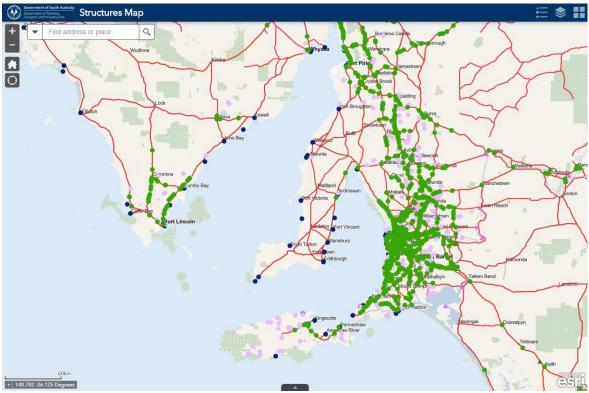
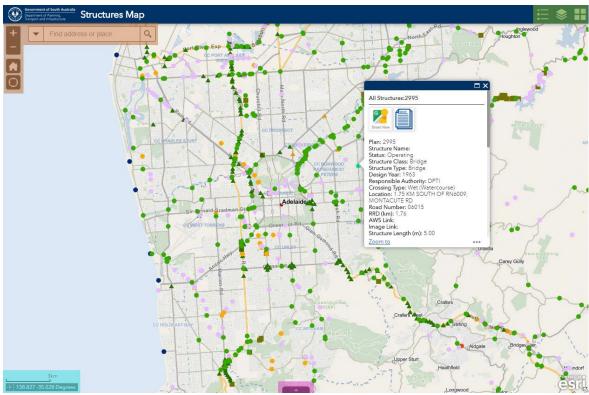


Figure 1: Structures Map

Structures Map is a web based map interface into Structures Manager, and is the main interface for inspectors. The map will display all structures included in inspection packages, with access to identification and inventory data for these structures. Additional information including past inspection reports, drawings and other pertinent documentation is also made available via Structures Map.

Access instructions for Structures Map will be provided with Inspection Tender documentation, to allow inspectors to view the structures included in each inspection package.

Note: At the time of writing, Google Chrome is the recommended browser.



2.1 Structures Map Layout

Figure 2: Structures Map layout

2.2 Map and Navigation tools

(Top Left / Orange shaded area)

The icons and fields (referred to as "widgets") located in this area enable the user to navigate around the map as follows:

+	Zoom in Zoom out				
	Go "home" (Adelaide metro area)				
\odot	Zoom to user's current location				
-	Find address or place	Search field where a user can locate an address or a structure.			

Table 1: Map and navigation tools

When using the search field, structures can be searched for using the Plan ID or Structure Name.

ROAD STRUCTURES INSPECTION MANUAL

2.3 User Interface tools

(Top Right / Green shaded area)

The widgets located in the top right corner of the map view can be used to manage the appearance of the map.

	•	==
View the map legend	View the map layers, and	
	set layer visibility as	0 1
	required	required
Legend	Layer List 😞 🗙	Basemap Gallery 😞 🗙
Structures	Layers Q 😓	
DPTI Bridges Culverts Tunnels and Busway Tracks	V Structures ***	
Other Maintenance Responsibility	DPTI Bridges Culverts Tunnels and Busway Tracks	Dark Grey Light Grey Location SA Street Map Street Map Imagery Mosaic
PTS Bridges Culverts and Tunnels	▶ 🗹 Other Maintenance Responsibility ••••	
ARTC	▶ ✔ PTS Bridges Culverts and Tunnels ••••	Location SA Location SA Location SA
SEDB	ARTC	Street Map Street Map Street Map
/ • Marine	→ SEDB ····	
•	► Marine ***	Location SA Location SA Location SA Street Map Street Map Topographic
Gantry	► 🗹 Gantry ***	Street Map Street Map Topographic
Retaining Walls and Noise Walls	▶ <mark>✓</mark> Retaining Walls and Noise Walls ••••	and the second s
Ferry Ramps	▶ 🗹 Ferry Ramps ***	Location SA SA Imagery Seafarer Charts Topographic No Mosaic (LSA) for SA
Cattle Grids	Cattle Grids ***	
Ancillary Structures	Ancillary Structures ***	Topographic World Imagery
▲ · · · · · · · · · · · · · · · · · · ·	Reference Layers ***	(Vector) (for export)
Reference Layers Maintenance Markers	► ✓ Maintenance Markers ••••	
Ť	⊢ HLR_Nodes ••••	
DPTI Roads	► HLR Network ****	
	▶ Maintenance Contract Zones •••	
	DPTI Roads ***	
	2	
	Glenality/GENET A AAAAA AAAAA	

 Table 2: User interface tools

2.4 Attribute Tables

(Bottom Centre / Pink shaded area)

The pink highlighted widget at the bottom expands the Attribute Tables. These tables display structure data in a tabular format, by default filtered by the map extent.

Department of Planning, Transport and infrastructure	uctures Map				≔ 📚 🖬
+ Find address or - Findon	r place Q	Croydon T2T GS01 T2T GN04 7344 Brompton	Pitzroy The Ovingha Fitzroy The	35400017 Songate Medindie S04450001 Robe Gilberton	3914 5269 3662 36160069 8, 3913 Joslin
Findon Rd	Allenby Gardens Wella	and 7343 19030	vden _@	Robe Tce Robe Tce	38647 200 COMP
Grange Rd	Parsyoounge	West Hindmarsh 7483 T2T GN03 mersh 748 T2T P01 9 Adam St 2831	506 North Ad	100urne 51 2 3933	St Poters Evandale CC NORW PAYNEHA PETER
Kidman Park	2763	7348 2807 T2T GN01 Thebarton	7481 8890149 8890148 8890148	48 Hack	9112 Mayla Stepney ney College Park 9456 _M agill Rd
3244 1km 138.600 -34.895 Degrees		onsville	70140002 3940 58890152 3761	9577 6967 3893 OB	9487 Ront Town
 ↓ DPTI Bridges Culverts Tunnels Ⅲ Options ▼ Filter by map ext 	and Busway Tracks Other Maintenance R tent • Zoom to • Clear selection • R		nnels ARTC SEDB Mari	ne Gantry Retaining Walls and Noise	

objectio	d 🔺	shape	Plan	Structure name	asset_status_code	Asset Status	struc_class_code	Class	struc_type_code	Туре	Design Year	maint_resp_auth_	Maintenance Authority	c1 (
13				HACKNEY BRIDGE - UPSTREAM	1	Operating	1	Bridge	01	Bridge	1,885	000	DPTI	01
161				NE BUSWAY - TRACK (PARK TCE-DARLEY RD)	1	Operating	7	Busway Track	18	Busway Track	1,985	000	DPTI	
257				TENNYSON BRIDGE	1	Operating	1	Bridge	01	Bridge	1,954	000	DPTI	01
							-							

Figure 3: Attribute tables

The various tabs can be used to display specific structure types or All Structures.

Options 🔻	Provides options for records display and filtering. Also the ability to show or hide columns in the table. Refer 1.2.3.1 below.	
Filter by map extent	Is on by default. Limits records displayed to those visible in the current map view. Can be turned off to show all records (i.e. whether the structure is visible on the screen or not).	
Q Zoom to	If a record is selected, will zoom to that structure.	
X Clear selection	Clears the current selection.	
C Refresh	Refresh the map display.	

The menu options available are:

Table 3: Attribute table menu options

2.4.1 Filtering Attribute Tables

2.4.1.1 Filter by Map Extent

Filter by map extent

This is the simplest form of filtering. This is ON by default, the attribute tables will only show data for the structures visible in the current zoom level of the map.

Filter by map extent

Filtering by the map extent can easily be turned OFF by clicking the menu item, and the tables will show data for all structures, whether they are visible in the current zoom level of the map or not.

2.4.1.2 Filtering using Options

This provides more detailed filtering options.

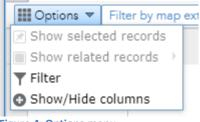


Figure 4: Options menu

Clicking the Filter menu item will display a popup dialog box where an expression (or set of expressions) need to be entered.

Windsor_233430015		
Filter		X
+ Add expression + Add set		
T Add expression T Add set		
Display features in the layer that match the following expression		
objectid (Number) 🚽 is 👻	\$	×
		- 1
		9
	OK Cancel	
		, . , e
Delauny I Dinuge UI	bridge	1,7

Figure 5: Filter dialog

With a set of expressions (more than one expression) is entered, the user has the choice to filter using any one or all of the expressions.

ROAD STRUCTURES INSPECTION MANUAL

2.5 Map Information

(Left Bottom / Light Blue shaded area)

This section provides the map scale and GPS location data for the current mouse position.

나무 누구님	2km
138.606 -34.895	Degrees

Figure 6: Map information

2.6 Pop-Up Structure Data

A structure's attributes can be viewed by locating the structure and clicking on the point that represents the Structure. The user can see attribute data in the Structure Inventory table as well as the data held in related tables.

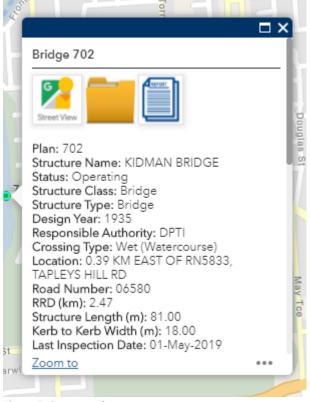


Figure 7: Structure data pop-up

In addition to the information displayed in the popup window, there are widgets available that provide additional data:

Street View	Opens a new browser tab displaying Google Street View at the structure coordinates
	Opens a new browser tab displaying the Structures Manager AWS (cloud) folders for the selected structure
	Opens a new browser tab displaying the Structure Inventory Stocktake Report for the selected structure

Table 4: Pop-up widgets

3 AWS (CLOUD) STORAGE

Structures Manager uses AWS Cloud Storage to maintain past inspection reports (including photographs), drawings and other information. This is accessible via the widget in the popup in Structures Map.

Clicking the widget will open the AWS folders for the selected structure in a new browser tab. Login may be required (using same details provided previously).

Government of South Australia Department of Ranning, Transport and Information	Structures Upload Logout	Welcome,
≣Structures 📮		
Bridges/702		
🗁 General Photos		
Inspection Photos		
Inspection Reports Plans		
 Plans Working Files 		

Figure 8: AWS application

3.1 AWS Application Layout

Government of South Australia Department of Planing, Transport and Inflastructure	Structures	Upload Logout	Welcome,
■ Structures	₽		
🗁 Ancillary Structures			
🗁 Bridges			
🗁 Busway Tracks			
🖕 Cattle Grids			
🗁 Culverts			
📂 Ferry Ramps			
🗁 Footbridges			
🗁 Gantries			
🗁 Jetties			
🗁 Noise Walls			
📂 Retaining Walls			
🗁 Subway Bridges			
🝃 Subway Culverts			
🗁 Tunnels			

Figure 9: AWS application layout

The AWS application screen comprises 3 main areas:

1. Structure/Folder Navigation Panel

(Left / Green shaded area)

This panel at the left side of the screen is the main navigation area of the AWS application.

It allows drill down of structure classes, to selection of folders for each structure with further drill down to document types folders for structures.

This is explained in more detail in Section 3.2 below.

2. Top Menu

(Top / Orange shaded area)

The menu items comprise Structures, Upload and Logout. These are explained in Section 3.3 below.

3. File Display

(Centre / Pink shaded area)

This area displays thumbnails or listings (depending on file types) of the files contained within the selected folder. More detail is provided in Section 3.4 below.

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3.2 Folder Navigation Panel

The folder panel on the left side of the screen is the main navigation area of the AWS application.

At its highest level, it shows a listing of folders for structure classes.



Figure 10: AWS structure class folders

3.2.1 Navigation

≣ Structures	Returns to the Structure Class level (refer Figure 10 above)
ŧ	No functionality at present
	This is "breadcrumb" navigation, clicking here will navigate to the folder clicked:
Bridges/2827/Inspection Photos/2017-03-16	 Click on 'Bridges' to go to Plan No listing (Figure 11) Click on '2827' to go to Plan No folders (Figure 13)
	 Click on '2827' to go to Plan No folders (Figure 13) Click on 'Inspection Photos' to go to the Inspection Photos folder (Figure 15)

Table 5: AWS folder navigation tools

From the Structure Class level, clicking on a structure class will display a listing of folders for individual plan numbers for structures of that class.

■Structures	\$	≣ Structures	ŧ
Bridges		Gantries	
🗁 11		🗁 20120070	
🗁 13		a 25700158 b 257000158 b 25700158 b 2570015000000000000000000000000000000000	
🗁 14		▷ 28940087	
🖕 22		▷ 28940088	
25		28960008	
🗁 48		29640017	
5 6		<i>►</i> 30700109	
5 8		➢ 35240008	
6 2		352 10000	
► 71		52630203	

Figure 11: AWS Gantries structure class folders

Figure 12: AWS Bridges structure class folders

Clicking on a plan number folder will open folders for that structure

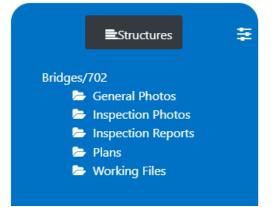


Figure 13: AWS plan folders

Each structure has the same set of folders to store various data types.

3.2.2 Acceptable File Types and File Names

Acceptable file types for each folder are as follows:

PG
ſIF
ZIP*
ſIF
PG
AVI
VOV
NMV
MP4
ZIP*
PDF
TIFF
PDF
DWG/DWF
ZIP*
PDF
DOC/DOCX
CSV
(LS/XLSX

Table 6: Acceptable file types

*ZIP files: these will not display, they are used to upload documents. For inspectors, this is the most efficient way to upload inspection photos. More detail is provided in Section 4.4.

3.2.2.1 Non-Accepted characters

The following characters are not accepted -

#[]@\$%^`~&+:;/?{}*

3.2.3 General Photos

This folder contains the latest set of photographs depicting general information for the structure – typically approaches and views from the sides and underneath of the structure.

Different photos will apply for different structures, details are outlined in Part 1 of this RSIM.

■Structures	ŧ	Approach 1 We	Approach 2 Ea	DS elevation	General under	US elevation
Bridges/2827/General Photos						
Approach 1 Western JPG						
📄 Approach 2 Eastern JPG						
DS elevation JPG						
📄 General underside.JPG						
US elevation JPG						

Figure 14: General Photos folder

Thumbnails are automatically shown in the File Display area.

Click the thumbnail or the file name in the navigation panel to view a larger version of the photo. Refer Section 3.4 for more detail.

3.2.4 Inspection Photos

Inspection photos are organized into folders, for each inspection. The folder names are the date of the inspection in YYYY-MM-DD format, and are in ascending order.

≣ Structures	ŧ
Bridges/2827/Inspection Photos	
🗁 2001-03-28	
🗁 2005-03-08	
🗁 2008-11-28	
🗁 2013-03-21	
🗁 2017-03-16	
🗁 2020-04-30	

Figure 15: Inspection Photos folder

Clicking a folder name (date) will open the folder and display its contents.

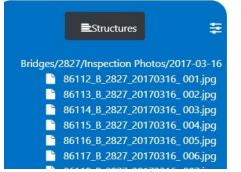




Figure 16: Inspection Photos folder contents

The folder contents are displayed in the same manner as for General Photos.

3.2.5 Inspection Reports

The Inspection Reports folder displays a listing of past inspection reports for the structure. The file (report) name has the inspection date as the first 8 characters in YYYYMMDD format, and files are listed in ascending order.

■Structures \u00e3	File Name	Туре	Size	Upload Date
Iges/2827/Inspection Reports	19801105_PN2827_Routine_l.pdf	pdf	0.009MB	Mon Jun 01 2020 08:13:07
External 19801105_PN2827_Routine_I.pdf	19910213_PN2827_Routine_I.pdf	pdf	0.009MB	Mon Jun 01 2020 08:13:07
19910213_PN2827_Routine_Lpdf 19951124_PN2827_Routine_Lpdf	19951124_PN2827_Routine_I.pdf	pdf	0.012MB	Mon Jun 01 2020 08:13:07
20010328_PN2827_Routine_I.pdf 20050308_PN2827_Routine_I.pdf	20010328_PN2827_Routine_I.pdf	pdf	1.389MB	Mon Jun 01 2020 08:13:07
20081128_PN2827_Routine_Lpdf 20130321_PN2827_Routine_Lpdf	20050308_PN2827_Routine_I.pdf	pdf	6.282MB	Mon Jun 01 2020 08:13:07
20170316_PN2827_Routine_Lpdf	20081128_PN2827_Routine_I.pdf	pdf	3.167MB	Mon Jun 01 2020 08:13:07
	20130321_PN2827_Routine_I.pdf	pdf	4.080MB	Mon Jun 01 2020 08:13:07
	20170316_PN2827_Routine_l.pdf	pdf	8.258MB	Mon Jun 01 2020 08:13:07

Figure 17: Inspection Reports folder

Reports are listed in both the navigation panel and the file display area. Clicking on a file name will open the report in a new browser tab.

3.2.6 Plans

This folder contains drawings for the selected structure. If drawings are required and are not present in this folder, please contact DPTI Structures on <u>DPTI.bmu@sa.gov.au</u> with a request to upload the appropriate drawings.

The files are displayed in the same way as for the Inspection Reports folder.

3.2.7 Working Files

This folder contains various documents that may provide additional pertinent information regarding the selected structure.

The files are displayed in the same way as for the Inspection Reports folder.

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3.3 Top Menu

The top menu comprises 3 items:

Structures	Returns to the Structure Class level (refer Figure 10)
Upload	This button accesses a dialog box to enable documents and photos to be uploaded to AWS, and Inspection Report generated. Details are included in Section 4 below.
Logout	Logout of the AWS application.



3.4 File Display

As noted in Section 3.2, folder contents are displayed in the file display area as either thumbnails (for photos) or lists (other documents).

3.4.1 Photographs

Where the folder contains photos, by default the file display area will show thumbnails for these images (refer Figures 14 and 16). Clicking a thumbnail will show a larger version of the photo.





Depending on the size of the selected photo, the image may take the whole of the file display area. In this case, scroll down to view the photo thumbnails.

≣Structures =	
Bridges/2827/Inspection Photos/2017-03-	
16	
86112 B 2827 20170316 001.jpg	
86113_B_2827_20170316_002.jpg	
86114_B_2827_20170316_003.jpg	A A A A A A A A A A A A A A A A A A A
86115 B 2827 20170316 004.jpg	
86116 B 2827 20170316 005.jpg	
86117_B_2827_20170316_006.jpg	
86118_B_2827_20170316_007.jpg	
86119_B_2827_20170316_008.jpg	
86120_B_2827_20170316_009.jpg	
86121_B_2827_20170316_010.jpg	
86122_B_2827_20170316_011.jpg	
86123_B_2827_20170316_012.jpg	
86124_B_2827_20170316_013.jpg	
86125_B_2827_20170316_014.jpg	
86126_B_2827_20170316_015.jpg	and the second
86127_B_2827_20170316_016.jpg	
86128_B_2827_20170316_017.jpg	
86129_B_2827_20170316_018.jpg	Q
86130_B_2827_20170316_019.jpg	
86131_B_2827_20170316_020.jpg	
86132_B_2827_20170316_021.jpg	50
86133_B_2827_20170316_022.jpg	86114 B 2827 20170316 003 ing
86134_B_2827_20170316_023.jpg	
86135_B_2827_20170316_024.jpg	
	1 1014 A 2007. M126 A 2007. M12

Figure 19: Large photo display scrolled

There are some basic image viewing tools available:

₽	Print the photo Note: if you choose to do this you should specify "Print current page" in the print dialog, otherwise ALL photos in the folder will be printed
E	Close the photo viewer Note: clicking this remove all photos from the file display area. To re-enable the thumbnails, click the folder name breadcrumb (refer Section 3.2.1)
Q	Zoom in; once clicked this icon will change to zoom out
১	Rotate 90° in an anti-clockwise direction Note: this will rotate all images in the folder, if selected for larger view. To undo, rotate in the opposite direction
Ç	Rotate 90° in a clockwise direction Note: this will rotate all images in the folder, if selected for larger view. To undo, rotate in the opposite direction

Table 8: Image viewing tools

3.4.2 Documents

Where the folder contains documents such as inspection reports, these will display as a list (see Figure 17). Click the file name to download the file or display the document in a new browser tab.

_PN2827_Routine.pdf			1/8			¢	Ŧ	ē
bi0201		Bridge Insp	ection Repo	rt	v11.01			
		DPTI - Road ar	nd Marine Ass	sets	Page 1 of 8	_ 1		
Plan Number	2827 Inspe	ection No 8	Inspected	16/03/2017				
oad Name cation ossing Name ructure Name	SOUTHERN PORTS HI 0.75 KM EAST OF RN8 DRAIN, LAKE GEORGE	643, RAILWAY T						
itage Listed nspect Date								
Region Contract Zone Road Number	EASTERN LIMESTONE COAST 8646		RRD .	75 km				
Structure Type	Bridge	STRUCTURE I	DETAILS Ski	ew deg min		_		
otal Length	23 m 2	Overall Width Max Span	8.7 m 10 m	Kerb To Kerb Width Min Span	7.3 m 10 m			
Original Design Reconstruction				.				#
Health Index Overall Rating	63 FAIR	STRUCTURE	CONDITION	_				+
	cc	NDITION RATIN	G DESCRIPT	TIONS				
S document d	isplay					- 1		

3.5 Troubleshooting

This section contains Q & A and workarounds for reported issues.

3.5.1 AWS app opens, but nothing is displayed

An issue can arise where the user is not immediately taken to the documents that are relevant to a structure. To work around the issue, the user should log out of the document management page and then log in again. Please see the instructions below

1	Open the <u>web map</u>	
2	Navigate to the structure in question	
3	Click on the folder link (AWS opens)	chester dge Bridge 2694 Plan: 2694 Structure Name: Status: Operating Structure Class: Bridge Structure Type: Bridge

4	Click Logout (top right) straight away (note: there are two steps to logout)	ris (DIT) Logout Microsoft Pick an account Which account do you want to sign out of?
5	This is the final "you're logged out" message.	Microsoft You signed out of your account It's a good idea to close all browser windows.
6	Log in again (AWS opens and you can see all the folders)	Microsoft Pick an account Disa.gov.au Sign in with your organizational account Sign in Sign in
7	Go back to the map, click on the structure again, click on the folder again in the pop up. A new window will open and the folders of information for the structure should be visible	Phester dge Bridge 2694 Plan: 2694 Structure Name: Status: Operating Status: Operating Structure Class: Bridge Structure Structure Class: Bridge Structure Structure Str
Table 0	Note: sometimes it takes a few seconds for the folders to appear but once one set of folders is visible, subsequent document queries on other structures are much faster.	 Estructures Bridges/2694 General Photos Inspection Photos Inspection Photos Inspection Reports Internal Documents Plans Working Files

ROAD STRUCTURES INSPECTION MANUAL

4 SURVEY 123

4.1 Introduction

As detailed in Part 1 Section 2.46 structure inspections must be submitted to DPTI using the Survey 123 inspection form.

Inspection types that use Survey 123 are as follows:

- Level 2 Detailed Visual Condition Inspections
- Emergency/Ad-hoc Inspections
- Monitoring Inspections

There are different survey forms to be used, depending on the inspection type.

This section describes how to complete the different survey forms.

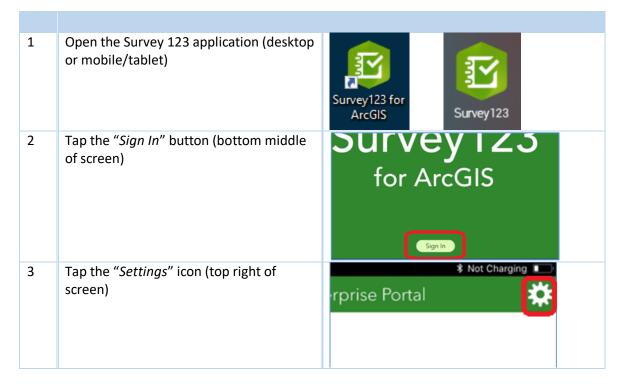
4.2 Accessing Survey 123

The Survey 123 desktop or mobile application should be installed to your computer or mobile device (as applicable).

4.2.1 Initial Set Up / Log On

To use the survey, the DPTI ESRI Portal must be added to the application. This is a one off process so once it has been completed there should be no need to repeat (unless DPTI changes the survey host).

When first accessing the app, the user must "allow location services" to ensure full functionality of the app.



 4 Tap the "Add Portal" button 5 Enter the URL (i.e. web address) of the ESRI portal that the Survey is hosted on. In this case, this user should use : https://dpti.geohub.sa.gov.au/portal 6 Tap "Add Portal" 7 The list of Portals should look like the image at the right, ensure that the newly added Portal is highlighted 8 Tap the back arrow (top left) to return to the log in page 9 On the log on page, enter the username and password credentials that have been supplied by DPTI. 9 On the log on page, enter the username and password credentials that have been supplied by DPTI. 10 Once logged in, the User should see a mostly blank screen with the message: No surveys on device Custory of the message: 			
ESRI portal that the Survey is hosted on. In this case, this user should use : https://dpti.geohub.sa.gov.au/portal URL of your Portal for ArcGIS Https://Dpti.geohub.sa.gov.au/portal 6 Tap "Add Portal" Use external web browser for sign in Learn more about managing portal connections Add Portal 6 Tap "Add Portal" Image at the right, ensure that the newly added Portal is highlighted 8 Tap the back arrow (top left) to return to the log in page Image at the ack arrow (top left) to return to the log in page 9 On the log on page, enter the username and password credentials that have been supplied by DPTI. Select your active ArcGIS Portal Metasure 10 Once logged in, the User should see a mostly blank screen with the message: No surveys on device	4	Tap the "Add Portal" button	Add Portal
 7 The list of Portals should look like the image at the right, ensure that the newly added Portal is highlighted 8 Tap the back arrow (top left) to return to the log in page 9 On the log on page, enter the username and password credentials that have been supplied by DPTI. 9 On the log on page, enter the username and password credentials that have been supplied by DPTI. 10 Once logged in, the User should see a mostly blank screen with the message: 	5	ESRI portal that the Survey is hosted on. In this case, this user should use :	Https://Dþti.geohub.sa.gov.au/portal Use external web browser for sign in Learn more about managing portal connections
image at the right, ensure that the newly added Portal is highlighted Image at the right, ensure that the newly added Portal is highlighted 8 Tap the back arrow (top left) to return to the log in page Image at the right, ensure the username and password credentials that have been supplied by DPTI. 9 On the log on page, enter the username and password credentials that have been supplied by DPTI. Image Sign in to DPTI GeoHub 10 Once logged in, the User should see a mostly blank screen with the message: No surveys on device		•	
the log in page the log in page the log in page select your active ArcGIS Por Image: ArcGIS Online Image: ArcGIS Online Image: PTI GeoHub Image: PTI GeoHub Image: PTI G	7	image at the right, ensure that the newly	Select your active ArcGIS Portal ArcGIS Online DPTI GeoHub
and password credentials that have been supplied by DPTI. Sign in to DPTI GeoHub Cesti Username Username testermo Password Password SIGN IN Forgot password? No surveys on device	8	•	ArcGIS Online DPTI GeoHub
mostly blank screen with the message: No surveys on device	9	and password credentials that have been	Username testermo Password
Table 10: Initial set up for Survey 123		mostly blank screen with the message:	

Table 10: Initial set up for Survey 123

4.2.2 Downloading a Survey

This section assumes the steps in Section 4.2.1 have been completed.

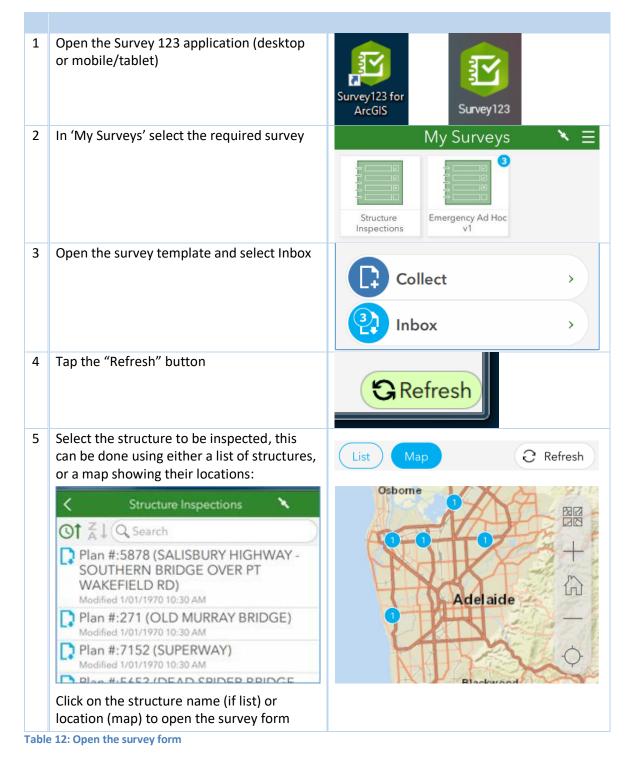
1	Tap on the " <i>Get Surveys</i> " button or	No surveys on device Get Surveys
2	Click on the 'Hamburger' icon on the My Surveys screen and then Download Surveys	 Survey123 for ArcGIS – Download Surveys Settings Sign out Mark Nikoloff About
3	Select the Survey you wish to download by clicking on the download icon or	Structure Inspections Updated 27/05/2020 3:13 PM
4	Click on the refresh icon to get the latest version of an existing Survey	Structure Inspections Updated 27/05/2020 3:13 PM
5	Tap the "Back" icon (top left)	 ✓ Download Surveys ▲ ④↓ ♀↓ Q Search Structure Inspections Updated 27/05/2020 3:13 PM
6	The survey should now be listed in 'My Surveys' The inspector can access the survey by tapping on the survey icon	My Surveys ★ Ξ

Table 11: Downloading a survey

4.3 Completing the Inspection

Important Note: When accessing Survey 123 for the first time on a mobile device, ensure that the option to use the devices location services is enabled / accepted

This section assumes the steps in Section 4.2 have been completed.



4.3.1 Level 2 – Detailed Visual Condition Inspection

This section assumes the inspector is conducting a Level 2 Detailed Visual Condition inspection, and has selected the appropriate survey and the required structure as detailed in Section 4.3 above.

Once the structure is selected, the inspection form opens. Note, for Level 2 inspections the form comprises 5 pages.

The inspection form is pre-filled with structure data as well as all defects and comments identified during the previous inspection.

4.3.1.1 Page 1 – Structure Inspections

1	Page 1 displays basic location and structure information, to enable the	🗙 Structure Inspection v15 🗞 🗮
	structure to be identified.	Structure Inspections
		Location:
		Torrens River
		Plan Number: 3244
		Structure Name: KEELE BRIDGE
		Crossing Name: RIVER TORRENS - KARRAWIRRA PARI
		Structure Type: Bridge
	Click the arrow next to 'Inspection Details'	Inspection Details:
		1 of 5

The Inspection Details including Inspection Type (Level 2) are displayed	rightarrow Inspection Details:
	Inspection Type:
	Level 2
	Inspection Date:
Enter the inspection date	Date
	Inspection Business:
Enter the inspection team member	Inspection Team Names (Full Names):
name/s	
Move to the next page	1 of 5
	Inspection Type (Level 2) are displayed Enter the inspection date Enter the inspection team member name/s

 Table 13: Level 2 - Structure Inspections page

4.3.1.2 Page 2 – Risk Assessment

1	Page 2 displays.	Risk Assessment:	
		Please review and revise the risk assessment for this structure.	
	A risk assessment for the equipment that may be used and risks encountered when inspecting the structure must be conducted before commencing the inspection.		
	 Additional equipment and risks identified are to be listed. A Risk Assessment shall be conducted and Safe Work Method Statement shall be prepared. 		
	 Inspectors conducting the inspection shall determine the equipment to be used. The equipment listed may not necessarily be used. 		
	 Personnel undertaking the inspections have been trained and are conversant with inspection procedures and safety requirements. 		
2	Click the arrow next to 'Risk Types'	Risk Types:	

3	A list of potential risk types are displayed, each risk is to be reviewed as above All risks have Yes, No or Unknown options Select the appropriate response for each risk	 Risk Types: Elevated Work Platform Required: Yes No Unknown
		▷ Comments
		 Under Bridge Unit Required: Yes Unknown
	Clicking the arrow next to 'Comments' opens another panel that will display any existing clarifying comments regarding the risk. Add any new comment regarding each risk you wish to make.	 ✓ Comments Previous Under Bridge Unit Comment New Under Bridge Unit Comment
4	The last item in the Risk Types panel is 'Additional Risk'. This item allows inspectors to add any other identified risks that are not currently included.	Additional Risk: Yes No Unknown
	If an additional risk is identified, select Yes and Add an appropriate comment regarding	▽ Comments Additional Risk Comment
	the risk	
5	Move to the next page	4 2 of 5
Table 1	4: Loval 2 Bisk Assassment page	

Table 14: Level 2 - Risk Assessment page

4.3.1.3 Page 3 – Element Condition Assessment

As detailed in RSIM Part 1 Section 2.4.5 Inspection Procedure, structure components have been organized into Inspection Groups to allow systematic inspection along the structure.

This concept is crucial to understand, to be able to navigate this page of the survey. The diagram below shows the relationship of the inspection groups and elements, and then elements and defects and other assessment items.

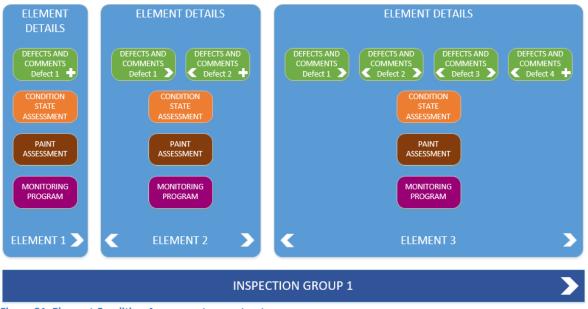


Figure 21: Element Condition Assessment page structure

As can be seen, there are 3 navigation levels on this page, depicted by the arrows in the diagram. These are for inspection groups, elements and defects/comments. Inspectors need to remain aware of what inspection group/element/defect they are viewing or assessing.

1	Page 3 displays.	Element Condition Assessment:
	Inspection Group is shown	Inspection Group Name: Approach 1
	Click arrow to view Element details	▷ Element:
		Inspection Group: Approach 1
	Use arrows to navigate through Inspection Groups	1 of 11 > +

2		Element Condition Assessment:
		Inspection Group Name: Approach 1
	Element details are displayed*	▽ Element:
	Description – including element type, material and position	Description: Approach, Position: Start
	Quantity, the number of this element in this inspection group	Quantity:
	Measurement, the total measure of these elements (or the visible surface area) in this inspection group including the unit of measure – each, metres or square metres	Measurement: 1 Each
	Is a paint assessment for this element required? **	Paint Assessment Required?:
	Is monitoring of this element in place or required?	Yes No
	Defects and Comments (refer Step 3)	Monitoring Required?: Yes No
		e no
	Element Condition (refer Step 4)	Defects and Comments:
		Element Condition:
	Navigate through elements in this inspection group using arrows	Element Note: Approach 1: Approach
		1 of 4 +
	Use these arrows to navigate through Inspection Groups	Inspection Group: Approach 1
		1 of 6 +
*	If there are any errors with these detail (such as inco quantity/measurement) the inspector should add a g advising the correct details.	
**	These fields are not changeable. If they are set to 'Ye Comments' and 'Element Condition' will be included	
	Refer Sections 4.3.1.3.1 and 4.3.1.3.2 below.	
	If an inspector believes either of these should apply (and they are set to 'No') they should add a
	general comment (refer Step 4 below) to that effect i	n the 'Defects and Comments' section, for
	consideration by the Principal Engineer Structures.	

3 Defects and Comments – IMPORTANT NOTE

Element defect data was previously only captured at element level. In Structures Manager elements have been split into separate inspection groups, allowing a more accurate assessment of the location of defects during inspections.

As part of the data migration of the last full inspection data, the more granular Structures Manager model means that Inspection Comments data has been duplicated across element types in multiple inspection groups.

An example for the Deck-Voided Slab element for a 3 span bridge appears below:

OLD INSPECTION COMMENTS	ELEMENT CONDITION RATING
INSERTS IN UNDERSIDE OF DECK FOR RAIL ELECTRIFICATION AND LIGHTING. SOME STARTING TO CORRODE. PHOTOS 18 & 19.	GOOD
SPALLS AT VARIOUS LOCATIONS ON SOFFIT & EDGES. PHOTOS 20, 21, 22, 23 & 24. REPAIR USING SR4.	
LONGITUDINAL SOFFIT CRACKS IN CENTRE SPAN, APPROX 500MM FROM EDGE PRESENT. WORST ON NORTH SIDE. APPEARS TO LINE UP WITH LIGHTING CONDUIT. PHOTO 19.	
SPALL AT SOUTH WEST KERB. PHOTO 25. REPAIR USING SR4.	
DYNA BOLTS CUT FLUSH WITH DECK, ADELAIDE SIDE. PHOTO 26.	

INSPECTION GROUP / ELEMENT	INSPECTION COMMENTS	ELEMENT CONDITIO RATING
SPAN 1 Deck-Voided Slab	INSERTS IN UNDERSIDE OF DECK FOR RAIL ELECTRIFICATION AND LIGHTING. SOME STARTING TO CORRODE. PHOTOS 18 & 19.	QUANTITY IN CONDITION STATE: 1: 0 2: 1 3: 0 4: 0 5: 0
	SPALLS AT VARIOUS LOCATIONS ON SOFFIT & EDGES. PHOTOS 20, 21, 22, 23 & 24. REPAIR USING SR4.	
	LONGITUDINAL SOFFIT CRACKS IN CENTRE SPAN, APPROX 500MM FROM EDGE PRESENT. WORST ON NORTH SIDE. APPEARS TO LINE UP WITH LIGHTING CONDUIT. PHOTO 19.	
	SPALL AT SOUTH WEST KERB. PHOTO 25. REPAIR USING SR4.	
	DYNA BOLTS CUT FLUSH WITH DECK, ADELAIDE SIDE. PHOTO 26.	
SPAN 2 Deck-Voided Slab	INSERTS IN UNDERSIDE OF DECK FOR RAIL ELECTRIFICATION AND LIGHTING. SOME STARTING TO CORRODE. PHOTOS 18 & 19.	QUANTITY IN CONDITION STATE: 1: 0 2: 1 3: 0 4: 0 5: 0
	SPALLS AT VARIOUS LOCATIONS ON SOFFIT & EDGES. PHOTOS 20, 21, 22, 23 & 24. REPAIR USING SR4.	
	LONGITUDINAL SOFFIT CRACKS IN CENTRE SPAN, APPROX 500MM FROM EDGE PRESENT. WORST ON NORTH SIDE. APPEARS TO LINE UP WITH LIGHTING CONDUIT. PHOTO 19.	
	SPALL AT SOUTH WEST KERB. PHOTO 25. REPAIR USING SR4.	
	DYNA BOLTS CUT FLUSH WITH DECK, ADELAIDE SIDE. PHOTO 26.	
SPAN 3 Deck-Voided Slab	INSERTS IN UNDERSIDE OF DECK FOR RAIL ELECTRIFICATION AND LIGHTING. SOME STARTING TO CORRODE. PHOTOS 18 & 19.	QUANTITY IN CONDITION STATE: 1: 0 2: 1 3: 0 4: 0 5: 0
	SPALLS AT VARIOUS LOCATIONS ON SOFFIT & EDGES. PHOTOS 20, 21, 22, 23 & 24. REPAIR USING SR4.	
	LONGITUDINAL SOFFIT CRACKS IN CENTRE SPAN, APPROX 500MM FROM EDGE PRESENT. WORST ON NORTH SIDE. APPEARS TO LINE UP WITH LIGHTING CONDUIT. PHOTO 19.	
	SPALL AT SOUTH WEST KERB. PHOTO 25. REPAIR USING SR4.	
	DYNA BOLTS CUT FLUSH WITH DECK, ADELAIDE SIDE. PHOTO 26.	

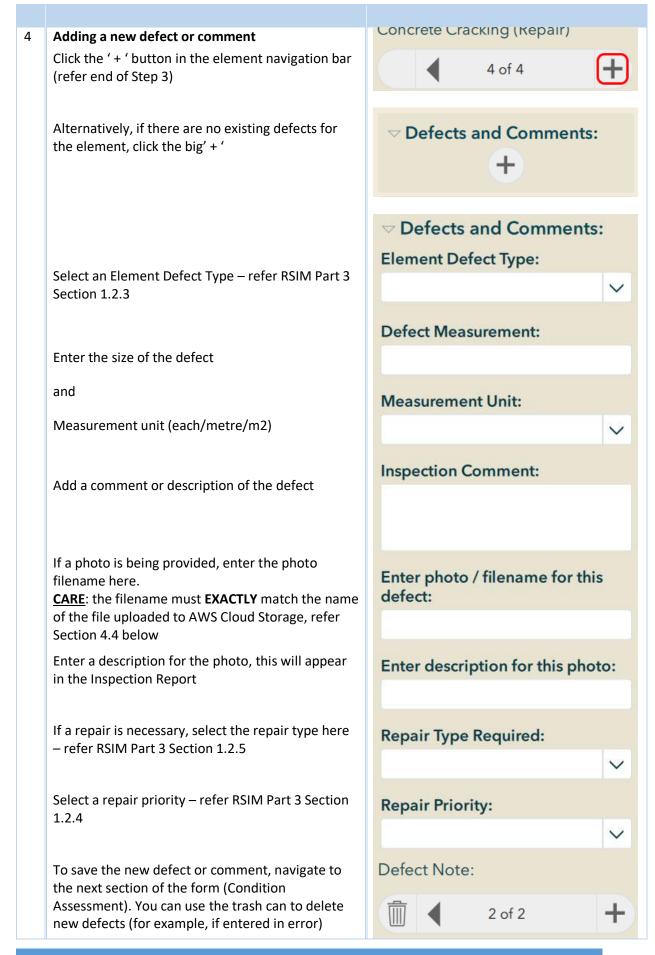
Clearly not all comments apply across all 3 spans - for example "Longitudinal soffit cracks in centre span..." would only apply to Span 2.

Efforts have been made to correct this duplication of defects and comments however this has not always been possible, as in many cases the location of defects can only be determined while on site.

As Inspectors work through the Survey 123 Inspection form they should remain aware of the current Inspection Group they are inspecting, and that a listed existing defect or comment may not apply to the element in that particular

In these instances (where the defect or comment does not apply for the inspection group) the Inspector should select "Delete" as the Defect/Comment Status (refer below)

Defects and Comments	Defects and Comments:	
Click the arrow at Defects and Comments		
Existing defects are displayed. Inspectors should	Element Defect Type:	
check these and update comments/values as appropriate	Concrete Cracking (Repair) 🛞 🗸	
'Extent of Defect' is an old measure for the size of	Extent of Defect:	
the defect. Is to be replaced by "Defect Measurement"	10% - 25%	
Enter the size of the defect	Defect Measurement:	
and		
	Measurement Unit:	
Measurement unit (each/metre/m2)	~	
	Inspection Comment:	
Update the comment as necessary	MINOR CRACKING IN BEARIN G PEDESTALS OVER PIER, TYP ICAL. PHOTO 17. JAJV TO INV ESTIGATE & DETERMINE WHE THER REPAIR IS REQUIRED.	
Defect/Comment Status:	Defect/Comment Status:	
Refer RSIM Part 3 Section 1.2.3.1 and important note above	~	
If a photo is being provided, enter the photo filename here.	Enter photo / filename for this defect:	
CARE : the filename must EXACTLY match the name		
of the file uploaded to AWS Cloud Storage, refer Section 4.4 below	Enter description for this photo:	
Enter a description for the photo, this will appear in the Inspection Report		
	Repair Type Required:	
If a repair is necessary, select the repair type here – refer RSIM Part 3 Section 1.2.5	~	
Select a repair priority – refer RSIM Part 3 Section	Repair Priority:	
1.2.4	Essential 🔇 🗸	
Defect note will show the Inspection Group, Element and Defect Type	Defect Note: Pier 1: Bearings-Elastomeric : Concrete Cracking (Repair)	
Use these arrows to navigate through the defects for this element. The ' + ' button is used to add a new defect.	4 of 4 +	



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5	Element Condition	✓ Element Condition:
	RSIM Part 3 Section 1.2	Measurement in Condition State 1:
	Enter the measurement (number, length or area as	
	appropriate) of the element in each condition state	1
	(1 – 5).	Measurement in Condition State 2:
	Note, the total of all condition states must equal the measurement value included in the element	2
	details (refer Step 2 above).	
		Measurement in Condition State 3:
		10 😣
		Measurement in Condition State 4:
		1
		Measurement in Condition State 5:
		0
	If the element measurement value at Step 2 above	
	is 1, and the unit of measurement is either metres	Measurement in Condition State 1:
	(length) or square metres (area), this means the element size has not yet been determined.	0
	In these cases, the inspector should assess the proportion of the element in each condition state	Measurement in Condition State 2:
	as a percentage of the whole, and enter those	0.4
	percentages into the condition state fields (to a maximum of 2 decimal places). The values	Measurement in Condition State 3:
	entered should total 1.	0.3
		Measurement in Condition State 4:
		0.3
		Measurement in Condition State 5:
		0
6	Move to the next page	◀ 3 of 5

Table 15: Level 2 - Element Condition Assessment page

4.3.1.3.1 Element Paint Assessment

-					
Ρ1	P1 This step only required where "Paint Assessment" is checked "Yes"	Paint Assessment Required?:			
	(refer Step 2 above)	• Yes No			
	An 'Element Paint Assessment' panel	▽ Element Paint Assessment			
	appears below the 'Defects and Comments' panel. This panel will be pre-	Element Paint Note:			
	filled as appropriate; complete the paint				
	assessment as necessary	Year Painted:			
	Year element was last painted	Date Date			
		Previous Rating Date:			
	Previous paint rating date	Date .			
		Paint Rating:			
	Select the current Paint Rating (refer RSIM Part 3 Section 2.1)	~			
	Select the current General Rust Rating	General Rust Rating:			
	(refer RSIM Part 3 Section 2.2.2)	\checkmark			
		Localised Rust Rating:			
	Select the current Localised Rust Rating (refer RSIM Part 3 Section 2.2.2)	\sim			
	Select the location of the severe area/s of	Top Flange Paint Rust:			
	corrosion to the element:Top flange	Yes No			
	Web flange	Web Flange Paint Rust:			
	Bottom flange	Yes No			
	 All or combination as appropriate (refer RSIM Part 3 Section 2.2.2) 	Bottom Flange Paint Rust:			
		Yes No			
		Suggested Panaint Veen			
		Suggested Repaint Year: Enter full financial year (i.e. 2020/2021)			
	Enter a Suggested Repaint Year	1			
		Previous Paint Assessment			
	Any previous Element Paint Assessment	Comment:			
	comment will show here	Delat Assessor 1 C			
		Paint Assessment Comment:			
	Enter comments appropriate to this Element Paint Assessment				

Table 16: Element Paint Assessment

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4.3.1.3.2 Monitoring Required

M1	This step only required where "Monitoring Required?" is checked "Yes" (refer Step 2 above)	Monitoring Required?: • Yes No
	A 'Monitoring Program' panel appears below the 'Defects and Comments' (and 'Element Paint Assessment' if used) panel. Details for the current monitoring program will be included; complete the monitoring required as necessary	 Monitoring Program Monitoring Type: Monitoring Details: Previous Monitoring Comment:
	Enter comments for the monitoring required and details. (refer RSIM Part 1 Section 2.6.3)	Current Inspection Monitoring Comment:
	Date Last Monitored	Date Last Monitored:
	Enter a suggested date for next monitoring inspection	Date Next Scheduled:
	Enter a suggested monitoring frequency, in months	Suggested Monitoring Frequency (Months):
	Select 'Yes' to recommend inclusion/retention in the monitoring program	Continue Monitoring: Yes No

Table 17: Monitoring required

4.3.1.4 Page 4 – Overall Structure Data

1	 Page 4 displays. There are separate panels for: Structure Photos Structure Data Paint Assessment Note that not all panels apply for all structures; only those applicable to the 	Overall Structure Data: Structure Photos Structure Data Paint Assessment
2	structure type being inspected will display. Structure Photos	
2	This panel allows the addition of general structure inventory photos as outlined in RSIM Part 1 Section 2.4.8.	✓ Structure Photos Structure Photo File Name:
	The photos are to be uploaded to AWS with the element defect photos. <u>CARE</u> : the filename must EXACTLY match the name of the file uploaded to AWS Cloud Storage, refer Section 4.4 below Enter a description for the photo, this will appear in the Inspection Report	Structure Photo Description:
3	Structure Data This panel allows data for Depth of Fill and/or Traffic Surface Seal Thickness to be added, where required	✓ Structure Data Depth of Fill (m):
		Traffic Surface Seal Thickness (mm):

4	Paint AssessmentSimilar to Element Paint Assessment (refer Section 4.3.1.3.1) however this assessment is for the structure as a whole. Refer RSIM Part 3 Section 2.This panel will be pre-filled with the paint assessment from the previous inspection; the Inspector should assess and update the details as required.Select the current Paint Rating (refer RSIM Part 3 Section 2.1)Select the current General Rust Rating (refer RSIM Part 3 Section 2.2.2)Select the current Localised Rust Rating (refer RSIM Part 3 Section 2.2.2)Select the location of the severe area/s of corrosion to the element:• Top flange • Web flange • Bottom flange	 Paint Assessment Painted Date: Date Top Coat: Previous Rating Date: Date Structure Paint Rating: Generalised Paint Rust Rating: Generalised Paint Rust Rating: Localised Paint Rust Rating: Top Flange Rust Indicator: Yes No
	 All or combination as appropriate (refer RSIM Part 3 Section 2.2.2) Enter a Suggested Repaint Year Any previous Element Paint Assessment comment will show here Enter comments appropriate to this Element Paint Assessment 	Bottom Flange Rust Indicator: Yes No Suggested Repaint Year: / Previous Paint Assessment Comment: Current Inspection Paint Assessment Comment:
5	Move to the next page	4 of 5

Table 18: Level 2 - Overall Structure Data page

4.3.1.5 Page 5 – Overall Structure Inspection Summary

1	Page 5 displays.	Overall Structure Inspection
	The Inspector should:	Summary
		Comment on Equipment used for the Inspection:
	 Comment on equipment used during the inspection 	
		Suggested Reconstruction Year:
	 Suggest a Reconstruction Year (refer RSIM Part 3 Section 3.1) 	
		Overall Structure Rating:
	 Provide an Overall Structure Rating (refer RSIM Part 3 Section 3) 	✓
		Summary Comments:
	Add overall comments	
	then	
	UPLOAD PHOTOS TO AWS	Submit Inspection:
	Refer Section 4.4	Reminder: Have you uploaded the
	and then	Inspection photos?
	Submit as Draft	Submit - Draft Submit - Final
	NOTE : The inspection should initially be sub can be perused to ensure it accurately refle is happy with the report, the inspection can below)	cts the inspection details. Once the Inspector
2	To submit the inspection, click the 'Tick' at the end of the page.	
3	Click 'Send Now' to submit the inspection	
		Survey Completed
		Your device is online
		Would you like to send the survey now?
		Send Later
		Send Now
		Continue this survey
		Submit inspection.

 Table 19: Level 2 - Overall Structure Inspection Summary page

4.3.2 Emergency/Ad-hoc Inspection

Currently, Emergency/Ad-hoc Inspections are conducted by DPTI Structural Engineers.

4.3.3 Monitoring Inspection

(This section still being developed)

4.4 Uploading the Inspection Photographs

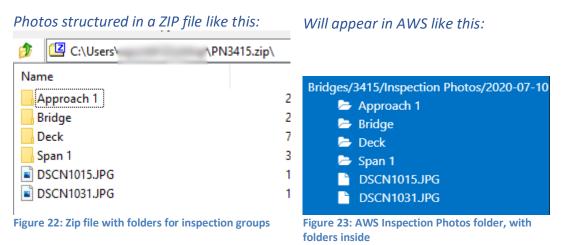
4.4.1 Prepare the Photos for Upload

Before uploading the inspection photos to AWS Cloud Storage, the inspector first must prepare them for upload.

Reminder: Photo file names must **EXACTLY** match the names used in the Survey123 inspection form.

- 1. Ensure the individual photos meet the acceptable photo file formats listed in Section 3.2.2.
- 2. Using a suitable file compression utility, "zip" the photos into a "ZIP" file.

If there is a large number of photos, they should be structured into folders within the ZIP file (e.g. in Inspection Groups). In this situation, the photos will display within these folders in AWS Cloud Storage.



- 3. Depending on the number of photos, to make uploading easier it may be prudent to save the photos into more than one ZIP file.
- 4. Save the ZIP file/s in an easily accessible location on your computer.

4.4.2 Complete Upload

1	Access AWS Cloud Storage (refer Section 3)	Image: Strategy Strate
2	Click 'Upload' from the top bar	Upload
3	At 'What do you want to do?" select 'Upload Data'	✓ Generate Report Upload Data
4	Select Structure Class	 ✔ ✔ ✔ ✔ Pootbridges Culverts Ferry Ramps Gantries Øedestrian Subways Retaining Walls Tunnels Busway Tracks Jetties Noise Walls Cattle Grids Ancillary Structures Subway Bridges Subway Culverts
5	Enter the Plan Number for the required structure This is a dynamic search, as numbers are entered the drop down list will refine the choices available. Select when the plan is shown, or continue to enter the Plan Number in full.	346 34346 3464 3465 3466 7346

6	Select the type of data to be uploaded, in this case 'Inspection Photos'		5-070210	ection king Fil	Photos les	;				~
7	Select the inspection date									1
	NOTE: The inspection date entered MUST		<	Jur	n ŧ	2	020	\$	>	
	match the inspection date entered in the Survey123 inspection form		Мо	Ти	We	Th	Fr	Sa	Su	
			1	2	3	4	5	6	7	
			8	9	10	11	12	13	14	
			15	16	17	18	19	20	21	
			22	23	24	25	26	27	28	
			29	30	1	2	3	4	5	
			6	7	8	9	10	11	12	
8	Click the 'Choose file' button to select a file for upload	(Choo	ose f	ile	No fi	le ch	osen	1	
9	Using the dialog box, select the ZIP file prepared in Section 4.4.1 NOTE : Files can only be uploaded one at a time. If there are multiple files to be uploaded, repeat the process commencing at Step 2 above for each file.				ded,					
10	The file name added (to be uploaded) will now display adjacent to the 'Choose file' button	[Choo	ose f	ile	PN34	64.zi	p		
11	Click the 'Upload Data' button			Up	load	Data	1			
12	The button will briefly change to 'Uploading, please wait' after which a status message should display		l	Jploa	ading Wai		ease			
	Uploaded file is received! Your file is being processed and you will receiv and is available to view.	e a co	onfirmation	email or	1 1000		once	the file is	processed	I
13	If an error occurs, a red banner message will show. Carefully note the details of the message and try again later. If still unsuccessful, contact the DPTI Structures Team at <u>DPTI.bmu@sa.gov.au</u>									
14	You should receive an email from CBIS Notification <no-reply@sns.amazonaws.com> with the subject line "CBIS - Your xxxxxx.zip file upload is processed" to confirm the upload has been processed.</no-reply@sns.amazonaws.com>			•						
	If there is an error and the upload fails, the Message". Note the details and retry, or co			-					ificatio	on
Table 2	0: Uploading inspection photos									

4.5 Generating an Inspection Report

Once the inspection photos have been uploaded to AWS, and the inspection has been submitted in Survey 123, an inspection report can be generated.

1	Access AWS Cloud Storage (refer Section 3)	
2	Click 'Upload' from the top bar	Upload
3	At 'What do you want to do?" select 'Generate Report'	✓ Generate Report Upload Data
4	Select Structure Class	 ✓ Bridges Footbridges Culverts Ferry Ramps Gantries Pedestrian Subways Retaining Walls Tunnels Busway Tracks Jetties Noise Walls Cattle Grids Ancillary Structures Subway Bridges Subway Culverts

5	Enter the Plan Number for the required structure	346		
	This is a dynamic search, as numbers are entered the drop	34 346		
	down list will refine the choices available. Select when the plan is	3464		
	shown, or continue to enter the	346 5		
	Plan Number in full.	346 6		
		7346		
6	Select the Inspection Date	Select Inspection Date:		
	Note: The inspection date entered	27 28 29 30 1 2 3		
	must match the inspection date entered in the Survey123	4 5 6 7 8 9 10 11 12 13 14 15 16 17		
	inspection survey.	18 19 20 <mark>21</mark> 22 23 24 25 26 27 28 29 30 31		
		1 2 3 4 5 6 7		
7	Tick to confirm the inspection has been submitted in Survey 123, and photos uploaded to AWS	 Have you submitted the inspection data from Survey123 application? Have you submitted the inspection photos? 		
8	Click the 'Submit Request' button	Submit Request		
	If the request is successful, a green s	status message will display		
	Your request has been submitted	successfully. Please wait until you receive an email. age will display DPTI Structures Team at <u>DPTI.bmu@sa.gov.au</u> .		
	If an error occurs, a red status messa			
	Something went wrong!! Please try again!!			
	If the message persists, contact the I			

Table 21: Generating an inspection report

After the successful submission, an email will be received generally within the next 15 minutes. The Inspector can then navigate to the Inspection Date folder within the Inspection Reports folder in AWS, and view/print the inspection report.

4.6 Editing a Draft Inspection

Once the inspection report has been prepared and reviewed, it may be necessary to make some amendments to the inspection. This can be dome via Survey 123.

1	Open the Survey 123 application	
2	Open the survey and select Sent	Collect >
		Inbox >
		Sent >
3	Select the completed survey from the Sent folder	Sent Emergency Ad Hoc v1 Plan #: 75164 (BRIDGE OVER RAILWAY NEAR TAILEM BEND) Modified 21/05/2020 5:31 PM
		List Map
4		?
		Sent Survey
		This survey has already been sent.
		What would you like to do?
	Click 'Edit and resend survey'	Edit and resend survey
		Copy the sent data to a new survey
5	Complete any amendments necessary following the steps in Section 4.3 above	
6	Resubmit as per Steps 2 and 3 from Section 4.3.1.5 above NOTE : The inspection can be submitted as a draft as many times as required. Once the Inspection Report is deemed by the Inspector as correct, the inspection should then be submitted as 'Final"	
Table 22	P: Editing an inspection	

Table 22: Editing an inspection

4.7 Submitting a Final Inspection

Once the Inspector is satisfied the draft inspection report accurately reflects the details for the inspection completed, they should submit the Inspection Report to DPTI. In Survey 123, this is called submitting a Final Report.

1	Complete steps 1-4 as listed above in Section 4.6 'Editing a Draft Inspection'	
2	Navigate to page 5 of the survey	Submit Inspection: Reminder: Have you uploaded the Inspection photos?
	Change selection to 'Submit – Final'	Submit - Draft Submit - Final
	Click the 'Tick'	
3	Click 'Send Now' to submit the inspection	
		Survey Completed
		Your device is online
		Would you like to send the survey now?
		Send Later
		Send Now
		Continue this survey
		Submit mapeetion.

Table 23: Submitting a final inspection

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