**DT2002 Supplement for Subprograms**

WisDOT requires the supplement form to be updated for each subprogram under the county and resubmitted to Bureau of Structures whenever there is a change in the subprogram management, responsibilities, or staffing. Each county inspection program is responsible to keep this document current. A Subprogram is any inspection duties delegated to the municipality under the county PM’s authority.

County:

Program Manager:

Municipality:

Inspection Consultant:

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| **Inspection Subprogram Management & Staff** | | | **Special Inspection and Review Credentials** | | | | | | **Program Management Responsibilities** | | | | |
| **Name** | **Role(s)** | **Employer** | **Routine TL** | **NSTM TL** | **Dive TL** | **Structural Reviewer** | **Inspector ID** | **WI PE #** | **Inspection Scheduling** | **Consultant Contracting** | ***Owner Coordination*** | ***Inspection QC*** | ***Inspection Results*** |
|  |  |  |  |  |  |  |  |  | ☐ | ☐ | ☐ | ☐ | ☐ |
|  |  |  |  |  |  |  |  |  | ☐ | ☐ | ☐ | ☐ | ☐ |
|  |  |  |  |  |  |  |  |  | ☐ | ☐ | ☐ | ☐ | ☐ |
|  |  |  |  |  |  |  |  |  | ☐ | ☐ | ☐ | ☐ | ☐ |
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**Provide further information and detail below for each responsibility. Tasks underlined in the above table must be performed by a person qualified as an Inspection Program Manager:**

* Inspection Scheduling: Notify each local unit of government in writing the bridge inspection types due along with their inspection interval and ensure all bridges receive timely and appropriate inspections by qualified personnel:

* Consultant Contracting: If inspections are performed by a consultant, select and contract with consultant firm in a timely manner to ensure inspection schedules are met.

* *Owner Coordination*: Ensure inspection requirements are fulfilled and inspection recommendations are responded to by the bridge owner. Maintenance actions coordinated and documented with the bridge owner. Identity who will be conducting the Structural Reviews and Load Ratings:

* *Inspection QC:* Follow and perform QC practices identified on form DT2002 and any other QC practices identified here for subprograms:

* *Inspection Results* – Review and act upon findings and structural reviews. Determine need for and initiate load ratings, interval changes, maintenance actions.

* Bridge File: Maintain bridge files/records for all subprograms. HSIS is the official bridge record/file and can be supplemented by files located in the county highway department records and/or subprogram (local owner) files. Location of the bridge files/records must be noted on the Bridge File Documentation form. All bridge records must be maintained for as long as the bridge exists. Describe where subprogram bridge files are located.

* Additional Information:

By signing below, I acknowledge that I've reviewed this document and agree to all the terms and conditions. I further agree that all the data provided is accurate to the best of my knowledge.

Sub-Program Manager      

Signature Date

County Program Manager

Signature Date