

 Office of Structures <i>Guidelines and Procedures</i> <i>Memorandum</i>	INSPECTION
	Number: OOS-GPM-SI-102
	Date: 08-06-2026
Inspection Organizational Roles and Responsibilities	

Approval:


The State Highway Administration (SHA), Office of Structures (OOS), Structures Inspection and Remedial Engineering (SIRE) shall be the governing organization ensuring all non-federally owned bridges located on public roads in the State of Maryland are inspected in accordance with the National Bridge Inspection Standards (NBIS). This includes ensuring all bridges owned by Local Agencies (LA) are inspected in accordance with the NBIS. This also includes private bridges which are connected at both ends by a public road.

Organizational Roles and Responsibilities

Deputy Director, SIRE – Oversees the statewide National Bridge Inspection Program and serves as the Program Manager as defined in the NBIS. This position shall be the sole liaison with the Federal Highway Administration in regard to Maryland’s Bridge Inspection Program.

Division Chief, SIRE – Structures Inspection and Preservation: Manages the daily operations of the SHA and LA Bridge inspection program and is responsible for ensuring all inspections are performed in accordance with the NBIS regulations and SHA’s policies and procedures. This includes performing compliance reviews of the LA bridge inspection programs.

Division Chief, SIRE – Structures Remedial Engineering: Responsible for the designs included in the SHA minor bridge rehabilitation program.

Inspection Program Manager: First level of management and is involved in the daily field operations regarding scheduling and managing resources for SHA inspections. Directly supervises all field inspection personnel involved in SHA structure inspections.

Inventory Program Manager: Responsible for the load rating program for SHA bridges. LA bridges are required to have all ratings checked by a registered professional engineer in accordance with the Structural Load Ratings, GPM D-97-47(4). Also oversee the inspection program for LA owned bridges. This involves providing consultant inspection resources to those LA’s that request assistance and ensuring the inspections meet the NBIS requirements. Assists the Information Systems Manager in maintaining and managing the Structural Inventory and Appraisal database.

Information Systems Manager – Manages the National Bridge Inventory (NBI) and bridge information database for the State of Maryland. Manages and maintains the SHA Structural Inventory and Appraisal database.

Inspection Team Leader – Inspector who meets NBIS Team Leader requirements and is responsible for managing an inspection team. This includes setting overall schedules to ensure structures are spread out throughout the year and inspected at appropriate times, scheduling individual inspections, ensuring MOT permits are required, obtaining necessary equipment, supervising inspection team members, etc.

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Bridge Inspector – Member of the structure inspection team and works under the direct supervision of the Inspection Team Leader.

Delegation of NBIS Duties

The NBIS Section 650.307 indicates organizational responsibilities for each state transportation department. Some of the functions identified in this specification are allowed to be delegated to other individuals or agencies. The purpose of this document is to identify these areas of delegation from SHA to MDTA.

All responsibilities listed in 650.307 are to be performed by SHA, with the exception of the following items, which will be performed by MDTA:

- Documenting the criteria for inspection intervals for the inspection types identified in the NBIS
- Managing bridge inspection reports and files
- Performing quality control and quality assurance activities
- Producing valid load ratings and when required, implementing load posting or other restrictions
- Managing the activities and corrective actions taken in response to a critical finding
- Managing scour appraisals and scour plans of action