



ANNEX D – Recording Highway Inspections

April 2018

Introduction

Lancashire County Council uses the Highway Asset Management System (HAMS) for the recording of highway safety inspections. Inspections must not be recorded in any other system unless instructed to do so by the Senior Highway Inspector or Team Leader.

The management and monitoring of the defects identified will be undertaken through this software. Likewise the subsequent allocation, repair and completion of defects will be recorded and managed through the HAMS system. Any changes to this Annex will be approved by Head of Service- Highways

Data to be recorded – compulsory elements

The HAMS system will automatically detect and record key information such as the inspectors name, street name, date and time of inspection, grid co-ordinates of defects recorded, inspection frequency, unique reference numbers for the inspection and each defect and the defect category (priority).

All other fields/information should be completed or provided by the inspector as part of the inspection process. There are a number of fields or information that **MUST** be completed or provided on ALL inspections. These are:

- Weather
- Walked or Driven
- Road State
- Inspector 2 (only when applicable e.g. driven inspections)
- Location
- Defect Code
- Description (where additional information concerning the defect/issue is needed).
- Defect depth/height
- Length and width or number (where applicable)
- Traffic Management (if required)
- Photograph of the defect being recorded

Streets with no identified defects

If no defects or issues are present then the inspection of that street must still be recorded and logged on the HAMS system. No defects present on the HAMS system will indicate that there was none present at the time of inspection.

Describing the location of Defects

Each defect recorded on the HAMS system will be given a unique reference number and grid co-ordinates. However, it is still important to describe the location as

accurately as possible to allow the repair teams to locate the defect and assist in identifying the defect in any subsequent enquiry or claim.

In an urban street it is relatively easy to reference a street to a particular house number and where this is available this method should always be used. Using the term "Outside No 24" or "Opposite No 24" (meaning across the street) to describe the location of the defect are acceptable. For recording purposes these can be expressed as "OS24" or "OPP24".

Where there are no properties or they are not numbered reference can be made to an easily identifiable object, landmark, property, numbered lamp column or road junction. However the defect must be within 2-3 metres of the item. For example – "close to LP7" would mean the defect is within 2-3 metres of lamp column number 7.

Where there are no features to be able to give a location description then we will rely on the grid co-ordinates generated by the HAMS system when the defect is plotted.

Defect Codes

A detailed description of the defect or issue must be provided and where applicable must include any height or depth measurement in millimetres.

It is extremely important that the correct defect code is selected to reflect the highway element on which the defect has been identified. The defect code also indicates the repair method that is required.

All the available defect codes are listed in the HAMS system on the handheld computers issued to inspectors and repair teams. These are also listed in Annexes A and C.