



## Procedure SSO-016

### Risk Based Inspection Program – Tracking & Resolution of Inspection Findings

**Current Version:** 1/27/2025

**Scope:** This procedure provides a process for tracking and resolution of inspection findings. In addition, the procedure outlines NJDOT and Transit Agency responsibilities as well as NJDOT recordkeeping requirements. This procedure was developed in consultation with each transit agency under the jurisdiction of the NJDOT.

**Requirement:** This procedure is required to comply with the Federal Transit Administration (FTA) Special Directive 22-38 Under 49 U.S.C. § 5329 (k) and 49 CFR Part 670 – The State must develop and implement a risk-based inspection program.

#### **Procedure:**

This process is initiated after inspection reports with findings are distributed to transit agencies. As covered in Procedure SSO-015, transit agencies are required to respond to inspection reports that require a response within the designated timeframe (generally thirty (30) calendar days, unless otherwise specified).

- (1) Monitor Email Account for Responses to Inspection Reports and Findings**– The NJDOT RBI Data Analyst will monitor the NJDOT Dropbox for any responses from the rail transit agency.
  - a. Upon receiving a response, the NJDOT RBI Data Analyst will update the inspection record in the “NJDOT ACID Database” with the response and save the email along with any supporting documentation to SharePoint.
  - b. The NJDOT RBI Data Analyst will review the responses as well as any supporting documentation provided and determine if the evidence and/or response is sufficient to close out the finding(s). If the response is sufficient, the finding is closed. Otherwise, a review is assigned to the NJDOT Inspector who conducted the inspection in the “NJDOT ACID Database”.
    - i. Upon receiving an assignment, the NJDOT Inspector will review the response along with any supporting documentation submitted. The NJDOT Inspector may close the finding(s), make revisions to the report, or prepare a draft “Clarification Request” for review during ACID Review Meetings.
- (2) ACID Review Meeting** – NJDOT RBI Staff will attend meetings to discuss and review any responses to open findings that have not been resolved. At these meetings, findings are closed, revisions are made, or “Clarification Requests” are finalized and distributed to the transit agency.
- (3) RBI Inspection Findings Report** – Each month, during the last week of the month, the NJDOT Scheduling Coordinator will send an “RBI Inspection Findings Report” to each rail



**New Jersey Department of Transportation  
State Safety Oversight (SSO) Program Standard  
Appendix D – SSO-016**

transit agency. The report includes open and recently closed findings (within the last thirty days) as well as the status and other pertinent details.

- a. The rail transit agency will review the report, update internal tracking logs, and gather additional evidence and/or provide a response to any open findings.

**(4) Meetings with Rail Transit Agency Staff** – The NJDOT and rail transit agency staff will discuss open findings during requested meetings and regular safety meetings.

**Update:**

- 01/27/2025 – Initial release