



DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES
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OPERATIONS
POLICY AND PROCEDURE # 25/87

To: Distribution
From: Stewart D. O'Brien, Deputy Commissioner
Subject: Double Check Inspections
Date of Issuance: December 31, 1987

12/31/87 SDO

Reference: Memorandum, Joseph M. White - 3/11/85

Purpose:

To augment the City Wide Field Unit in the performance of Double Check inspections and provide for a program of Double Check inspections in all inspectorial divisions.

Specifics:

Effective December 24, 1987 the following procedure incorporates and supersedes the above referenced memorandum. Field unit supervisors in all inspectorial divisions (Boilers, Construction, Electrical, Elevators, Hoisting and Rigging and Plumbing) will be responsible for performing two (2) double check inspections per week on an individual inspector in their unit, rotating inspectors to insure each inspector's work is checked. When all inspectors have been checked, cycle will begin again.

The inspections which are the subject of the doublecheck will be picked at random from each inspector's completed work and be representative of each inspector's assignment (e.g., violations, complaints, C of O, first test, P.A.

etc.). The Director and Deputy Director of the City Wide Field Unit will be responsible for making the random selection of inspections to be doublechecked. If two field unit supervisors are assigned to an area, double check inspections may be assigned to either supervisor to perform.

The supervisor performing double check inspections should indicate the inspections made on his route sheet. Upon completion of a double check inspection the field unit supervisor will prepare a report for submission to the Administrative Chief Inspector, or in the case of Electrical Inspections, to the Deputy Director of B.E.C.. Double check inspection reports shall be submitted on a standard form, copy attached. Where discrepancies have been noted by the field unit supervisor, the report must include the type of error and appropriate steps for corrective action, i.e., violation issued, C of O not issued etc. Individual inspectors will also receive copies of reports submitted on their work when discrepancies are noted and be afforded the opportunity to comment. The Administrative Chief Inspector or Deputy Director for B.E.C. will forward all double check inspection reports to the Director of the City Wide Field Unit. The Director and Deputy Director of the City Wide Field Unit will review and categorize all reports submitted.

Random spot checks on reports submitted to the City Wide Field Unit will be conducted by the Director or Deputy Director, accompanied by an Associate Level II Inspector from the respective borough or division office. Upon completion of the inspection the Associate Level II Inspector will prepare a report for the City Wide Field Unit counter-signed by the Director or Deputy Director. Those reports requiring further review will be submitted to the Executive Chief Inspector. Files and statistics of double check inspections will be maintained centrally by the City Wide Field Unit.

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