OPERATIONS
POLICY AND PROCEDURE NOTICE # 14/93

TO: Distribution
FROM: Barry G. Cox
Jack Grill
DATE: October 21, 1993
SUBJECT: Double Check Inspections

Superseded: OPPN #25/87 & #8/92
Effective: Immediately

Purpose:

To eliminate the centralized reporting system relating to Double Check inspections and assure the double check function is carried out at the borough level.

Specifics:

Supervisors in all inspectorial divisions (BEST, Boilers, Construction, Electrical, Elevators, Hoisting and Rigging and Plumbing) will be responsible for performing two (2) doublecheck 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, the 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, etc.).
The Administrative Chief inspector or Division Chief of the
B.E.S.T., Boilers, Construction, Elevators, Hoisting and Rigging
and Plumbing; or the Borough Supervisor for Electrical will be
responsible for making the random selection of inspections to be
doublechecked.

The Supervisor performing doublecheck inspections should
indicate the inspections made on his/her route sheet. Upon
completion of a doublecheck inspection the supervisor will
prepare a report for submission to the Administrative Chief
Inspector, or Division Chief, or in the case of Electrical
Inspections, to the Deputy Director of B.E.C. Doublecheck
inspection reports shall be submitted on a standard form, copy
attached. Where discrepancies have been noted by the supervisor,
the report must include the type of error and appropriate steps
for corrective action. Individual inspectors will also receive
copies of reports submitted on their work when discrepancies are
noted and be afforded an opportunity to comment.

The Administrative Chief Inspector of Construction and the
BEST Division and the Chief of the Plumbing Division will review
the reports and those with discrepancies which require further
review shall be forwarded to the Executive Chief Inspector, 60
Hudson Street, 14th Floor.

The Assistant Commissioner/Operations or Executive Chief
Inspector shall review these reports and forward any which appear
to be training issues to the Director of Training. Any others
with discrepancies which require further investigation shall be
forwarded to the Director of I.D.U.

The Division Chief Inspectors of Elevators, Hoisting and
Rigging, the Director of B.E.C., and the Boiler Division will
review the reports and those with discrepancies which require
further review shall forwarded to the Assistant Commissioner for
Central Inspections at 60 Hudson Street, 14th Floor.

The Assistant Commissioner for Central Inspections shall
review these reports and forward any which appear to be training
issues to the Director of Training. Any others with
discrepancies which require further investigation shall be
fowarded to the Director of I.D.U.

Random spot checks on reports submitted to the Assistant
Commissioner/Operations or Executive Chief Inspector or Assistant
Commissioner of Central Inspections may be conducted by the
latter accompanied by an Associate Level II inspector and/or the
Administrative Chief for the respective borough or division
office.
Files and statistics of Doublecheck inspections shall be maintained in the borough office or division by the Administrative Chief or Division Chief, or Deputy Director of B.E.C.

/yaj

/Attachment