



**DEPARTMENT OF BUILDINGS**

**EXECUTIVE OFFICES**  
60 HUDSON STREET, NEW YORK, N.Y. 10013

**RUDOLPH J. RINALDI, Commissioner**

312-3100

ISSUANCE # 423

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**OPERATIONS**  
**POLICY AND PROCEDURE NOTICE # 14/93**

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TO: Distribution

FROM: Barry G. Cox  
Jack Grill *gk*

DATE: October 21, 1993

SUBJECT: Double Check Inspections

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**Superseded: OPPN #25/87 & #8/92**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 be 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 forwarded 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