



DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES  
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Issuance #346

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OPERATIONS  
POLICY AND PROCEDURE NOTICE # 9/92

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TO: Distribution

FROM: Jacob Grill, P.E.

DATE: April 6, 1992

SUBJECT: Procedure for Checking Compliance with Local Law  
62/91 - Boiler Inspections

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Purpose:

To check quality of boiler inspections by private licensed individuals and authenticity of licensees.

Specifics:

1. In order to comply with the requirements of the State Labor Commissioner, the Boiler Division will spot check approximately 15% of all applications submitted by authorized private inspectors. The spot check inspections shall take place within 30 days of the application submitted. The inspections shall be inspected at random and assigned on a City Wide basis with route sheets prepared by the boiler supervisors in the same ratio as reports received from the boroughs. The disposition of spot checks shall be recorded (i.e., original authorized inspectors name, license number, no access, violation issued, o.k. etc.) and if a discrepancy is found it shall be brought to the attention of the Chief Inspector who shall review the re-inspection and make recommendations to the Assistant Commissioner of Central Operations. If warranted the findings shall be forwarded to IDU for investigation.

2. All private inspection reports submitted with violations shall be re-inspected by the Boiler Division and violations issued if necessary.
3. The clerical staff shall spot check approximately 5% of the licenses noted on low pressure boiler reports with the master list for each trade of approved licensed authorized inspectors. The supervisor shall be notified when a license cannot be verified, and the name and number shall be referred to the licensing section for verification. If the licensing section cannot verify the license, the name and address of the person signing the inspection form shall be referred to IDU by the Assistant Commissioner for Central Operations for investigation.

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