

TO: ALL BUILDING DIVISION PERSONNEL
FROM: DOUG WISE
BUILDING DIVISION DIRECTOR
PREPARED BY: ASSISTANT DEPUTY OF INSPECTIONS
SUBJECT: RANDOM INSPECTIONS AUDIT
PPM #: PB-O-140

ISSUE DATE
October 31, 2022

EFFECTIVE DATE
November 1, 2022

PURPOSE:

To ensure Building Division supervisors conduct random reviews of Inspections performed to ensure the results are consistent and correct. The random inspection audit is used as a control measure to ensure all relevant areas of the inspection process are being reviewed properly.

UPDATES:

Future updates to this PPM are the responsibility of the Building Division Director, the Deputy Building Official or Assistant Deputy of Inspections under the authority of the Building Division Director.

AUTHORITY:

- Palm Beach County Amendments to the Florida Building Code 7th Edition (2020), Sections 104 and 110

POLICY:

It is the policy of the Building Division to implement random inspection audits on a consistent basis. Random inspection audits shall include a Senior Inspector's specific assigned area and will be conducted by a Senior Inspector or qualified designee. The Inspector shall never audit his/her own inspection(s) and may audit any projects or permits as warranted, excluding private provider projects subject to the provisions of FSS 557.791.

PROCEDURE:

1. On the day of a random inspection audit, a Senior Inspector from a specific trade shall select from the ePZB database a list of inspections with the status of pass or fail pertaining to same or previous day's results. Alternatively, the Senior Inspector may select a reinspection to use as an audit inspection.
2. The Senior Inspector from the specific trade will select the inspections that best accommodate their daily route.
3. The Senior Inspector shall generate "field audit" (Code 815) inspections in ePZB for the random inspection audits planned on being performed. In the inspection notes, the Senior Inspector shall indicate the specific inspection type being audited along with appropriate result codes (audit pass or audit fail). Notes shall further specify the corrections identified.
4. Once the random inspection audit has been completed, the Senior Inspector shall update the Chief with any significant deficiencies observed, so that the Chief or Assistant Deputy can notify the contractor and counsel the inspector.
5. The Assistant Deputy or Chief shall coordinate training based on the results of the audits performed by the sections.



DOUG WISE
BUILDING DIVISION DIRECTOR

Supersession History

1. PPM #PB-O-140, Issued on 11/1/2022
2. PPM #PB-O-140, Revised on 1/20/2023