

***BIC Regular
Meeting of
April 20, 2022***

Agenda Item 10



DBI Update on Internal Audit

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Building Inspection Commission, April 20, 2022

Internal Quality Control Audit Overview

- *Purpose is to identify violations resulting from public integrity breaches*
- Collaborated with City Attorney's Office to determine audit criteria
- Projects associated with Rodrigo Santos and/or Bernard Curran will be reviewed using records in DBI Permit Tracking System and plans in PaperVision
- Potential follow-up with visual inspections

Progress Since Last Meeting

- Team assembled
- Grouped addresses into tiers
 - Tier 1: Address associated with Santos AND Curran
 - Tier 2: Address associated with Santos OR Curran AND in slope protection area
 - Tier 3: Address associated with Santos OR Curran – no slope protection
- Developed and piloted screening checklist with participation of Inspection Staff, MIS, and Data Analyst
- Developed audit application for implementation of the screening checklist and tracking follow-up activities
- Tier 1 address review is complete
 - Tier 2 address review is 65% complete

Audit Application

DBI Address Audit
mshui

Assign Reviewer

Reviewer:

Go

Priority contains '1'

Select	Address	Priority
<input type="checkbox"/>		1-High
<input type="checkbox"/>		1-High
<input type="checkbox"/>		1-High
<input type="checkbox"/>		1-High
<input type="checkbox"/>		1-High
<input type="checkbox"/>		1-High
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<input type="checkbox"/>		1-High
<input type="checkbox"/>		1-High
<input type="checkbox"/>		1-High

Check List

Review Start Date: 1/11/2022

Review Complete Date: 1/20/2022

1) How many permits are represented: **4**

2) What were the scopes of work?
Horizontal and vertical addition.

Question 3

3) Were any of the permits revision permits?
Yes

Revision permits notes:
Alter site to PA 20110066315 due to damage to existing structure.
Correct cost of work to additional \$310,500

Question 4

4) Is there any evidence of insufficient plan review (If so, contact Plan Check)?
No

Plan review notes:

	OverAll Notes	Application Number	Audit FollowUp Result
rqd.	OverAll Notes	201110066315 - Y 201312174363 - Y 201401216754 - Y 201405054881 - Y	Audit FollowUp Result
up rqd.	OverAll Notes	201903256125 - Y	Audit FollowUp Result
up rqd.	OverAll Notes	201405125502 - Y 201805098690 - Y 201907115610 - Y 201907155928 - Y 201907155929 - Y 201907246808 - Y 202001172214 - Y 202104279423 - Y	Audit FollowUp Result
rqd.	OverAll Notes	201802010169 - Y 201806050970 - Y 201807134477 - Y	Audit FollowUp Result
rqd.	OverAll Notes	201307091393 - Y 201308013368 - Y 201502208867 - Y	Audit FollowUp Result
rqd.	OverAll Notes	201307222456 - Y 201412234386 - Y 201507282726 - Y	Audit FollowUp Result
rqd.	OverAll Notes	201307262866 - Y 201412234387 - Y 201507282732 - Y	Audit FollowUp Result
rqd.	OverAll Notes	201305076289 - Y	Audit FollowUp Result
up rqd.	OverAll Notes	201605278677 - Y	Audit FollowUp Result
rqd.	OverAll Notes	201604215347 - Y 201709148261 - Y	Audit FollowUp Result
OverAll Notes		201105125893 - N	Audit FollowUp Result

Audit Application Contents

Auditors look for evidence of:

1. Revision Permits
2. Insufficient plan check
3. Permits needing special scrutiny (ex. Excavation, structural, seismic, sprinklers on separate permit, etc.)
4. Slope protection review
5. Missing trade permits
6. Missing inspections
7. Missing special inspections
8. Missing addenda
9. Complaints not investigated

Record follow-up actions:

1. Site inspection needed
2. Review needed by other group (e.g. Plan Check, Planning, Fire, etc.)
3. Permit follow-up
4. Complaints issued

Status of Tier 1

- **119** Addresses defined as Tier 1 (associated with Santos AND Curran)
 - **63** addresses have been reviewed and provisionally cleared based on review of all Santos permits and permits where Curran did a same-day inspection
 - **56** addresses are receiving further follow-up
- **4** addresses were in slope protection areas, 1 is receiving follow-up

Status of Tier 2

- **158** Addresses defined as Tier 2 (associated with Santos OR Curran AND in slope protection area)
 - **59** addresses have been reviewed and provisionally cleared
 - **44** addresses are receiving further follow-up
 - **55** addresses are awaiting review
- Collaborating with Plan Review to better understand if slope protection review was sufficient

Closing

- We will continue this work through 2022 and will continue to provide updates to the BIC.
- We are looking at adding additional staff to the audit team that will help us move through the audit more efficiently.

Questions and Answers.



THANK YOU