Fire Inspector I

Performance Evaluation

Skill Sheets

2014 Ed. of NFPA 1031

Approved
10/24/2013

Certification Criteria
Fire Inspector I

Pre-Requisites

- ☑ 18 years of age
- ☑ High School Diploma/GED
- ☑ Awareness Level per NFPA 472 as required by NFPA 1031 4.1 2014 Ed.

Certification Requirements

To be issued certification as a Fire Inspector I, the candidate will:

- ☑ Show successful completion of the above pre-requisite requirements. This must be documented on file at the Tennessee Fire Commission.
- ☑ Complete required training hours (minimum 40) to meet NFPA 1031.
- ☑ Submit the Instructional JPR Verification Sheet
- ☑ **Written Examination**
  - Perform to a minimum 70% competency on a 100-question multiple-choice examination for Fire Inspector I.
    - Retest after 14 days and within one year of your 1st written test date is allowed.
- ☑ **Practical Examination**
  - Successfully complete a skills evaluation (2 skills sheets randomly selected by the TFFC), to a minimum of 70% competency and successful completion of all critical points.
    - One retest after 14 days and within one year of course end date is allowed.

Basis: Tennessee Commission on Firefighting Personnel Standards & Education, Rules Chapter 0360-03-.01: Requirements for Certified Fire Inspector I

Tennessee Fire Commission

Fire Inspector I

Instructional JPR Verification Sheet

Full Name:_____ Fire Department:_____

This Instructional JPR Verification Sheet is to be used in conjunction with the Tennessee Fire Commission Fire Inspector I Skill Sheets. These skills meet all the requirements of NFPA 1031, *Standard for Professional Qualifications for Fire Inspector and Plans Examiner*, 2014 edition. Each of these skills should be taught and assessed during the course. This form must be submitted by the Instructor for Certification.

Skill #	Primary Task	JPR(s) Covered
1	Prepare Inspection Reports	4.2.1
2	Recognize Need for Permit	4.2.2
3	Need for Plan Review	4.2.3
4	Investigate Complaints	4.2.4
5	Identify Applicable Codes/Standards	4.2.5
6	Participate in Legal Proceedings	4.2.6
7	Occupancy Classification	4.3.1
8	Compute Occupant Load	4.3.2
9	Inspect Means of Egress	4.3.3
10	Construction Type/Remodeling Project	4.3.4
11	Fixed Suppression Systems	4.3.5
12	Detection and Alarm Systems	4.3.6
13	Portable Fire Extinguishers	4.3.7
14	Hazardous Conditions	4.3.8
15	Plan Comparison – Installed System	4.3.9
16	Emergency Planning/Preparedness	4.3.10
17	Emergency Site Access	4.3.11
18	Code Compliance/Incidental Storage	4.3.12
19	Code Compliance/Hazardous Materials	4.3.13
20	Fire Growth Potential	4.3.14
21	Code Compliance	4.3.15
22	Flow Testing	4.3.16
23	Fire Flow Test Computation-Graphical Analysis	4.3.16
24	Fire Flow Test Computation-Mathematical Method	4.3.16

Course Location:	Course Dates:
Instructor Printed Name:	Instructor Signature:
Candidate Printed Name:	Candidate Signature:

Prepare Inspection Reports

Reference source: NFPA 1031, *Standard for Professional Qualifications for Fire Inspector and Plans Examiner,* 4.2.1, 2014

Fire Inspector I

Skill Sheet – INSPI - 01

Given agency policy and procedures, the candidate will conduct a fire safety inspection of a single-use occupancy and complete an inspection report outlining the findings of the inspection to include any deficiencies referenced to the appropriate codes and standards. The report should be clear, concise and accurately reflect the findings.

Expected time to complete skill(s) is 20 minutes

Performance Steps	**Test**		**Retest**	
Safely performs the following steps:	**P**	**F**	**P**	**F**
1. Follow agency policies/procedures for conducting field inspection				
2. Conducts field inspection				
3. Prepares a report of inspection				
4. Utilizes observation from field inspection				
5. Provides an oral report that is clear and concise				
6. Accurately reflects findings of the inspection in the report				
7. Cites applicable codes, standards and agency policies				
8. Prepares a written report that is complete and contains all essential information				
Candidate must successfully perform 6/8 steps including ALL CRITICAL POINTS	**Score:__/8**		**Score:__/8**	

Evaluator Notes

Evaluator Print Name & Signature:	Date	Overall Skill Sheet Score	
		Pass___	Fail___
By my signature above, I verify that I am currently certified to the level I am testing			
Re-Test Evaluator Print Name & Signature:		Overall Skill Sheet Re-Test Score	
		Pass___	Fail___
By my signature above, I verify that I am currently certified to the level I am testing			
Candidate Print Name & Signature:		Candidate: Print Name or Candidate #	

Note to Evaluator(s): By your signature above, you verify that you are qualified to serve as a Tennessee Fire Commission Evaluator, have followed TFFC Skills Testing Policy and have witnessed that the above candidate has tested the above skills in their entirety.

Note to Student: Skill will end when you state or indicate to the evaluator that you have completed all the identified steps. Notify the evaluator at ANY time that you have a safety concern.

Recognize Need for Permit

Reference source: NFPA 1031, *Standard for Professional Qualifications for Fire Inspector and Plans Examiner,* 4.2.2, 2014

Fire Inspector I

Skill Sheet – INSPI - 02

The candidate will review the provided documentation/learning activity in accordance with the International Fire Code and will determine whether a permit is required, and if so, what specific type of permit. The candidate will then draft a letter to the concerned party indicating the need for a permit and the proper steps to follow in order to apply for the permit according to his/her jurisdiction's policies/procedures.

Expected time to complete skill(s) is 20 minutes

Performance Steps	**Test**		**Retest**	
Safely performs the following steps:	**P**	**F**	**P**	**F**
1. Recognize need for permit				
2. Understands the type of permit required				
3. Directs written communication to the proper responsible party				
4. Communicates why the permit is necessary				
5. Orally advises party how to proceed with securing necessary permit				
6. Follows policies and procedures of the agency or jurisdiction				
Candidate must successfully perform 5/6 steps including ALL CRITICAL POINTS	**Score:__/6**		**Score:__/6**	

Evaluator Notes

Evaluator Print Name & Signature:	Date	Overall Skill Sheet Score	
		Pass___	Fail___
By my signature above, I verify that I am currently certified to the level I am testing			
Re-Test Evaluator Print Name & Signature:		Overall Skill Sheet Re-Test Score	
		Pass___	Fail___
By my signature above, I verify that I am currently certified to the level I am testing			
Candidate Print Name & Signature:		Candidate: Print Name or Candidate #	

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Need for Plan Review

Reference source: NFPA 1031, *Standard for Professional Qualifications for Fire Inspector and Plans Examiner,* 4.2.3, 2014

Fire Inspector I

Skill Sheet – INSPI - 03

The candidate will be provided a scenario and will determine whether a plan review is necessary, and if so, what type of review is required. The candidate will then prepare a letter to the responsible party, which indicates the need for the review and outlines the process to obtain a review based on the policies and procedures of the jurisdiction.

Expected time to complete skill(s) is 20 minutes

Performance Steps	**Test**		**Retest**	
Safely performs the following steps:	**P**	**F**	**P**	**F**
1. Recognizes need for plan review				
2. Understands the type of plan required				
3. Communicates effectively orally and in writing to the proper responsible party why the plan review is necessary				
4. Advises party how to proceed with obtaining plan review				
5. Adheres to the policies and procedures of the agency or jurisdiction				
Candidate must successfully perform 4/5 steps including ALL CRITICAL POINTS	**Score:__/5**		**Score:__/5**	

Evaluator Notes

Evaluator Print Name & Signature:	Date	Overall Skill Sheet Score	
		Pass___	Fail___
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Re-Test Evaluator Print Name & Signature:		Overall Skill Sheet Re-Test Score	
		Pass___	Fail___
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Candidate Print Name & Signature:		Candidate: Print Name or Candidate #	

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Investigate Complaints

Reference source: NFPA 1031, *Standard for Professional Qualifications for Fire Inspector and Plans Examiner,* 4.2.4, 2014

Fire Inspector I

Skill Sheet – INSPI - 04

Given the provided learning activity, the candidate will list the steps necessary to investigate complaints following his/her agency's policies/procedures; reference any applicable policies, codes or standards used in investigating the complaint; and will prepare written correspondence outlining the necessary steps to correct the deficiencies.

Expected time to complete skill(s) is 20 minutes

Performance Steps	**Test**		**Retest**	
Safely performs the following steps:	**P**	**F**	**P**	**F**
1. Receives complaint with attentiveness and concern				
2. Records the complaint information for future reference				
3. Researches applicable codes and standards				
4. Performs an investigation to confirm the situation				
5. Resolves complaint based on policies, codes and standards				
6. Communicates effectively orally and in writing				
Candidate must successfully perform 5/6 steps including ALL CRITICAL POINTS	**Score:__/6**		**Score:__/6**	

Evaluator Notes

Evaluator Print Name & Signature:	Date	Overall Skill Sheet Score	
		Pass___	Fail___
By my signature above, I verify that I am currently certified to the level I am testing			
Re-Test Evaluator Print Name & Signature:		Overall Skill Sheet Re-Test Score	
		Pass___	Fail___
By my signature above, I verify that I am currently certified to the level I am testing			
Candidate Print Name & Signature:		Candidate: Print Name or Candidate #	

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Note to Student: Skill will end when you state or indicate to the evaluator that you have completed all the identified steps. Notify the evaluator at ANY time that you have a safety concern.

Identify Applicable Codes/Standards

Reference source: NFPA 1031, *Standard for Professional Qualifications for Fire Inspector and Plans Examiner,* 4.2.5, 2014

Fire Inspector I

Skill Sheet – INSPI - 05

The candidate will be given the provided learning activity (fire protection, fire prevention, or life safety) and will identify the applicable code or standard, so that the applicable document, edition, and section are referenced.

Expected time to complete skill(s) is 20 minutes

Performance Steps	**Test**		**Retest**	
Safely performs the following steps:	**P**	**F**	**P**	**F**
1. Identifies the applicable code or standard for the situation presented				
2. References the proper document containing code or standard				
3. References the proper edition of applicable code or standard				
4. References the correct section of the applicable code or standard				
Candidate must successfully perform 3/4 steps including ALL CRITICAL POINTS	**Score:__/4**		**Score:__/4**	

Evaluator Notes

Evaluator Print Name & Signature:	Date	Overall Skill Sheet Score	
		Pass___	Fail___
By my signature above, I verify that I am currently certified to the level I am testing			
Re-Test Evaluator Print Name & Signature:		Overall Skill Sheet Re-Test Score	
		Pass___	Fail___
By my signature above, I verify that I am currently certified to the level I am testing			
Candidate Print Name & Signature:		Candidate: Print Name or Candidate #	

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Participate in Legal Proceedings

Reference source: NFPA 1031, *Standard for Professional Qualifications for Fire Inspector and Plans Examiner,* 4.2.6, 2014

Fire Inspector I

Skill Sheet – INSPI - 06

The candidate will be given a learning activity involving a fire safety issue and a written inspection report and will assume the role of the Fire Inspector I in consultation with legal counsel and give professional testimony in a courtroom scenario. The candidate will outline the nature of the issue or issues for the court, referencing any applicable codes or standards and responding to questions regarding the issue appropriately so that the procedures for non-compliance are outlined in accordance with the policies and procedures of the jurisdiction.

Expected time to complete skill(s) is 20 minutes

Performance Steps	**Test**		**Retest**	
Safely performs the following steps:	**P**	**F**	**P**	**F**
1. Informs the court of the problem, legal requirements and local procedures for non-compliance with the notice				
2. Demonstrates appropriate courtroom dress and grooming				
3. Demonstrates appropriate courtroom demeanor • Posture • Mannerisms • Composure • Confidence				
4. Demonstrates appropriate communication skills • Responds to questions appropriately • Maintains objectivity • Uses appropriate professional language • Avoid using jargon/idiomatic expressions and profanity • Accurately conveys facts • Testimony is consistent with documented facts				
Candidate must successfully perform 3/4 steps including ALL CRITICAL POINTS	**Score:__/4**		**Score:__/4**	

Evaluator Notes

Evaluator Print Name & Signature:	Date	Overall Skill Sheet Score	
		Pass___	Fail___
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Re-Test Evaluator Print Name & Signature:		Overall Skill Sheet Re-Test Score	
		Pass___	Fail___
By my signature above, I verify that I am currently certified to the level I am testing			
Candidate Print Name & Signature:		Candidate: Print Name or Candidate #	

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Occupancy Classification

Reference source: NFPA 1031, *Standard for Professional Qualifications for Fire Inspector and Plans Examiner,* 4.3.1, 2014

Fire Inspector I

Skill Sheet – INSPI - 07

Given a detailed description of the occupancy, the candidate shall identify/determine the occupancy classification of a single-use occupancy, so that the classification is made according to the applicable codes and standards.

Expected time to complete skill(s) is 20 minutes

Performance Steps	**Test**		**Retest**	
Safely performs the following steps:	**P**	**F**	**P**	**F**
1. Identifies occupancy classification of given occupancy using information from learning activity or observations				
2. Considers use of occupancy in making occupancy classification				
3. Utilizes appropriate codes and standards in making classification				
4. Determines correct occupancy classification based on applicable codes and standards				
Candidate must successfully perform 3/4 steps including ALL CRITICAL POINTS	**Score:__/4**		**Score:__/4**	

Evaluator Notes

Evaluator Print Name & Signature:	Date	Overall Skill Sheet Score	
		Pass___	Fail___
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Re-Test Evaluator Print Name & Signature:		Overall Skill Sheet Re-Test Score	
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Compute Occupant Load

Reference source: NFPA 1031, *Standard for Professional Qualifications for Fire Inspector and Plans Examiner,* 4.3.2, 2014

Fire Inspector I

Skill Sheet – INSPI - 08

Given the provided detailed description of a single-use occupancy (or portion thereof) or an actual field situation from an inspection, the candidate will calculate the allowable occupant load in accordance with applicable codes and standards.

Expected time to complete skill(s) is 20 minutes

Performance Steps	**Test**		**Retest**	
Safely performs the following steps:	**P**	**F**	**P**	**F**
1. Calculate allowable occupant load for single use occupancy				
2. Uses given description of occupancy to establish occupant load				
3. Uses applicable codes and standards to establish occupant load				
4. Utilizes proper occupant load formula for calculation				
5. Utilizes measuring tools, as necessary, to assist in determining occupancy load calculations				
6. Makes field sketches, as necessary, to assist in determining occupancy load calculations				
Candidate must successfully perform 5/6 steps including ALL CRITICAL POINTS	**Score:__/6**		**Score:__/6**	

Evaluator Notes

Evaluator Print Name & Signature:	Date	Overall Skill Sheet Score	
		Pass___	Fail___
By my signature above, I verify that I am currently certified to the level I am testing			
Re-Test Evaluator Print Name & Signature:		Overall Skill Sheet Re-Test Score	
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Note to Student: Skill will end when you state or indicate to the evaluator that you have completed all the identified steps. Notify the evaluator at ANY time that you have a safety concern.

Inspect Means of Egress

Reference source: NFPA 1031, *Standard for Professional Qualifications for Fire Inspector and Plans Examiner,* 4.3.3, 2014

Fire Inspector I

Skill Sheet – INSPI - 09

Given a learning activity or situation from an actual field inspection, the candidate will inspect means of egress elements so that means of egress elements are maintained in compliance with applicable codes and standards, and deficiencies are identified, documented, and reported in accordance with the applicable codes and standards and the policies of the jurisdiction.

Expected time to complete skill(s) is 20 minutes

Performance Steps	**Test**		**Retest**	
Safely performs the following steps:	**P**	**F**	**P**	**F**
1. Makes personal observations or uses given field observations				
2. Inspects means of egress elements for an existing building				
3. Ensures that means of egress are being maintained				
4. Confirms compliance with applicable codes and standards				
5. Identifies and documents deficiencies				
6. Reports deficiencies in accordance with agency policies				
7. Utilizes measuring tools, as necessary, to assist in determining means of egress calculations				
8. Makes field sketches, as necessary, to assist in determining means of egress calculations				
Candidate must successfully perform 6/8 steps including ALL CRITICAL POINTS	**Score:__/8**		**Score:__/8**	

Evaluator Notes

Evaluator Print Name & Signature:	Date	Overall Skill Sheet Score	
		Pass___	Fail___
By my signature above, I verify that I am currently certified to the level I am testing			
Re-Test Evaluator Print Name & Signature:		Overall Skill Sheet Re-Test Score	
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Construction Type/Remodeling Project

Reference source: NFPA 1031, *Standard for Professional Qualifications for Fire Inspector and Plans Examiner,* 4.3.4, 2014

Fire Inspector I

Skill Sheet – INSPI - 10

Given field observations or a description of the project and the materials being used, the candidate shall verify the type of construction for an addition or remodeling project, so that the construction type is identified and recorded in accordance with the applicable codes and standards and the policies of the jurisdiction.

Given a learning activity description or observation from an actual field inspection of a remodeling project, the candidate will verify the type of construction so that the construction type is identified and recorded in accordance with the applicable codes and standards and the policies of the jurisdiction. The candidate will also determine if materials being used meet applicable codes and standards.

Expected time to complete skill(s) is 20 minutes

Performance Steps	**Test**		**Retest**	
Safely performs the following steps:	**P**	**F**	**P**	**F**
1. Makes field observations or uses project descriptions				
2. Classifies type of construction or addition or remodeling				
3. Records construction type in accordance with applicable codes				
4. Records construction type in accordance with agency policies				
5. Determines if materials being used meet applicable codes and standards				
Candidate must successfully perform 4/5 steps including ALL CRITICAL POINTS	**Score:__/5**		**Score:__/5**	

Evaluator Notes

Evaluator Print Name & Signature:	Date	Overall Skill Sheet Score	
		Pass___	Fail___
By my signature above, I verify that I am currently certified to the level I am testing			
Re-Test Evaluator Print Name & Signature:		Overall Skill Sheet Re-Test Score	
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Candidate Print Name & Signature:		Candidate: Print Name or Candidate #	

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Note to Student: Skill will end when you state or indicate to the evaluator that you have completed all the identified steps. Notify the evaluator at ANY time that you have a safety concern.

Fixed Suppression Systems

Reference source: NFPA 1031, *Standard for Professional Qualifications for Fire Inspector and Plans Examiner,* 4.3.5, 2014

Fire Inspector I

Skill Sheet – INSPI - 11

Given test documentation and field observations from a field inspection of an installed fixed suppression system, the candidate shall determine the operational readiness of existing fixed suppression systems, so that the systems are in an operational state, maintenance is documented, and deficiencies are identified, documented, and reported in accordance with the applicable codes and standards and the policies of the jurisdiction.

Expected time to complete skill(s) is 20 minutes

Performance Steps	**Test**		**Retest**	
Safely performs the following steps:	**P**	**F**	**P**	**F**
1. Determines operational readiness of fixed suppression system				
2. Uses test documentation to determine operational readiness				
3. Uses field observation to determine operational readiness				
4. Verifies documentation of maintenance and testing of system				
5. Identifies and documents deficiencies according to policies of jurisdiction				
6. Reports deficiencies in accordance with policies of jurisdiction				
Candidate must successfully perform 5/6 steps including ALL CRITICAL POINTS	**Score:__/6**		**Score:__/6**	

Evaluator Notes

Evaluator Print Name & Signature:	Date	Overall Skill Sheet Score	
		Pass___	Fail___
By my signature above, I verify that I am currently certified to the level I am testing			
Re-Test Evaluator Print Name & Signature:		Overall Skill Sheet Re-Test Score	
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Detection and Alarm Systems

Reference source: NFPA 1031, *Standard for Professional Qualifications for Fire Inspector and Plans Examiner,* 4.3.6, 2014

Fire Inspector I

Skill Sheet – INSPI - 12

Given test documentation and field observations from an installed detection and alarm system, the candidate shall determine the operational readiness of existing fire detection and alarm systems, so that the systems are in an operational state, maintenance is documented, and deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

Expected time to complete skill(s) is 20 minutes

Performance Steps	**Test**		**Retest**	
Safely performs the following steps:	**P**	**F**	**P**	**F**
1. Determines operational readiness of the detection/alarm system				
2. Uses test documentation to determine operational readiness				
3. Uses field observation to determine operational readiness				
4. Verifies documentation of maintenance and testing of system				
5. Identifies and documents deficiencies according to policies of jurisdiction				
6. Reports deficiencies in according with policies of jurisdiction				
Candidate must successfully perform 5/6 steps including ALL CRITICAL POINTS	**Score:__/6**		**Score:__/6**	

Evaluator Notes

Evaluator Print Name & Signature:	Date	Overall Skill Sheet Score	
		Pass___	Fail___
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Re-Test Evaluator Print Name & Signature:		Overall Skill Sheet Re-Test Score	
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Portable Fire Extinguishers

Reference source: NFPA 1031, *Standard for Professional Qualifications for Fire Inspector and Plans Examiner,* 4.3.7, 2014

Fire Inspector I

Skill Sheet – INSPI - 13

Given test documentation and field observations from a field inspection of an installed detection and alarm system, the candidate shall determine the operational readiness of existing portable fire extinguishers, so that the systems are in an operational state, maintenance is documented, and deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

Expected time to complete skill(s) is 20 minutes

Performance Steps	**Test**		**Retest**	
Safely performs the following steps:	**P**	**F**	**P**	**F**
1. Determines operational readiness of portable fire extinguishers				
2. Uses test and maintenance documentation to determine operational readiness				
3. Uses field observation to verify proper type, size and location of the fire extinguishers				
4. Identifies and documents deficiencies according to policies or jurisdiction				
5. Reports deficiencies in accordance with policies of jurisdiction				
Candidate must successfully perform 4/5 steps including ALL CRITICAL POINTS	**Score:__/5**		**Score:__/5**	

Evaluator Notes

Evaluator Print Name & Signature:	Date	Overall Skill Sheet Score	
		Pass___	Fail___
By my signature above, I verify that I am currently certified to the level I am testing			
Re-Test Evaluator Print Name & Signature:		Overall Skill Sheet Re-Test Score	
		Pass___	Fail___
By my signature above, I verify that I am currently certified to the level I am testing			
Candidate Print Name & Signature:		Candidate: Print Name or Candidate #	

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Hazardous Conditions

Reference source: NFPA 1031, *Standard for Professional Qualifications for Fire Inspector and Plans Examiner,* 4.3.8, 2014

Fire Inspector I

Skill Sheet – INSPI - 14

Given field observations, the candidate shall recognize hazardous conditions involving equipment, processes and operations, so that the equipment, processes, or operations are conducted and maintained in accordance with applicable codes and standards; and deficiencies are identified, documented, and reported in accordance with the applicable codes, standards and the policies of the jurisdiction.

Expected time to complete skill(s) is 20 minutes

Performance Steps	**Test**		**Retest**	
Safely performs the following steps:	**P**	**F**	**P**	**F**
1. Identifies hazardous materials, equipment, processes and operations				
2. Identifies and documents specific applicable codes, standards and policies of the jurisdiction				
3. Verifies that equipment is being maintained and operated in accordance with applicable codes and standards				
4. Verifies that processes or operations are being maintained and operated in accordance with applicable codes and standards				
5. Appropriately refers quantities and amounts over exempt				
6. Identifies and documents deficiencies according to policies				
7. Reports deficiencies according to policies of the jurisdiction				
Candidate must successfully perform 5/7 steps including ALL CRITICAL POINTS	**Score:__/7**		**Score:__/7**	

Evaluator Notes

Evaluator Print Name & Signature:	Date	Overall Skill Sheet Score	
		Pass___	Fail___
By my signature above, I verify that I am currently certified to the level I am testing			
Re-Test Evaluator Print Name & Signature:		Overall Skill Sheet Re-Test Score	
		Pass___	Fail___
By my signature above, I verify that I am currently certified to the level I am testing			
Candidate Print Name & Signature:		Candidate: Print Name or Candidate #	

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Plan Comparison – Installed System

Reference source: NFPA 1031, *Standard for Professional Qualifications for Fire Inspector and Plans Examiner,* 4.3.9, 2014

Fire Inspector I

Skill Sheet – INSPI - 15

Using the provided documents, the candidate will compare the "approved plan" to the "as built/installed" plan, noting any changes or deficiencies; then will prepare a report listing the changes/deficiencies in accordance with the candidate's agency's policies/procedures.

Expected time to complete skill(s) is 20 minutes

Performance Steps	**Test**		**Retest**	
Safely performs the following steps:	**P**	**F**	**P**	**F**
1. Compares approved plans to an installed fire protection system				
2. Identifies any modifications to the system				
3. Documents any modifications to the systems accordingly				
4. Reports modifications, as necessary, given agency policies				
5. Identifies and documents deficiencies according to policies				
6. Reports deficiencies according to policies of the jurisdiction				
Candidate must successfully perform 5/6 steps including ALL CRITICAL POINTS	**Score:__/7**		**Score:__/7**	

Evaluator Notes

Evaluator Print Name & Signature:	Date	Overall Skill Sheet Score	
		Pass___	Fail___
By my signature above, I verify that I am currently certified to the level I am testing			
Re-Test Evaluator Print Name & Signature:		Overall Skill Sheet Re-Test Score	
		Pass___	Fail___
By my signature above, I verify that I am currently certified to the level I am testing			
Candidate Print Name & Signature:		Candidate: Print Name or Candidate #	

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Emergency Planning/Preparedness

Reference source: NFPA 1031, *Standard for Professional Qualifications for Fire Inspector and Plans Examiner,* 4.3.10 2014

Fire Inspector I

Skill Sheet – INSPI - 16

Given field observations, copies of emergency plans, and records of exercises, the candidate shall verify that emergency planning and preparedness measures are in place and have been practiced, so that plans are prepared and exercises have been performed in accordance with applicable codes and standards and deficiencies are identified, documented, and reported in accordance with the applicable codes and standards and the policies of the jurisdiction.

Expected time to complete skill(s) is 20 minutes

Performance Steps	**Test**		**Retest**	
Safely performs the following steps:	**P**	**F**	**P**	**F**
1. Verifies that an emergency preparedness plan is in place				
2. Reviews written plan as it applies to codes and standards				
3. Reviews documentation of emergency plan exercises				
4. Uses field observations to confirm emergency preparedness				
5. Identifies the document deficiencies in the emergency plan according to policies of the jurisdiction				
6. Reports deficiencies according to the policies of the jurisdiction				
Candidate must successfully perform 5/6 steps including ALL CRITICAL POINTS	**Score:__/6**		**Score:__/6**	

Evaluator Notes

Evaluator Print Name & Signature:	Date	Overall Skill Sheet Score	
		Pass___	Fail___
By my signature above, I verify that I am currently certified to the level I am testing			
Re-Test Evaluator Print Name & Signature:		Overall Skill Sheet Re-Test Score	
		Pass___	Fail___
By my signature above, I verify that I am currently certified to the level I am testing			
Candidate Print Name & Signature:		Candidate: Print Name or Candidate #	

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Emergency Site Access

Reference source: NFPA 1031, *Standard for Professional Qualifications for Fire Inspector and Plans Examiner,* 4.3.11 2014

Fire Inspector I

Skill Sheet – INSPI - 17

Given field observations, the candidate shall inspect emergency access for an existing site, so that the required access for emergency responders is maintained and deficiencies are identified, documented, and corrected in accordance with the applicable codes, standards, and policies of the jurisdiction.

Expected time to complete skill(s) is 20 minutes

Performance Steps	**Test**		**Retest**	
Safely performs the following steps:	**P**	**F**	**P**	**F**
1. Identifies emergency access requirements based on scenario/situation				
2. Determines if required emergency access is being maintained, utilizing measuring tools if necessary				
3. Identifies deficiencies with site access according to applicable codes, standards and local jurisdiction policies				
4. Documents any deficiencies according to codes, standards, policies				
5. Assures deficiencies are corrected according to codes, standards, policies				
Candidate must successfully perform 4/5 steps including ALL CRITICAL POINTS	**Score:__/5**		**Score:__/5**	

Evaluator Notes

Evaluator Print Name & Signature:	Date	Overall Skill Sheet Score	
		Pass___	Fail___
By my signature above, I verify that I am currently certified to the level I am testing			
Re-Test Evaluator Print Name & Signature:		Overall Skill Sheet Re-Test Score	
		Pass___	Fail___
By my signature above, I verify that I am currently certified to the level I am testing			
Candidate Print Name & Signature:		Candidate: Print Name or Candidate #	

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Code Compliance/Incidental Storage

Reference source: NFPA 1031, *Standard for Professional Qualifications for Fire Inspector and Plans Examiner,* 4.3.12 2014

Fire Inspector I

Skill Sheet – INSPI - 18

Given field observations and inspection guidelines from the AHJ, the candidate shall verify code compliance for incidental storage, handling, and use of flammable and combustible liquids and gases from an actual field inspection, so that applicable codes and standards are addressed and deficiencies are identified, documented, and reported in accordance with the applicable codes and standards and the policies of the jurisdiction.

Expected time to complete skill(s) is 20 minutes

Performance Steps	**Test**		**Retest**	
Safely performs the following steps:	**P**	**F**	**P**	**F**
1. Uses observations or learning activity information to determine issues related to code compliance for incidental storage or flammables/combustibles				
2. Verifies code compliance for storage, handling and use of flammable and combustible liquids				
3. Verifies code compliance for storage, handling and use of flammable and combustible gases				
4. Identifies applicable codes, standards and guidelines used to determine compliance				
5. Identifies and communicates effectively any deficiencies according to codes, standards, and guidelines				
Candidate must successfully perform 4/5 steps including ALL CRITICAL POINTS	**Score:__/5**		**Score:__/5**	

Evaluator Notes

Evaluator Print Name & Signature:	Date	Overall Skill Sheet Score	
		Pass___	Fail___
By my signature above, I verify that I am currently certified to the level I am testing			
Re-Test Evaluator Print Name & Signature:		Overall Skill Sheet Re-Test Score	
		Pass___	Fail___
By my signature above, I verify that I am currently certified to the level I am testing			
Candidate Print Name & Signature:		Candidate: Print Name or Candidate #	

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Code Compliance/HazMat

Reference source: NFPA 1031, *Standard for Professional Qualifications for Fire Inspector and Plans Examiner,* 4.3.13 2014

Fire Inspector I

Skill Sheet – INSPI - 19

Given field observations, the candidate shall verify code compliance for incidental storage, and use of field hazardous materials, so that applicable codes and standards for each hazardous material encountered are addressed and deficiencies are identified, documented, and reported in accordance with the applicable codes and standards and the policies of the jurisdiction.

Expected time to complete skill(s) is 20 minutes

Performance Steps	**Test**		**Retest**	
Safely performs the following steps:	**P**	**F**	**P**	**F**
1. Uses observations or learning activity information to determine issues related to code compliance for incidental storage of hazardous materials				
2. Verifies code compliance for storage, handling and use of hazardous materials				
3. Identifies applicable codes, standards and guidelines uses to determine compliance				
4. Identifies any deficiencies according to codes, standards and guidelines				
5. Documents and reports deficiencies according to jurisdiction policies				
Candidate must successfully perform 4/5 steps including ALL CRITICAL POINTS	**Score:__/5**		**Score:__/5**	

Evaluator Notes

Evaluator Print Name & Signature:	Date	Overall Skill Sheet Score	
		Pass___	Fail___
By my signature above, I verify that I am currently certified to the level I am testing			
Re-Test Evaluator Print Name & Signature:		Overall Skill Sheet Re-Test Score	
		Pass___	Fail___
By my signature above, I verify that I am currently certified to the level I am testing			
Candidate Print Name & Signature:		Candidate: Print Name or Candidate #	

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Fire Growth Potential

Reference source: NFPA 1031, *Standard for Professional Qualifications for Fire Inspector and Plans Examiner,* 4.3.14 2014

Fire Inspector I

Skill Sheet – INSPI - 20

Given field observations, the candidate shall recognize a hazardous fire growth potential in a building or space, so that the hazardous conditions are identified, documented, and reported in accordance with the applicable codes and standards and the policies of the jurisdiction.

Expected time to complete skill(s) is 20 minutes

Performance Steps	**Test**		**Retest**	
Safely performs the following steps:	**P**	**F**	**P**	**F**
1. Recognizes hazardous fire growth potential				
2. Identifies and documents conditions contributing to the potential situation				
3. Identifies applicable codes, standards and guidelines uses to determine compliance				
4. Identifies remedies for the hazardous conditions				
5. Documents and reports deficiencies according to jurisdiction policies				
Candidate must successfully perform 4/5 steps including ALL CRITICAL POINTS	**Score:__/5**		**Score:__/5**	

Evaluator Notes

Evaluator Print Name & Signature:	Date	Overall Skill Sheet Score	
		Pass___	Fail___
By my signature above, I verify that I am currently certified to the level I am testing			
Re-Test Evaluator Print Name & Signature:		Overall Skill Sheet Re-Test Score	
		Pass___	Fail___
By my signature above, I verify that I am currently certified to the level I am testing			
Candidate Print Name & Signature:		Candidate: Print Name or Candidate #	

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Note to Student: Skill will end when you state or indicate to the evaluator that you have completed all the identified steps. Notify the evaluator at ANY time that you have a safety concern.

Code Compliance

Reference source: NFPA 1031, *Standard for Professional Qualifications for Fire Inspector and Plans Examiner,* 4.3.15 2014

Fire Inspector I

Skill Sheet – INSPI - 21

Given a learning activity or observations from an actual field inspection, the candidate will verify code compliance for a specific fire protection issue so that the applicable codes and policies are identified, and compliance is determined. The candidate will prepare written correspondence to the responsible party outlining the issue, referencing the appropriate codes and standards, and any acceptable ways to correct the deficiency or problem.

Expected time to complete skill(s) is 20 minutes

Performance Steps	**Test**		**Retest**	
Safely performs the following steps:	**P**	**F**	**P**	**F**
1. Identifies fire safety issue in writing				
2. Notes appropriate fire protection and prevention practices				
3. Lists acceptable way to correct deficiency/problem				
4. Includes all pertinent information				
5. Writes correspondence that is clear and legible				
6. Uses appropriate spelling, grammar and punctuation				
7. References applicable codes and standards appropriately				
8. Reports deficiencies according to codes, standards, and policies of the agency				
Candidate must successfully perform 6/8 steps including ALL CRITICAL POINTS	**Score:__/8**		**Score:__/8**	

Evaluator Notes

Evaluator Print Name & Signature:	Date	Overall Skill Sheet Score	
		Pass___	Fail___
By my signature above, I verify that I am currently certified to the level I am testing			
Re-Test Evaluator Print Name & Signature:		Overall Skill Sheet Re-Test Score	
		Pass___	Fail___
By my signature above, I verify that I am currently certified to the level I am testing			
Candidate Print Name & Signature:		Candidate: Print Name or Candidate #	

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Note to Student: Skill will end when you state or indicate to the evaluator that you have completed all the identified steps. Notify the evaluator at ANY time that you have a safety concern.

Flow Testing

Reference source: NFPA 1031, *Standard for Professional Qualifications for Fire Inspector and Plans Examiner,* 4.3.16 2014

Fire Inspector I

Skill Sheet – INSPI - 22

Given fire flow test equipment and an installed water distribution system, the candidate shall verify fire flow for a site, so that required fire flows are in accordance with applicable codes and standards and deficiencies are identified, documented, and reported in accordance with the applicable codes and standards and the policies of the jurisdiction.

Expected time to complete skill(s) is 20 minutes

Performance Steps	**Test**		**Retest**	
Safely performs the following steps:	**P**	**F**	**P**	**F**
1. Assures proper use of personal protective equipment and utilizes data gathering devices as necessary				
2. Locates personnel at test hydrant and all flow hydrants, as necessary				
3. Removes cap from test hydrant and attaches pressure gauge				
4. Assures all remaining caps are snug and opens hydrant				
5. Bleeds air from pressure gauge using petcock (if applicable)				
6. Reads and records static pressure on test hydrant pressure gauge				
7. Removes cap(s) from the outlet(s) on the flow hydrants				
8. Checks and records the hydrant coefficient				
9. Opens flow hydrants, as necessary				
10. Records velocity pressure of flow hydrants using pitot gauge				
11. Records residual pressure on test hydrant				
12. Slowly closes the flow hydrants, assures drainage and replaces caps				
13. Closes test hydrant and replaces caps				
14. Records all results				
15. Completes all skills in a safe manner				
Candidate must successfully perform 11/15 steps including ALL CRITICAL POINTS	**Score:__/15**		**Score:__/15**	

Evaluator Notes

Evaluator Print Name & Signature:	Date	Overall Skill Sheet Score	
		Pass___	Fail___
By my signature above, I verify that I am currently certified to the level I am testing			
Re-Test Evaluator Print Name & Signature:		Overall Skill Sheet Re-Test Score	
		Pass___	Fail___
By my signature above, I verify that I am currently certified to the level I am testing			
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Fire Flow Test Computation-Graphical Analysis

Reference source: NFPA 1031, *Standard for Professional Qualifications for Fire Inspector and Plans Examiner,* 4.3.16 2014

Fire Inspector I

Skill Sheet – INSPI - 23

Given the provided learning activity and water supply data, the candidate will verify fire flow for a site, determine flow results and graph them accordingly on the paper provided in order to determine available fire flow in GPM at 20 psi residual pressure. The candidate will verify that flow results are in accordance with the applicable codes and standards where any deficiencies should be identified, documented and reported according to agency and procedures.

Expected time to complete skill(s) is 20 minutes

8erformance Steps	**Test**		**Retest**	
Safely performs the following steps:	**P**	**F**	**P**	**F**
1. Determines which GPM scale should be utilized				
2. Locates and plots the static pressure on the vertical scale at 0 GPM				
3. Locates the total water flow measured during the test on the chart				
4. Locates the residual pressure noted during the test on the chart				
5. Plots the residual pressure above the total water flow measured				
6. Draws a straight line from the static pressure point through the residual pressure point on the water flow scale				
7. Reads the GPM available at 20 psi residual and records the figure				
8. Identifies deficiencies, documents and reports in accordance with policies and procedures of the jurisdiction				
Candidate must successfully perform 6/8 steps including ALL CRITICAL POINTS	**Score:__/8**		**Score:__/8**	

Evaluator Notes

Evaluator Print Name & Signature:	Date	Overall Skill Sheet Score	
		Pass___	Fail___
By my signature above, I verify that I am currently certified to the level I am testing			
Re-Test Evaluator Print Name & Signature:		Overall Skill Sheet Re-Test Score	
		Pass___	Fail___
By my signature above, I verify that I am currently certified to the level I am testing			
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Fire Flow Test Computation-Mathematical Method

Reference source: NFPA 1031, *Standard for Professional Qualifications for Fire Inspector and Plans Examiner,* 4.3.16 2014

Fire Inspector I

Skill Sheet – INSPI - 24

Given the provided learning activity and water supply data, the candidate will mathematically compute the available fire flow for the site and verify its appropriateness for the site given applicable codes and standards where any deficiencies should be identified, documented and reported according to agency policies procedures.

Expected time to complete skill(s) is 20 minutes

Performance Steps	**Test**		**Retest**	
Safely performs the following steps:	**P**	**F**	**P**	**F**
1. Determines the h r factor (pressure drop to residual pressure) according to the table provided				
2. Determines the h r factor (pressure drop during test)				
3. Multiplies Qf (flow during test) by correct h r factor from table provided				
4. Divides figure determined from line 3 by the correct hf factor from table provided = Qr				
5. Correctly determines Qr (flow available at desired residual pressure)				
6. Identifies deficiencies, documents and reports in accordance with policies and procedures of the jurisdiction				
Candidate must successfully perform 5/6 steps including ALL CRITICAL POINTS	**Score:__/6**		**Score:__/6**	

Evaluator Notes

Evaluator Print Name & Signature:	Date	Overall Skill Sheet Score	
		Pass___	Fail___
By my signature above, I verify that I am currently certified to the level I am testing			
Re-Test Evaluator Print Name & Signature:		Overall Skill Sheet Re-Test Score	
		Pass___	Fail___
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