

Fire Inspector I

Certification Task Book October 2010



California Department of Forestry and Fire Protection
Office of the State Fire Marshal
State Fire Training

Fire Inspector I

Certification Task Book October 2010

Candidate: Click here to enter text.

SFT ID Number: Click here to enter text.

Fire Agency: Click here to enter text.

Issued By: Click here to enter text.

Issue Date: Click here to enter text.

This Certification Task Book includes the certification training standards included in the Fire Inspector I CTS Guide (October 2010) which is based on NFPA 1031 Standard for Professional Qualifications for Fire Inspector and Plan Examiner (2009).

Published by:
State Fire Training, 1131 S Street, Sacramento, CA 95811
(916) 445-8200

Cover photo courtesy of Dennis Mathisen, Roseville Fire Department

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For Review Only

Purpose and Process

The State Fire Training certification task book is a performance-based document. It lists the Experience, Rank or Position, and Job Performance requirements for certification.

Purpose

Each certification task book focuses on a single State Fire Training job function certification. A certification task book identifies the minimum requirements necessary to perform the duties of that certification. Completion of a certification task book verifies that the candidate has the required experience, holds the required rank or position, and has demonstrated the job performance requirements necessary to obtain that certification.

Responsibilities

Candidate Responsibilities

The candidate is the individual pursuing certification.

All candidates shall:

- Complete a block on the Signature Verification page with an original wet-ink signature.
 - No date shall be prior to the issuance date.
- Complete the Experience, Rank, and Job Performance Requirements.
- Accurately record and maintain the certification task book.
- Sign and date the Candidate verification statement under the Authority segment with an original wet-ink signature.
- Retain a copy of the completed certification task book.
- Submit the completed certification task book to State Fire Training.

Evaluator Responsibilities

An evaluator is any individual who verifies that the candidate can satisfactorily execute a job performance requirement. A qualified evaluator is designated by the candidate's fire chief (or authorized designee) and shall possess the equivalent or higher-level certification. If no such evaluator is present within the organization, the fire chief (or authorized designee) shall designate an individual with more experience than the candidate and a demonstrated ability to execute the job performance requirements. A certification task book may have more than one evaluator.

All evaluators shall:

- Complete a block on the Signature Verification page with an original wet-ink signature.

- Review and understand the candidate's certification task book requirements and responsibilities.
- Verify the candidate's successful completion of one or more job performance requirements through observation or review.
 - All Job Performance Requirements (JPR's) shall be reviewed, validated and dated after issuance of the certification task book.
- Sign all appropriate lines in the certification task book with an original wet-ink signature to record demonstrated performance of tasks.

Fire Chief Responsibilities

The fire chief (or authorized designee) is the individual who reviews and confirms the completion of a candidate's certification task book.

The fire chief (or authorized designee) shall:

- Designate qualified evaluators.
- Complete a block on the Signature Verification page with an original wet-ink signature.
- Review the candidate's certification task book requirements and responsibilities.
- Verify the candidate has obtained the appropriate signatures to verify successful completion of each job performance requirement.
 - Ensure that no signature or date is prior to the certification task book issuance date.
- Verify the experience segment is completed and sign the fire chief verification statement under Authority segment with an original wet-ink signature. If signing as an authorized designee, verify that your signature is on file with State Fire Training.

Completion Process

When you receive your certification task book:

1. Thoroughly review the Experience, Rank, and Job Performance Requirements segments to make sure that you understand them.
2. Confirm who will evaluate your job performance requirements with your fire agency.
3. Complete the Experience segment, if applicable.
4. Complete the Rank or Position segment.
5. Complete each requirement in the Job Performance Requirements segment and ensure that an evaluator signs and dates each one to verify completion. Also ensure that every evaluator is listed on the Signature Verification page.
6. Ask your fire chief (or authorized designee) to verify certification task book completion by signing the appropriate paragraph under the Authority segment.

7. Make a copy of the completed certification task book to retain with your personal records.
8. Mail the original certification task book to State Fire Training (see address below).

After receipt and successful review of your completed certification task book, State Fire Training will approve the certification task book and mail your certificate to you. State Fire Training retains the completed, authorized original certification task book in your career file.

If State Fire Training determines that your certification task book is incomplete State Fire Training will return insufficient components, replacement pages and a checklist indicating what needs to be completed.

Do not submit this certification task book until you have:

- Completed the Experience segment
- Fulfilled the Rank or Position segment
- Completed Job Performance Requirements
- Obtained all required signatures

State Fire Training Mailing Address

Office of the State Fire Marshal
State Fire Training
1131 S Street
Sacramento, CA 95811

Completion Timeframe

State Fire Training aims to update certification task books on a five-year cycle. A certification task book in process is valid until State Fire Training issues a new certification task book for the same job function certification.

If a candidate does not complete a certification task book before the release of a new version, State Fire Training will send the candidate a task book revision supplement identifying any revisions or new requirements. The candidate must fulfill all requirements included in the revision supplement and submit the revision supplement with the original task book.

Signature Verification

The following individuals have the authority to verify portions of this certification task book using the signature recorded below.

Name: _____	Name: _____
Job Title: _____	Job Title: _____
Organization: _____	Organization: _____
Signature: _____	Signature: _____

Name: _____	Name: _____
Job Title: _____	Job Title: _____
Organization: _____	Organization: _____
Signature: _____	Signature: _____

Name: _____	Name: _____
Job Title: _____	Job Title: _____
Organization: _____	Organization: _____
Signature: _____	Signature: _____

Name: _____	Name: _____
Job Title: _____	Job Title: _____
Organization: _____	Organization: _____
Signature: _____	Signature: _____

Task Book Requirements

Job Performance Requirements

All job performance requirements must be performed in accordance with the standards of the authority having jurisdiction (AHJ) or the National Fire Protection Association (NFPA), whichever is more restrictive.

All Job Performance Requirements (JPR's) shall be reviewed, validated and dated after issuance of the certification task book.

Definition of Duties

1. Identify the codes that give a fire inspector legal authority to conduct inspections in the state of California, given California Health and Safety Code, California Code of Regulations Title 19, and California Code of Regulations Title 24. (OSFM)

Date Completed

Evaluator Verification

Administration

2. Prepare inspection reports, given agency policy and procedures, and observations from an assigned field inspection, so that the report is clear and concise and reflects the findings of the inspection in accordance with the applicable codes and standards and the policies of the jurisdiction. (4.2.1)

Date Completed

Evaluator Verification

3. Recognize the need for a permit, given a situation or condition, so that requirements for permits are communicated in accordance with the applicable codes and standards and the policies of the jurisdiction. (4.2.2)

Date Completed

Evaluator Verification

4. Recognize the need for plan review, given a situation or condition, so that requirements for plan reviews are communicated in accordance with the applicable codes and standards and policies of the jurisdiction. (4.2.3)

Date Completed

Evaluator Verification

5. Investigate common complaints, given a reported situation or condition, so that complaint information is recorded, the AHJ-approved process is initiated, and the complaint is resolved. (4.2.4)

Date Completed

Evaluator Verification

6. Identify the applicable code or standard, given a fire protection, fire prevention, or life safety issue, so that the applicable document, edition, and section are referenced.

Date Completed

Evaluator Verification

7. Participate in legal proceedings, given the findings of a field inspection or a complaint and consultation with legal counsel, so that all information is presented and the inspector's demeanor is professional.

Date Completed

Evaluator Verification

Field Inspection

8. Identify the occupancy classification of a single-use occupancy, given a description of the occupancy and its use, so that the classification is made according to the applicable codes and standards. (4.3.1)

Date Completed

Evaluator Verification

9. Compute the allowable occupant load of a single-use occupancy or portion thereof, given a detailed description of the occupancy, so that the calculated allowable occupant load is established in accordance with applicable codes and standards. (4.3.2)

Date Completed

Evaluator Verification

10. Inspect means of egress elements, given observations made during a field inspection of an existing building, 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. (4.3.3)

Date Completed

Evaluator Verification

11. Verify the type of construction for an addition or remodeling project, given field observations or a description of the project and the materials being used, so that the construction type is identified and recorded in accordance with the applicable codes and standards and the policies of the jurisdiction. (4.3.4)

Date Completed

Evaluator Verification

12. Determine the operational readiness of existing fixed fire suppression systems, given test documentation and field observations, 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. (4.3.5)

Date Completed

Evaluator Verification

13. Determine the operational readiness of existing fire detection and alarm systems, given test documentation and field observations, 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. (4.3.6)

Date Completed

Evaluator Verification

14. Determine the operational readiness of existing portable fire extinguishers, given field observations and test documentation, so that the equipment is in an operational state, maintenance is documented, and deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction. (4.3.7)

Date Completed

Evaluator Verification

15. Recognize hazardous conditions involving equipment, processes, and operations, given field observations, 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 and standards and the policies of the jurisdiction. (4.3.8)

Date Completed

Evaluator Verification

16. Compare an approved plan to an existing fire protection system, given approved plans and field observations, so that any modifications to the system are identified, documented, and reported in accordance with the applicable codes and standards and the policies of the jurisdiction. (4.3.9)

Date Completed

Evaluator Verification

17. Verify that emergency planning and preparedness measures are in place and have been practiced, given field observations, copies of emergency plans, and records of exercises, 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. (4.3.10)

Date Completed

Evaluator Verification

18. Inspect emergency access for an existing site, given field observations, 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. (4.3.11)

Date Completed

Evaluator Verification

19. Verify code compliance for incidental storage, handling, and use of flammable and combustible liquids and gases, given field observations and inspection guidelines from the AHJ, 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. (4.3.12)

Date Completed

Evaluator Verification

20. Verify code compliance for incidental storage, handling, and use of hazardous materials, given field observations, 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. (4.3.13)

Date Completed

Evaluator Verification

21. Recognize a hazardous fire growth potential in a building or space, given field observations, so that the hazardous conditions are identified, documented, and reported in accordance with the applicable codes and standards and the policies of the jurisdiction. (4.3.14)

Date Completed

Evaluator Verification

22. Verify fire flows for a site, given fire flow test results and water supply data, 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. (4.3.16)

Date Completed

Evaluator Verification

23. Inspect a tent, canopy, or temporary membrane structure, given applicable codes and standards and jurisdictional policies, to verify that it complies with applicable codes and standards, and identify, document, and report deficiencies in accordance with applicable codes and standards and jurisdictional policies. (OSFM)

Date Completed

Evaluator Verification

24. Inspect a safe and sane fireworks stand, given applicable codes and standards and jurisdictional policies, in order to verify that fireworks displays and storage comply with applicable codes and standards, and identify, document, and report deficiencies in accordance with applicable codes and standards and jurisdictional policies. (OSFM)

Date Completed

Evaluator Verification

25. Inspect a public fireworks display, given applicable codes and standards and jurisdictional policies, in order to verify that fireworks storage, handling, and use comply with applicable codes and standards, and identify, document, and report deficiencies in accordance with applicable codes and standards and jurisdictional policies. (OSFM)

Date Completed

Evaluator Verification

26. Inspect a proximate fireworks or special effects display, given applicable codes and standards and jurisdictional policies, in order to verify that fireworks storage,

handling, and use comply with applicable codes and standards, and identify, document, and report deficiencies in accordance with applicable codes and standards and jurisdictional policies. (OSFM)

Date Completed

Evaluator Verification

Wildland Urban Interface Environments

27. Inspect exterior hazards abatement on an existing property, given applicable codes and standards and jurisdictional policies, in order to verify compliance with applicable codes and standards, and identify, document, and report deficiencies and mitigation measures in accordance with applicable codes and standards and jurisdictional policies. (OSFM)

Date Completed

Evaluator Verification

For Review Only

Experience

The candidate meets the following requirements for experience.

Have a minimum of one year’s full-time paid experience or two years’ part-time paid experience in a Recognized Fire Agency in California as fire inspector or fire prevention officer

Have completed a minimum of one inspection for each of the following occupancies

Occupancy Type	Address	Date
1. A-1	1.	1.
2. A-2	2.	2.
3. A-3	3.	3.
B-Medical		
E		
1. F-1	1.	1.
1. H-2 or 2. H-3	1. 2.	1. 2.
1. I-1 2. I-3	1. 2.	1. 2.
M		
1. R-1 2. R-2	1. 2.	1. 2.

