

Fire Inspector II

Certification Task Book October 2010



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

Fire Inspector II

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 II CTS Guide (October 2010) which is based on NFPA 1031 Standard for Professional Qualifications for Fire Inspector and Plan Examiner (2009) Chapter 5 Fire Inspector II and Chapter 6 Fire Inspector III.

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.

Administration

1. Process a permit application, given a specific request, so that the application is evaluated and a permit is issued or denied in accordance with the applicable codes, standards, policies, and procedures of the jurisdiction. (5.2.1)

Date Completed

Evaluator Verification

2. Process a plan review application, given a specific request, so that the application is evaluated and processed in accordance with the applicable codes and standards and the policies of the jurisdiction. (5.2.2)

Date Completed

Evaluator Verification

3. Investigate complex complaints, given a reported situation or condition, so that complaint information is recorded, the investigation process is initiated, and the complaint is resolved in accordance with the applicable codes and standards and the policies of the jurisdiction. (5.2.3)

Date Completed

Evaluator Verification

4. Recommend modifications to the adopted codes and standards of the jurisdiction, given a fire safety issue, so that the proposed modifications address the problem, need, or deficiency. (5.2.4)

Date Completed

Evaluator Verification

- 5. Recommend policies and procedures for the delivery of inspection services, given management objectives, so that inspections are conducted in accordance with the policies of the jurisdiction and due process of the law is followed. (5.2.5)

Date Completed

Evaluator Verification

- 6. Generate written correspondence related to the issuance of appeals, given a request for an appeal, so that the resulting document clearly addresses the issue and is appropriate for the intended audience. (6.2.1)

Date Completed

Evaluator Verification

- 7. Propose technical reference material acquisition, given a scope of responsibility, budget limitations, and specific code- related issues, so that resources matching specific needs are acquired. (6.2.5)

Date Completed

Evaluator Verification

- 8. Enforce permit regulations, given a permit application, or report of a violation and applicable codes and standards and policies of the jurisdiction, so that enforcement actions are taken in accordance with the applicable codes and standards and the policies of the jurisdiction and the violation is mitigated. (6.2.6)

Date Completed

Evaluator Verification

- 9. Initiate legal action related to a fire code violation, given a description of a violation and a legal opinion, so that the action taken is in accordance with the policies of the jurisdiction and due process of law is followed. (6.2.7)

Date Completed

Evaluator Verification

- 10. Evaluate inspection reports and completed forms and checklists, given applicable codes, standards, policies, and procedures of the jurisdiction, so that the information is correct, clear, and concise. (6.2.9)

Date Completed

Evaluator Verification

Field Inspection

11. Compute the maximum allowable occupant load of a multi-use building, given field observations or a description of its uses, so that the maximum allowable occupant load calculation is in accordance with applicable codes and standards. (5.3.1)

_____ Date Completed _____ Evaluator Verification

12. Identify the occupancy classifications of a mixed-use building, given a description of the uses, so that each area is classified in accordance with applicable codes and standards. (5.3.2)

_____ Date Completed _____ Evaluator Verification

13. Evaluate a building’s area, height, occupancy classification, and construction type, given an approved set of plans and construction features, so that it is verified that the building is in accordance with applicable codes and standards. (5.3.3)

_____ Date Completed _____ Evaluator Verification

14. Evaluate fire protection systems and equipment provided for life safety and property protection, given field observations of the facility and documentation, the hazards protected, and the system specifications, so that the fire protection systems provided are approved for the occupancy or hazard being protected. (5.3.4)

_____ Date Completed _____ Evaluator Verification

15. Analyze the egress elements of a building or portion of a building, given observations made during a field inspection, so that means of egress elements are provided and located in accordance with applicable codes and standards and deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction. (5.3.5)

_____ Date Completed _____ Evaluator Verification

16. Evaluate hazardous conditions involving equipment, processes, and operations, given field observations and documentation, so that the equipment, processes, or operations are installed in accordance with applicable codes and standards

and deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction. (5.3.6)

Date Completed

Evaluator Verification

17. Evaluate emergency planning and preparedness procedures, given existing or proposed plans and procedures and applicable codes and standards, so that compliance is determined. (5.3.7)

Date Completed

Evaluator Verification

18. Verify code compliance for storage, handling, and use of flammable and combustible liquids and gases, given field observations and inspection guidelines from the authority having jurisdiction, so that deficiencies are identified, documented, and reported in accordance with the applicable codes and standards and the policies of the jurisdiction. (5.3.8)

Date Completed

Evaluator Verification

19. Evaluate code compliance for the storage, handling, and use of hazardous materials, given field observations, so that deficiencies are identified, documented, and reported in accordance with the applicable codes and standards and the policies of the jurisdiction. (5.3.9)

Date Completed

Evaluator Verification

20. Determine fire growth potential in a building or space, given field observations or plans, so that the contents, interior finish, and construction elements are evaluated for compliance, and deficiencies are identified, documented, and corrected in accordance with the applicable codes and standards and the policies of the jurisdiction. (5.3.10)

Date Completed

Evaluator Verification

21. Verify compliance with construction documents, given a performance-based design, so that life safety systems and building services equipment are installed, inspected, and tested to perform as described in the engineering documents and the operations and maintenance manual that accompanies the design, so that deficiencies are identified, documented, and reported in accordance with the applicable codes and standards and the policies of the jurisdiction. (5.3.11)

Date Completed

Evaluator Verification

22. Verify code compliance of heating, ventilation, air conditioning, and other building service equipment and operations, given field observations, so that the systems and other equipment are maintained in accordance with applicable codes and standards and deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction. (5.3.12)

Date Completed

Evaluator Verification

23. Assess alternative methods to adjust occupant loads, given a description of an area, building, or portion of a building and its intended use, so that the occupant load is in accordance with applicable codes and standards. (6.3.1)

Date Completed

Evaluator Verification

24. Evaluate corrective measures, given a list of means of egress deficiencies in a building and the proposed correction, so that each deficiency and its proposed correction are evaluated for compliance with applicable codes and standards and deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction. (6.3.2)

Date Completed

Evaluator Verification

25. Evaluate the construction type required for an addition or remodeling project, given a description of the building and its use, so that the construction type is evaluated based on applicable codes and standards and deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction. (6.3.3)

Date Completed

Evaluator Verification

26. Evaluate alternative protection measures of equipment, operations, and processes, given deficiencies noted during a field inspection of a facility and proposed alternative methods, so that the equipment, process, or operation is provided with a level of protection that is in compliance with the intent of applicable codes and standards. (6.3.4)

Date Completed

Evaluator Verification

27. Evaluate fire protection plans and practices, given a field report describing a facility housing a complex process or operation, so that the fire growth potential for all areas is determined and the level of protection is appropriate to the hazard and in accordance with the applicable codes and standards and the policies of the jurisdiction. (6.3.5)

Date Completed

Evaluator Verification

28. Recommend criteria for the development of emergency planning and procedures, given a description of a building and its use, so that plans and procedures are in accordance with the applicable codes and standards and the policies of the jurisdiction. (6.3.6)

Date Completed

Evaluator Verification

29. Evaluate compliance alternatives for the storage, handling, and use of hazardous materials, given field inspection reports and proposed compliance alternatives, so that the hazardous materials are provided with a level of safety that is in accordance with the intent of applicable codes and standards and the policies of the jurisdiction. (6.3.7)

Date Completed

Evaluator Verification

30. Evaluate compliance alternatives for the storage, handling, and use of flammable or combustible liquids and gases, given field inspection reports and proposed compliance alternatives, so that the storage, handling, and use is provided with a level of safety that is in accordance with the intent of applicable codes and standards and the policies of the jurisdiction. (6.3.8)

Date Completed

Evaluator Verification

31. Witness an acceptance test for an integrated fire protection system, given approved shop drawings, test protocols, and an installed system, so that system performance can be evaluated for compliance, and deficiencies are identified, documented, and reported in accordance with the applicable codes and standards and the policies of the jurisdiction. (6.3.9)

Date Completed

Evaluator Verification

- 32. Develop emergency access criteria, given the jurisdiction’s emergency fire apparatus and fire suppression practices, so that fire suppression services can be delivered in accordance with the policies of the jurisdiction. (6.3.10)

Date Completed

Evaluator Verification

- 33. Evaluate compliance with construction documents, given a performance-based design, so that life safety systems and building services equipment are installed, inspected, and tested to perform as described in the engineering documents, and the operations and maintenance manual that accompanies the design and deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction. (6.3.11)

Date Completed

Evaluator Verification

Plan Review

- 34. Classify the occupancy, given a set of plans, specifications, and a description of a building, so that the classification is made in accordance with the applicable codes and standards and the policies of the jurisdiction. (5.4.1)

Date Completed

Evaluator Verification

- 35. Compute the maximum allowable occupant load, given a floor plan of a building or portion of the building, so that the calculated occupant load is in accordance with the applicable codes and standards and the policies of the jurisdiction. (5.4.2)

Date Completed

Evaluator Verification

- 36. Review the proposed installation of fire protection systems, given shop drawings and system specifications for a process or operation, so that the system is reviewed for code compliance and installed in accordance with the approved drawings, and deficiencies are identified, documented, and reported in accordance with the applicable codes and standards and the policies of the jurisdiction. (5.4.3)

Date Completed

Evaluator Verification

- 37. Review the installation of fire protection systems, given an installed system, shop drawings, and system specifications for a process or operation, so that the system is reviewed for code compliance and installed in accordance with the approved drawings, and deficiencies are identified, documented, and reported in accordance with the applicable codes and standards and the policies of the jurisdiction. (5.4.4)

Date Completed	Evaluator Verification
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- 38. Verify that means of egress elements are provided, given a floor plan of a building or portion of a building, so that all elements are identified and checked against applicable codes and standards and deficiencies are discovered and communicated in accordance with the policies of the jurisdiction. (5.4.5)

Date Completed	Evaluator Verification
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- 39. Verify the construction type of a building or portion thereof, given a set of approved plans and specifications, so that the construction type complies with the approved plans and applicable codes and standards. (5.4.6)

Date Completed	Evaluator Verification
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For Review Only

