

# Fire Service Inspector I

## Certification Procedures Guide



This Certification Procedure Guide reflects the requirements of  
**NFPA 1031: Standard for Fire Service Inspector  
Professional Qualifications, 2014 Edition**

# Foundation of the FSTB Certification System

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## **Equal Access for All**

Registrations for certification will be accepted from any candidate meeting the criteria listed in the appropriate certification document. Applications will be accepted without regard to race, color, creed, gender, marital status, or status as a military veteran. Applications will be accepted without regard to age as long as the applicant is at least 18 years of age, and disability as long as that disability does not hinder the applicant's ability to perform the necessary skills and practices required by the National Fire Protection Association's Professional Qualifications Standards. If you have questions or comments regarding the certification, training, or other services provided by the Fire Service Training Bureau, please call 515-294-6817.

## **Legal Authority**

Legislative authority for fire service certification was granted to the Fire Service Institute, Iowa State University Extension by the Iowa legislature in 1986. With the passing of HF 2492 and the permission of the governing International Fire Service Accreditation Congress, authority for fire service certification was granted to the Fire Service Training Bureau, Division of the State Fire Marshal effective July 1, 2000.

## **Accreditation**

The Fire Service Training Bureau certification system has been accredited by the International Fire Service Accreditation Congress (IFSAC) to certify fire service personnel to accepted national standards. Through this process, Iowa fire service personnel achieve international certification. Accreditation of the Fire Service Training Bureau certification system assures the Iowa fire service that programs and standards used within this system adhere to the most current recognized national standards. The assurances gained through the accreditation process provide credibility and prestige for every firefighter participating in the certification process. Firefighters certified through the Iowa system are recognized throughout the United States (and the world) as qualified and meeting the standards set forth by the National Fire Protection Association.

## **Certification**

After participants within the Fire Service Training Bureau certification system have met the performance requirements and successfully completed an objective evaluation process, the Fire Service Training Bureau awards National Certification. Upon awarding National Certification, the individual's name is entered in the Iowa certification data bank as well as the national certification data bank maintained by the International Fire Service Accreditation Congress at Oklahoma State University. An official seal from the International Fire Service Accreditation Congress is attached to every certificate and includes an individual national certification number.

## **Standards**

National Fire Protection Association (NFPA) Professional Qualifications Standards are used by the entities accredited by the International Fire Service Accreditation Congress. To maintain accreditation, entities must certify fire service personnel to the latest edition of the "Professional Qualifications Standards."

## **System Integrity**

The requirements, criteria, and process explained above are used to ensure the highest possible credibility and stature for participants in the Fire Service Training Bureau certification system. These processes help ensure that Iowa trained and certified fire service personnel are among the most highly qualified firefighters in the world.

## **Entering the System**

Qualified personnel within the Iowa fire service may enter the certification system for the purpose of seeking certification by contacting the Fire Service Training Bureau. Upon receipt of a request, the Fire Service Training Bureau will forward appropriate information to members of the fire service about any of the levels or categories of certification available.

## **Application & Fees**

Every individual seeking certification within the Fire Service Training Bureau certification system must submit an [Online Certification Testing Registration Form](#) and a \$50 Registration Fee to secure entrance into the system. Approved methods of payment are: Cash, Purchase Order, Check, Money Order, Credit Card, or Bill to Fire Department. Candidates wishing to test at a specific exam site must submit a Certification Registration Form and payment at least three (3) weeks prior to the exam date to be accepted.

**NO "WALK-IN" REGISTRATIONS WILL BE ACCEPTED AT ANY TEST SITE!**

## **Refunds of Registration Fees**

Registration fees may be refunded only within the first two (2) months after being received by the Fire Service Training Bureau. Registration fees will only be refunded if the individual has not taken any action toward certification, other than the submission of the registration and fee. Registration fees will not be refunded if any step(s) of the certification process has been initiated (submitting local documentation form, taking written or practical exams).

## **Timeline**

Candidates testing for ALL LEVELS (Firefighter I and/or II, Instructor I and/or II, Driver/Operator/Pumper and/or Aerial, Fire Officer I and/or II, Investigator, and Inspector I) will be given twelve (12) months to complete the certification process. The twelve (12) month time limit begins when the application is entered into the database by the Fire Service Training Bureau Certification and Accreditation Unit staff.

Candidates are encouraged to complete as many documentation requirements as possible prior to applying for certification. After the expiration of the time limit allotted for your certification, candidates not completing the certification process will be required to submit a new registration and pay a new certification fee. Candidates will also be required to retake the written and practical exams (regardless of the pass/fail status from the previous exams), and re-submit the required documents. All non-completed certifications will be deleted from the system at the end of the time limit.

## **Certification Exam Availability**

Every qualified individual seeking certification will be allowed access to the certification exam process (see "Certification Requirements"). Certification exams are offered in numerous locations throughout Iowa every year. They are conducted on a regional basis at many of the Iowa community college regional fire schools, many local fire departments, and at the Annual State Fire School conducted by the Fire Service Training Bureau.

A **Certification Schedule** is posted on the Certification page of the Fire Service Training Bureau website at [www.dps.state.ia.us/fm/fstb](http://www.dps.state.ia.us/fm/fstb). Each individual seeking certification within the Iowa Fire Service Training Bureau Certification System must submit the **Online Certification Testing Registration Form**. Restricted test sites are also conducted for fire departments having enough candidates to “fill” a test site. Fire departments wishing to schedule a restricted test site should contact the Fire Service Training Bureau for more information.

## Certification Requirements

### Facial Hair Policy

Persons with beards or facial hair in the area of the SCBA face piece seal (including full-face beards, mutton-chops, goatees, etc.) will not be allowed to participate in the skills exam for any certification level. This policy will be enforced regardless of the skills being tested at any site. No exceptions to this policy will be granted. This is in conjunction with 29 CFR 1910.134 Respiratory Protection Standard.

### Exam Results

After candidates have completed the exam process, the Fire Service Training Bureau begins the process of scoring and processing the test results. As soon as grading, processing, and documentation is complete, the results are sent to the candidates via email or mail.

To ensure candidate confidentiality, certification exam results will not be released over the telephone or any other mechanism. The candidate should receive test results within 45 working days of the exam. If candidates do not receive their test results within 45 working days, they should notify the Fire Service Training Bureau. Exam scores will still not be released by phone, but the Fire Service Training Bureau will begin a trace of the notification or explain the delay.

**Please DO NOT contact the Fire Service Training Bureau Certification and Accreditation Unit prior to the 45 working days.**

### Certification

Upon successful completion of the certification process, the applicant's name will be entered into the Iowa certification database and the National Certification Database maintained by the International Fire Service Accreditation congress. Individuals will also receive (at no additional cost), an “Iowa/National Certified” patch, a certification level bar, and an individualized certificate awarding National Certification from the Fire Service Training Bureau. This certificate will also bear a numbered seal from the International Fire Service Accreditation Congress.

When you have completed all of the necessary means for your certification level, please allow 60 working days for the completed certificate. If you have not received your certification within that time period, please contact the Fire Service Training Bureau to verify all materials are completed and received. **Please keep a copy of all your documents for your records!!**

### Denial and Revocation of Certification

The Fire Service Training Bureau may deny or revoke an individual's certification if that individual cheats or submits false, copied, or plagiarized information to the Fire Service Training Bureau or cheats during the evaluation process.

## **Appeal Process**

If certification is denied or revoked, the individual is entitled to due process, including an appeal and hearing. Any person believing that he/she has not received fair treatment within the certification process is also entitled to the appeal process.

The first step in the appeal process is for the individual to contact the Certification Manager at the Fire Service Training Bureau. This step is intended to be an informal review of the specific details. The appeal process must be initiated in writing or by personal contact (or telephone), within 30 days of the action being appealed. The candidate may request the review be conducted through a meeting with the Certification Manager.

If the appeal is not resolved at the first step, a candidate may appeal to the Bureau Chief of the Fire Service Training Bureau. This appeal must be submitted in writing within 30 days of the certification coordinator's review. Candidates may request a formal review of the appeal through a meeting with the bureau chief. The decision of the bureau chief will be final. The Fire Service Training Bureau to verify all materials are completed and received.

**Please keep a copy of all your documents for your records!!**

**Certification Questions may be directed to:**

**[fstbcert@dps.state.ia.us](mailto:fstbcert@dps.state.ia.us)**

**515-294-6817**

# Introduction to Fire Service Inspector I Certification

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## [Online Certification Testing Registration Form](#)

Certification Unit email: [fstbcert@dps.state.ia.us](mailto:fstbcert@dps.state.ia.us)

FSTB website: [www.dps.state.ia.us/fm/fstb](http://www.dps.state.ia.us/fm/fstb)

FSTB Certification phone number: 515-294-6817

Each individual seeking certification within the Iowa Fire Service Training Bureau Certification System must submit the online [Certification Testing Registration Form](#), and a \$50 Registration Fee, to secure entrance into the system.



The form is available on the Certification Page of our website at [www.dps.state.ia.us/fm/fstb](http://www.dps.state.ia.us/fm/fstb) or scan the code to go directly to the registration form.

- A **Certification Schedule** (located on the Certification web page) is updated regularly to reflect a current list of available test sites.
- Candidates are given twelve (12) months in which to complete the certification process.
- Candidates will receive confirmation after the registration form is processed.

Certification candidates are given two (2) attempts at each component, written and practical, within twelve (12) months from the initial test date. If the candidate takes either component of the exam two (2) times without passing, the candidate is required to resubmit a certification registration form as well as an additional certification fee.

Candidates failing the written exam are responsible for notifying the Fire Service Training Bureau of their desire to retest and enroll at the next scheduled exam that has available space. Candidates may not take the written exam more than once per day.

Certification Local Documentation and/or project must be submitted and approved within twelve (12) months of initial test date.

**An official picture ID (e.g., driver's license, state-issued identification card, military ID, etc.) must be presented for admittance to ALL written and practical exams.**

# Fire Service Inspector I Certification Requirements

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## Prerequisite:

Candidates seeking certification for Fire Inspector I within the Iowa Fire Service Training Bureau Certification System must successfully complete all parts of the Fire Inspector I certification exam to achieve national certification as Fire Inspector Level I.

- Must certify in **Hazardous Materials Operations Level** (NFPA 472, 2013 Ed., Chapter 5 and Section 6.2 and 6.6).

## Written Examination:

The Fire Inspector I written certification exam is based on the Requisite Knowledge objectives listed in NFPA 1031, *Standard for Professional Qualifications for Fire Inspector and Plans Examiner*, 2014 edition.

- Candidates are required to score a minimum of 70% on the written examination.
- The written certification exam contains one hundred (100) true/false and multiple choice questions covering Fire Inspector Level I.

Number of Questions	Time
25	30 Minutes
50	60 Minutes
75	90 Minutes
100	120 Minutes

## Practical Skills Examination:

The Fire Inspector certification evaluation project is based on Requisite Knowledge and Requisite Skills objectives listed in NFPA 1031, *Standard for Fire Inspector Professional Qualifications*, 2014 Edition.

- A minimum of one (1) skills will be selected to be tested at each exam site. Candidates should be prepared to test on any skill listed in the standard.
- Practical skills exams are graded on a pass/fail basis. Candidates must successfully complete all skill stations at an exam site to receive a passing grade for the skill exam. The candidate is allowed two (2) attempts at each station.

### Skills Being Tested:

1. Investigate common complaints
2. Participate in legal procedures

- Candidates are to complete all portions of the evaluation project. This project is to be submitted to the FSTB within one (1) year from the date of the first written exam for Fire Inspector I.

**Evaluation Project Contains:**

- Inspect Commercial Remodel or Addition
  - Written Correspondence
  - Inspection Form
  - Site Information Form
  
- Inspect a School or Other Government Building
  - Inspection Form
  - Site Information Form
  
- Inspect a Commercial Enterprise
  - Inspection Form
  - Site Information Form

**References/Textbooks:**

- IFSTA, *Fire Inspection and Code Enforcement*, 7th Edition
- IFSTA, *Hazardous Materials for First Responders*, 4th Edition
- IFSTA, *Hazardous Materials Managing the Incident*, 4th Edition

## Skill Set: Inspect a Commercial Single-Use Occupancy Remodel or Addition Project

**Reference:** NFPA 1031, 2014 Edition - Chapter 4, Sections 4.2.1, 4.2.2, 4.2.3, 4.2.5, 4.3.1, 4.3.2, and 4.3.4

### Instructions to the Candidate

At this station, as a take home project, you will be required to inspect a commercial single-use occupancy remodel or addition project within your jurisdiction.

The inspection must be performed so that all deficiencies are discovered, noted, and communicated in your inspection report. To complete this station, you may use a locally adopted code or the current NFPA 101, Life Safety Code, 2015 edition. If you choose to use a fire/building code other than NFPA 101, you must include copies of the pages of the code that you reference in your report. Select three items that are not in compliance and draft a written communication to the owner indicating what is wrong and what actions need to be taken to bring the elements into compliance.

You may use locally adopted inspection forms or the inspection form at the end of this study guide.

Ensure that you complete **all portions** of this station. You must complete this station in **twelve (12) calendar months** from the date of the first written exam of the Inspector I certification test. You are required to submit to the FSTB, a written correspondence, inspection form, and site information form.

*To pass this station, you must successfully complete 100% of the steps.*

No.	Evaluated Skill Items	First Time		Retest	
		Pass	Fail	Pass	Fail
	<b>Section 4.2.1 – Prepare inspection reports</b>				
1.	Conduct a field inspection.				
2.	Apply codes and standards.				
3.	Communicate orally.				
4.	Communicate in writing.				
	<b>Section 4.2.2 – Recognize the need for a permit</b>				
5.	Communicate orally.				
6.	Communicate in writing.				
	<b>Section 4.2.3 – Recognize the need for a plan review</b>				
7.	Communicate orally.				
8.	Communicate in writing.				
	<b>Section 4.2.5 – Identify the applicable code or standard</b>				
9.	Apply codes and standards.				

*(Continued)*

No.	Evaluated Skill Items	First Time		Retest	
		Pass	Fail	Pass	Fail
	<b>Section 4.3.1 – Identify the occupancy classification of a single-use occupancy</b>				
10.	Make observations.				
11.	Make correct decisions.				
	<b>Section 4.3.2 – Compute the allowable occupant load of a single-use occupancy, or portion thereof</b>				
12.	Calculate occupant loads.				
13.	Identify occupancy factors related to various occupancy classifications.				
14.	Use measuring tools.				
15.	Make field sketches.				
	<b>Section 4.3.4 – Verify the type of construction for an addition or remodeling project</b>				
16.	Read plans.				
17.	Make decisions.				
18.	Apply codes and standards.				

# Fire Service Training Bureau INSPECTION WORKSHEET

Occupancy Name: \_\_\_\_\_

Address: \_\_\_\_\_

Suite: \_\_\_\_\_

Date Inspected: \_\_\_\_/\_\_\_\_/\_\_\_\_ Reinspect Due: \_\_\_\_/\_\_\_\_/\_\_\_\_ Complied Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

A EXTERIOR	CODE #	FAIL	Description / Location / Corrective Action
1 Address Visible			
2 FDC Clearance			
3 Hydrant Clearance/Accessible			
4 Vegetation			
<b>B MEANS OF EGRESS</b>			
1 Exit Doors Unlocked, Unobstructed and Operable			
2 Proper Door Locks			
3 Aisles			
4 Exit Corridors/Stairs Unobstructed			
5 Exit Signs Visible & Battery Backup Working			
6 Emergency Light Working			
7 Emergency Light/Exit Sign			
8 Maximum Occupancy Sign Posted (Assembly Only)			
<b>C FIRE EXTINGUISHER</b>			
1 Current Inspection Tag (Annual), & Access			
2 Extinguisher Visible/Unobstructed/Proper Height			
<b>D SPRINKLER SYSTEM</b>			
1 Current Inspection Tag (Annual)			
2 Sprinkler Riser Clearance			
3 Sprinkler Heads Cleaned & Maintained			
4 Sprinkler Head Clearance			
<b>E FIRE ALARM SYSTEM</b>			
1 Fire Alarm Panel: Inspection Tag (Annual)			
2 Pull Stations Visible & Unobstructed			
<b>F KITCHEN HOOD SYSTEM</b>			
1 Current Inspection Hood			
2 Class K Ext. Current Inspection Tag (Annual)			
3 Cleaning/Maintenance			
<b>G ELECTRICAL</b>			
1 No Extension Cord Used as Permanent Wiring			
2 No Extension Cords through walls/Doors/Ceilings			
3 Panels Properly Labeled			
4 Proper Clearance Around Panels			
5 No Junction Box Covers or Outlet Cover Plates Missing			
<b>H GENERAL</b>			
1 Proper Storage Distance From Ignition Sources			
2 Proper Storage Distance From Ceiling			
3 No Ceiling Tile Missing			
4 Compressed Cylinders Secured			
5 Proper Storage of Flammable Liquids			
<b>I Knox Box</b>			
1 Updated & Proper Keys			
2 Door Operational/Lubricated			
<b>J OTHER</b>			

**This box checked indicates no violations were found during fire inspection.**

**ORDER TO COMPLY** As the occupant you are hereby required to have the above listed violations corrected immediately. You are responsible for providing any other interested parties with a copy of this Inspection Worksheet, including any person(s) who are involved in correcting any violations. A Reinspection will be conducted approximately 30 days after original inspection date listed above to determine compliance. Failure to comply within 30 days will render you liable for reinspection fees as noted on the Reinspection Fee Schedule, unless a written work order is presented to the inspector. I understand these fees and violations as described by the inspector and agree to comply.

Received by: (Print Name) \_\_\_\_\_ Signature: \_\_\_\_\_ Inspector (Print/ID): \_\_\_\_\_

## Evaluation Item 1 – Owner/Contractor Verification

I verify that the Inspector candidate listed has my permission to attach the Inspection of the Remodel or Addition of my property.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

## Evaluation Item 1 – Information Sheet

### Inspect a Commercial Single-Use Occupancy Remodel or Addition Project

Name of Inspector Candidate

Name of Owner

Name of Commercial Occupancy

Occupancy Street Address

City, State, Zip Code

Business Telephone of Occupancy

Description of the business being inspected.

Description of the remodel or addition.

## Skill Set: Inspect a School or Other Government Building

**Reference:** NFPA 1031, 2014 Edition - Chapter 4, Sections 4.2.1, 4.2.5, 4.3.3, 4.3.5, 4.3.6, 4.3.9, 4.3.10, and 4.3.16

### Instructions to the Candidate

At this station, as a take home project, you will be required to inspect a school or other government building – other than a fire station. The building must be equipped with a fire detection system and a fire suppression system

To complete this station, you may use a locally adopted code or the current NFPA 101, Life Safety Code, 2015 edition. If you choose to use a fire/building code other than NFPA 101, you must include copies of the pages of the code that you reference in your report. You may use local inspection forms or the inspection form located at the back of this study guide.

Ensure that you complete **all portions** of this project. You must complete this station in **twelve (12) calendar months** from the date of the first written exam of the Inspector I certification test. You are required to submit to the FSTB, inspection form, and site information form.

*To pass this station, you must successfully complete 100% of the steps.*

No.	Evaluated Skill Items	First Time		Retest	
		Pass	Fail	Pass	Fail
	<b>Section 4.2.1 – Prepare inspection reports</b>				
1.	Conduct a field inspection.				
2.	Apply codes and standards.				
3.	Communicate orally.				
4.	Communicate in writing.				
	<b>Section 4.2.5 – Identify th applicable code or standard</b>				
5.	Apply codes and standards.				
	<b>Section 4.3.3 – Inspect means of egress elements</b>				
6.	Observe and recognize problems.				
7.	Calculate occupant loads.				
8.	Make basic decisions related to the means of egress.				
9.	Use measuring tools.				
10.	Make field sketches.				
	<b>Section 4.3.5 – Determine the operational readiness of existing fire suppression systems</b>				
11.	Make observations.				
12.	Make decisions.				

*(Continued)*

No.	Evaluated Skill Items	First Time		Retest	
		Pass	Fail	Pass	Fail
	<b>Section 4.3.5 – Determine the operational readiness of existing fire suppression systems (continued)</b>				
13.	Recognize problems.				
14.	Read reports.				
	<b>Section 4.3.6 – Determine the operational readiness of existing fire detection and alarm systems</b>				
15.	Make observations.				
16.	Make decisions.				
17.	Recognize problems.				
18.	Read reports.				
	<b>Section 4.3.7 – Determine the operational readiness of existing portable fire extinguishers</b>				
19.	Make observations.				
20.	Make decisions.				
21.	Recognize problems.				
22.	Read reports.				
	<b>Section 4.3.9 – Compare an approved plan to an existing fire protection system</b>				
23.	Read and comprehend plans for fire protection systems.				
24.	Make observations.				
25.	Communicate orally and in writing.				
26.	Apply codes and standards.				
27.	Recognize problems.				
28.	Make decisions.				
	<b>Section 4.3.10 – Verify that emergency planning and preparedness measures are in place and have been practiced.</b>				
29.	Identify the emergency evacuation requirements contained in the applicable codes and standards.				
30.	Interpret plans.				
31.	Interpret reports.				
	<b>Section 4.3.16 – Verify fire flows for a site</b>				
32.	Use a Pitot tube.				
33.	Use gauges.				
34.	Use Other data gathering devices.				
35.	Calculate and graph fire flow results.				

# Fire Service Training Bureau INSPECTION WORKSHEET

Occupancy Name: \_\_\_\_\_

Address: \_\_\_\_\_

Suite: \_\_\_\_\_

Date Inspected: \_\_\_\_/\_\_\_\_/\_\_\_\_ Reinspect Due: \_\_\_\_/\_\_\_\_/\_\_\_\_ Complied Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

A EXTERIOR	CODE #	FAIL	Description / Location / Corrective Action
1 Address Visible			
2 FDC Clearance			
3 Hydrant Clearance/Accessible			
4 Vegetation			
<b>B MEANS OF EGRESS</b>			
1 Exit Doors Unlocked, Unobstructed and Operable			
2 Proper Door Locks			
3 Aisles			
4 Exit Corridors/Stairs Unobstructed			
5 Exit Signs Visible & Battery Backup Working			
6 Emergency Light Working			
7 Emergency Light/Exit Sign			
8 Maximum Occupancy Sign Posted (Assembly Only)			
<b>C FIRE EXTINGUISHER</b>			
1 Current Inspection Tag (Annual), & Access			
2 Extinguisher Visible/Unobstructed/Proper Height			
<b>D SPRINKLER SYSTEM</b>			
1 Current Inspection Tag (Annual)			
2 Sprinkler Riser Clearance			
3 Sprinkler Heads Cleaned & Maintained			
4 Sprinkler Head Clearance			
<b>E FIRE ALARM SYSTEM</b>			
1 Fire Alarm Panel: Inspection Tag (Annual)			
2 Pull Stations Visible & Unobstructed			
<b>F KITCHEN HOOD SYSTEM</b>			
1 Current Inspection Hood			
2 Class K Ext. Current Inspection Tag (Annual)			
3 Cleaning/Maintenance			
<b>G ELECTRICAL</b>			
1 No Extension Cord Used as Permanent Wiring			
2 No Extension Cords through walls/Doors/Ceilings			
3 Panels Properly Labeled			
4 Proper Clearance Around Panels			
5 No Junction Box Covers or Outlet Cover Plates Missing			
<b>H GENERAL</b>			
1 Proper Storage Distance From Ignition Sources			
2 Proper Storage Distance From Ceiling			
3 No Ceiling Tile Missing			
4 Compressed Cylinders Secured			
5 Proper Storage of Flammable Liquids			
<b>I Knox Box</b>			
1 Updated & Proper Keys			
2 Door Operational/Lubricated			
<b>J OTHER</b>			

**This box checked indicates no violations were found during fire inspection.**

**ORDER TO COMPLY** As the occupant you are hereby required to have the above listed violations corrected immediately. You are responsible for providing any other interested parties with a copy of this Inspection Worksheet, including any person(s) who are involved in correcting any violations. A Reinspection will be conducted approximately 30 days after original inspection date listed above to determine compliance. Failure to comply within 30 days will render you liable for reinspection fees as noted on the Reinspection Fee Schedule, unless a written work order is presented to the inspector. I understand these fees and violations as described by the inspector and agree to comply.

Received by: (Print Name) \_\_\_\_\_ Signature: \_\_\_\_\_ Inspector (Print/ID): \_\_\_\_\_

## Evaluation Item 4 – Owner/Contractor Verification

I verify that, I am empowered to be the Point of Contact for the School or Other Government Building being inspected. The Inspector candidate listed has my permission to attach the inspection of the School or Other Government Building.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

## Evaluation Item 4 – Information Sheet Inspect a School or Other Government Building

Name of Inspector Candidate

Name of Building Point of Contact

Name of Occupancy

Occupancy Street Address

City, State, Zip Code

Business Telephone of Occupancy

Description of the School or Other Government Building being inspected. .

## Skill Set: Inspect a Commercial Enterprise

**Reference:** NFPA 1031, 2014 Edition - Chapter 4, Sections 4.2.1, 4.2.5, 4.3.8, 4.3.11, 4.3.12, 4.3.13, 4.3.14, 4.3.15, and 4.3.16

### Instructions to the Candidate

At this station, as a take home project, you will be required to inspect a commercial enterprise within your jurisdiction. The building you choose to inspect must be equipped with a fire detection system and a fire suppression system

To complete this station, you may use a locally adopted code or the current NFPA 101, Life Safety Code, 2015 edition. If you choose to use a fire/building code other than NFPA 101, you must include copies of the pages of the code that you reference in your report. You may use local inspection forms or the inspection form located at the back of this study guide.

Ensure that you complete **all portions** of this project. You must complete this station in **twelve (12) calendar months** from the date of the first written exam of the Inspector I certification test. You are required to submit to the FSTB, inspection form, and site information form.

*To pass this station, you must successfully complete 100% of the steps.*

No.	Evaluated Skill Items	First Time		Retest	
		Pass	Fail	Pass	Fail
	<b>Section 4.2.1 – Prepare inspection reports</b>				
1.	Conduct a field inspection.				
2.	Apply codes and standards.				
3.	Communicate orally.				
4.	Communicate in writing.				
	<b>Section 4.2.5 – Identify the applicable code or standard</b>				
5.	Apply codes and standards.				
	<b>Section 4.3.8 – Recognize hazardous conditions involving equipment, processes, and operations</b>				
6.	Make observations.				
7.	Communicate orally and in writing.				
8.	Apply codes and standards.				
9.	Recognize problems.				
10.	Make decisions.				

*(Continued)*

No.	Evaluated Skill Items	First Time		Retest	
		Pass	Fail	Pass	Fail
	<b>Section 4.3.11 – Inspect emergency access for an existing site</b>				
11.	Identify the emergency access requirements contained in the applicable codes and standards.				
12.	Make observations.				
13.	Make decisions.				
14.	Use measuring tools.				
	<b>Section 4.3.12 – Verify code compliance for incidental storage, handling, and use of flammable and combustible liquids and gases.</b>				
15.	Make observations.				
16.	Communicate orally and in writing.				
17.	Apply codes and standards.				
18.	Recognize problems.				
19.	Make decisions.				
	<b>Section 4.3.13 – Verify code compliance for incidental storage, handling, and use of hazardous materials.</b>				
20.	Make observations.				
21.	Communicate orally and in writing.				
22.	Apply codes and standards.				
23.	Recognize problems.				
24.	Make decisions.				
	<b>Section 4.3.14 – Recognize a hazardous fire growth potential in a building or space</b>				
25.	Make observations.				
26.	Communicate orally and in writing.				
27.	Apply codes and standards.				
28.	Recognize problems.				
29.	Make decisions.				
	<b>Section 4.3.15 – Determine code compliance</b>				
30.	Make observations.				
31.	Communicate orally and in writing.				
32.	Apply codes and standards.				
33.	Recognize problems.				
34.	Make decisions.				

# Fire Service Training Bureau INSPECTION WORKSHEET

Occupancy Name: \_\_\_\_\_

Address: \_\_\_\_\_

Suite: \_\_\_\_\_

Date Inspected: \_\_\_\_/\_\_\_\_/\_\_\_\_ Reinspect Due: \_\_\_\_/\_\_\_\_/\_\_\_\_ Complied Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

A EXTERIOR	CODE #	FAIL	Description / Location / Corrective Action
1 Address Visible			
2 FDC Clearance			
3 Hydrant Clearance/Accessible			
4 Vegetation			
<b>B MEANS OF EGRESS</b>			
1 Exit Doors Unlocked, Unobstructed and Operable			
2 Proper Door Locks			
3 Aisles			
4 Exit Corridors/Stairs Unobstructed			
5 Exit Signs Visible & Battery Backup Working			
6 Emergency Light Working			
7 Emergency Light/Exit Sign			
8 Maximum Occupancy Sign Posted (Assembly Only)			
<b>C FIRE EXTINGUISHER</b>			
1 Current Inspection Tag (Annual), & Access			
2 Extinguisher Visible/Unobstructed/Proper Height			
<b>D SPRINKLER SYSTEM</b>			
1 Current Inspection Tag (Annual)			
2 Sprinkler Riser Clearance			
3 Sprinkler Heads Cleaned & Maintained			
4 Sprinkler Head Clearance			
<b>E FIRE ALARM SYSTEM</b>			
1 Fire Alarm Panel: Inspection Tag (Annual)			
2 Pull Stations Visible & Unobstructed			
<b>F KITCHEN HOOD SYSTEM</b>			
1 Current Inspection Hood			
2 Class K Ext. Current Inspection Tag (Annual)			
3 Cleaning/Maintenance			
<b>G ELECTRICAL</b>			
1 No Extension Cord Used as Permanent Wiring			
2 No Extension Cords through walls/Doors/Ceilings			
3 Panels Properly Labeled			
4 Proper Clearance Around Panels			
5 No Junction Box Covers or Outlet Cover Plates Missing			
<b>H GENERAL</b>			
1 Proper Storage Distance From Ignition Sources			
2 Proper Storage Distance From Ceiling			
3 No Ceiling Tile Missing			
4 Compressed Cylinders Secured			
5 Proper Storage of Flammable Liquids			
<b>I Knox Box</b>			
1 Updated & Proper Keys			
2 Door Operational/Lubricated			
<b>J OTHER</b>			

**This box checked indicates no violations were found during fire inspection.**

**ORDER TO COMPLY** As the occupant you are hereby required to have the above listed violations corrected immediately. You are responsible for providing any other interested parties with a copy of this Inspection Worksheet, including any person(s) who are involved in correcting any violations. A Reinspection will be conducted approximately 30 days after original inspection date listed above to determine compliance. Failure to comply within 30 days will render you liable for reinspection fees as noted on the Reinspection Fee Schedule, unless a written work order is presented to the inspector. I understand these fees and violations as described by the inspector and agree to comply.

Received by: (Print Name) \_\_\_\_\_ Signature: \_\_\_\_\_ Inspector (Print/ID): \_\_\_\_\_

## Evaluation Item 5 – Owner/Contractor Verification

I verify that, I am empowered to be the Point of Contact for the commercial enterprise being inspected. The Inspector candidate listed has my permission to attach the inspection of the commercial enterprise.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

## Evaluation Item 5 – Information Sheet Inspect a Commercial Enterprise

Name of Inspector Candidate

Name of Building Point of Contact

Name of Commercial Occupancy

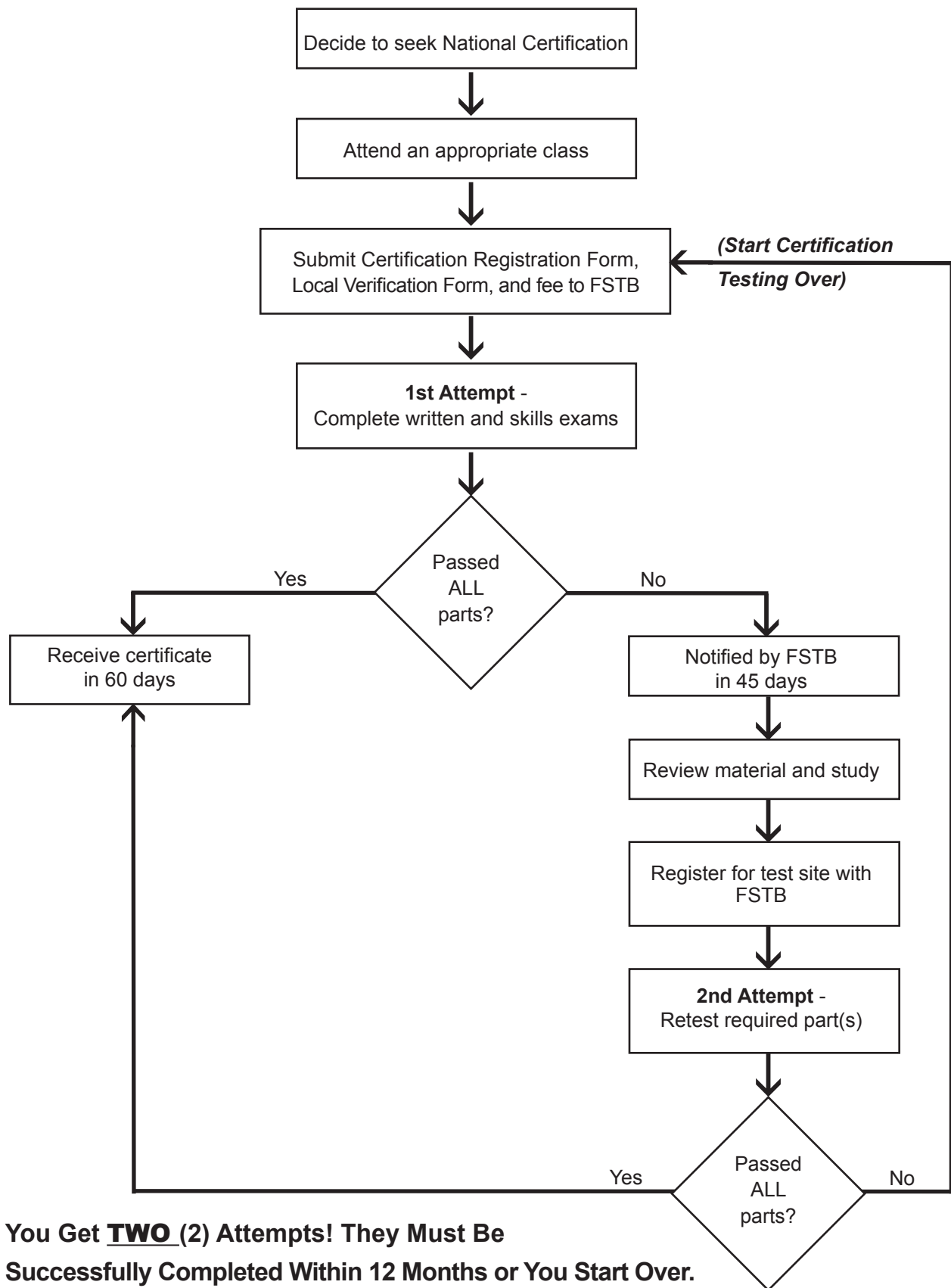
Occupancy Street Address

City, State, Zip Code

Business Telephone of Occupancy

Description of Commercial Enterprise being inspected. .

# Certification Flow Chart for Fire Service Inspector



You Get **TWO (2)** Attempts! They Must Be Successfully Completed Within 12 Months or You Start Over.