

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

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 (NFPA) Professional Qualifications Standards. If you have questions or comments regarding the certification, training, or other services provided by the Fire Service Training Bureau (FSTB), 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 (IFSAC), 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 FSTB certification system has been accredited by the IFSAC to certify fire service personnel to accepted national standards. Through this process, Iowa fire service personnel achieve international certification. Accreditation of the FSTB certification system assures the Iowa fire service that programs and standards used within this system adhere to the most current recognized and adopted 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 NFPA.

Certification

After participants within the FSTB certification system have met the performance requirements and successfully completed an objective evaluation process, the FSTB 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 IFSAC at Oklahoma State University. An official seal from the IFSAC is attached to every certificate and includes an individual national certification number.

Standards

NFPA Professional Qualifications Standards are used by the entities accredited by the IFSAC. To maintain accreditation, entities must certify fire service personnel to the latest edition of the "Professional Qualifications Standards" adopted by the issuing jurisdiction.

System Integrity

The requirements, criteria, and process explained in this document are used to ensure the highest possible credibility and stature for participants in the FSTB 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 FSTB. Upon receipt of a request, the FSTB 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 FSTB 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" OR LATE 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 FSTB. Registration fees will only be refunded if the individual has not taken any action towards certification, other than the submission of the registration and fee payment. Registration fees will not be refunded if any of the steps of the certification process have been initiated (e.g., submitting local documentation form, taking written or practical exams).

Certification Process Timeline

Candidates testing for ALL LEVELS (Firefighter I and/or II, Hazardous Materials Awareness and Operations, Driver/Operator - Pumper and/or Aerial, Fire Service Instructor I and/or II, Fire Officer I and/or II, Fire Inspector I, and Fire Investigator) 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 FSTB Certification and Accreditation Unit staff. The FSTB will NOT accept any documentation requirements until the candidate's registration has been entered into the certification database. After the twelve (12) month time period has expired, candidates not completing the certification process will be required to start the process over by submitting a NEW registration and fee payment. 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 all required documentation. All information and paperwork from expired certification attempts will be removed from the FSTB database.

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, select fire departments, and at the Annual State Fire School conducted by the FSTB. A **Certification Schedule** is posted on the Certification page of the FSTB website at www.dps.state.ia.us/fm/fstb. Each candidate seeking certification within the Iowa FSTB 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 FSTB 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 FSTB begins the process of scoring and processing the test results. As soon as scoring and documentation are completed, the results are sent to the candidates via regular mail. To ensure candidate confidentiality, certification exam scores will not be released over the telephone or any other mechanism. The candidate should receive test results within 30 working days of the exam. If candidates do not receive their test scores within 30 working days, they should notify the FSTB. Exam scores will still not be released by phone, but the FSTB will begin a trace of the notification and/or explain the delay.

Please DO NOT contact the FSTB Certification and Accreditation Unit prior to the 30-working day timeframe.

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 IFSAC. Candidates will also receive (at no additional cost), an "Iowa/Nationally Certified" patch, a certification level bar, and an individualized certificate awarding National Certification from the FSTB. This certificate will bear a numbered seal from the IFSAC. When you have completed all of the necessary steps 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 FSTB to verify all materials are completed and received.

Please keep a copy of all your documentation for your records.

Reciprocity

Individuals in possession of certifications from out-of-state/other IFSAC entities may request reciprocity from the FSTB. The FSTB will only grant reciprocity for the levels of certification that the FSTB is accredited to by the IFSAC. Individuals must complete the [Online Request for Reciprocity Form](#), available on the FSTB website with a \$50 Reciprocity Fee. Once the provided IFSAC seal has been verified, the certificate information will be entered into the Iowa certification database and the FSTB will recognize the individual as having attained national certification at the requested level. The FSTB will not provide a new IFSAC certification seal number or certificate as the individual has already attained national certification and recognition at said level. If the individual or their affiliated organization specifically desires or requires an Iowa certification for the level in question, they must complete the steps for Certification Testing Registration, as described previously, and complete the written and practical exams, along with payment of the Certification Registration Fee.

Denial and Revocation of Certification

The FSTB may deny or revoke a candidate's certification if the candidate submits false, copied, or plagiarized information to the FSTB or is found to be cheating during any phase of the certification process.

Testing Accommodations

The Americans with Disabilities Act (ADA) requires that reasonable accommodations be provided to qualified individuals with disabilities. This law defines disabilities as physical or mental impairments that substantially limit one or more of a person's major life activities (e.g., walking, hearing, speaking, seeing, reading, and/or writing). The FSTB will provide reasonable and appropriate accommodations to qualified candidates who have documented disabilities and demonstrate a need for accommodations during the examination. A candidate must initiate a request for accommodations by completing the FSTB [Request for Accommodations Form](#), available on the FSTB website. In addition to submitting the on-line request form, a candidate must provide documentation from a qualified health professional, to include:

1. A statement of the specific diagnosis of the disability.
2. Cite the diagnostic criteria and tests given, with dates, results, and interpretations. Cite how the results support the diagnosis.
3. Describe the candidate's functional limitation(s) due to the disability, and the impact of those limitations on physical, perceptual and cognitive abilities.
4. Recommend specific accommodations and for each accommodation, provide a rationale as to how it will reduce the impact of the functional limitation(s).
5. State your professional credentials, training, work experience and any licenses you hold that support your qualifications to diagnose and/or treat this disabilities.
6. If no prior accommodations have been made for this candidate, explain why. If they have, state what was done and provide past documentation of prior accommodations.

Please note: The aforementioned supporting documentation provided by a qualified health professional must be received at the FSTB at least 10 days prior to the test date.

Please mail the supporting documentation to:

Certification Unit
Fire Service Training Bureau
1015 Haber Road
Ames, IA 50011

Appeal Process

If certification is denied or revoked, the individual is entitled to due process, including an appeal and hearing. Any person believing that they have 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 FSTB. This initial contact is intended to be an informal review of the specific details. The official appeal process must be initiated in writing by email within 30 days of the action being appealed. The appeal must include the following:

- Individual's FSTB identification number
- Current address, phone number, and email address
- Statement of the issue(s) involved and date incident took place.
- Remedy requested.

The Certification Manager shall, within 21 working days from the date the appeal is received, provide a written response by email to the individual requesting the appeal. If the appeal is not resolved during this step, the individual appealing may move to the second step and appeal to the Bureau Chief of the FSTB. This appeal must be submitted in writing by email to the Bureau Chief within 7 working days from the Certification Manager's response. The Bureau Chief shall within 21 working days after the 2nd step appeal is received, provide a response in writing by email to the individual requesting the appeal. The decision of the Bureau Chief will be final.

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

Certification Questions may be directed to:

fstbcert@dps.state.ia.us

515-294-6817

Introduction to Fire Service Inspector I Certification

[Online Certification Testing Registration Form](#)

Certification Unit email: fstbcert@dps.state.ia.us

FSTB website: 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 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 written and practical test sites.

Candidates are given twelve (12) months in which to complete the certification process. This time limit starts when the candidate's FIRST registration to test form is submitted and entered into the FSTB database.

Candidates failing the written exam are responsible for notifying the FSTB of their desire to retest by registering for another scheduled exam on the FSTB Certification web page. Candidates may not take the written exam more than once per day. If the candidate has failed both attempts at the written exam, they must submit another \$50 registration fee, which will allow them two (2) more attempts.

Candidates will be required to submit a Practical Skills Project for this certification level. This project involves completing various scenarios that reflect the daily duties of a Fire Inspector. These scenarios include: Investigate common complaints, Preparation for legal proceedings, and Inspections of various occupancy types. This Practical Skills Project relates to objectives from NFPA 1031: these objectives are detailed in the included Skill Set evaluation forms. Once completed, all components of this project must be submitted electronically to the FSTB for review and approval within the twelve (12) month time limit.

If the twelve (12) month time limit expires and the candidate has not successfully completed all the requirements for the certification process, the candidate will have to restart the process. All information and documentation relating to the previous certification attempt will be removed from the FSTB database.

Projects must be submitted and approved within the twelve (12) months from when the candidate's certification application was entered into the FSTB database.

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

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.

- Candidates are required to complete all skills in the project, which are graded on a Pass/Fail basis.

Evaluation Project Contains:

- Investigate Common Complaints
 - Scenario #1
 - Scenario #2
 - Scenario #3
- Prepare Documentation for Legal Proceedings

- 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

The different activities contained in the Fire Inspector I Project serve the purpose to allow the candidate to become familiar and proficient in different activities that relate to being a Fire Inspector. It is the goal of these activities to ensure that the candidate is prepared and demonstrates qualities and abilities of a professional Fire Inspector. Many of the activities will be experienced on a regular basis by a Fire Inspector, while other activities may occur infrequently during the course of a year or a career. Regardless, the activities will be evaluated to specific JPR's found in NFPA 1031: Standard for Professional Qualifications for Fire Inspector and Plans Examiner.

The FSTB has the expectation that all activities will contain a significant amount of professionalism and seriousness in that each individual activity is clearly explained, contains proper grammar and spelling, and has good flow within the document. Although these activities are for the FSTB, the basis of the different activities have the potential to be used at the candidate's actual fire department in legal or disciplinary situations, future justification for services to city officials, or even published in local newspapers when issues arise within the fire department.

Lastly, if the candidate is having difficulty understanding the basis of an activity or is struggling to demonstrate information professionally or in greater detail, it is recommended that the candidate works with another fire inspector to better develop activities to ensure a complete project before it is submitted to the FSTB for review.

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: Investigate Common Complaints

Reference: NFPA 1031, 2014 Edition - Chapter 4, Sections 4.2.4, and 4.2.5

Instructions to the Candidate

At this station, as a take home project, you will be required to investigate common complaints, given a reported situation or conditions, so that the complaint information is recorded, the AHJ-approved process is started, and the complaint is resolved. 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.

On one page per scenario, describe the procedures to investigate a common complaint that requires an inspection. Include the entire process from initial complaint recording to complaint resolution.

1. A citizen calls to inform you they just left a concert at a local bar at 123 Main St. where it was very crowded, no one could move inside and the next performer was a band known to use pyrotechnics during their show.
2. An employee of a local manufacturing business at 900 Industrial Pkwy. called to complain that his manager used an extinguisher to put out a small fire a month ago and it has not been replaced or recharged.
3. A citizen stops in to advise you that they noticed, “the brass things on the side of the building” at 200 2nd Ave. appear to be damaged or vandalized.

Ensure that you complete **all portions** of this station. You must complete this station within **twelve (12) calendar months** from the date of your application to start the Inspector I certification process.

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

No.	Evaluated Skill Items	First Time		Retest	
		Pass	Fail	Pass	Fail
	Section 4.2.4 – Prepare inspection reports				
1.	Received a common complaint.				
2.	Complete complaint information is recorded.				
3.	AHJ-approved process is initiated.				
4.	Communicate in writing.				
5.	Complaint has been resolved.				
	Section 4.2.5 – Identify the applicable code or standard				
6.	Apply codes and standards.				

Skill Set: Prepare Documentation for and Participate in Legal Proceedings

Reference: NFPA 1031, 2014 Edition - Chapter 4, Sections 4.2.6

Instructions to the Candidate

At this station, as a take home project, you will be required to prepare documentation, given the findings of a field inspection or a complaint and consultation with legal counsel, in preparation for testimony in a legal proceeding.

Prepare proper documentation and other information, based on the provided scenario, in preparation for testimony at a legal proceeding and hearing process. You will also describe the appropriate type of dress/attire for the type of hearing or court appearance. Describe the proper demeanor for the hearing or court appearance both in action and during the communication process. Lastly, describe how you would differentiate between fact and opinion.

Scenario: A local business owner has moved additional product into their mercantile operation (combustible plastics) that now exceed the sprinkler density. You have issued two corrective orders, the owner has appealed to the local and state appeals board and been denied in both. You have now issued a citation.

Ensure that you complete **all portions** of this station. You must complete this station within **twelve (12) calendar months** from the date of your application to start the Inspector I certification process.

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

No.	Evaluated Skill Items	First Time		Retest	
		Pass	Fail	Pass	Fail
	Section 4.2.6 – Prepare documentation for legal proceedings				
1.	Differentiates between fact and opinion				
2.	Prepares proper documentation and other information.				
3.	Describes appropriate dress/attire for type of hearing or court appearance				
4.	Describes demeanor expected during hearing or court hearing				

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, 2018 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 (3) 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 your application to start the Inspector I certification process. You are required to electronically submit to the FSTB: a written correspondence, the 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
	Section 4.2.1 – Prepare inspection reports				
1.	Conduct a field inspection.				
2.	Apply codes and standards.				
3.	Communicate orally.				
4.	Communicate in writing.				
	Section 4.2.2 – Recognize the need for a permit				
5.	Communicate orally.				
6.	Communicate in writing.				
	Section 4.2.3 – Recognize the need for a plan review				
7.	Communicate orally.				
8.	Communicate in writing.				
	Section 4.2.5 – Identify the applicable code or standard				
9.	Apply codes and standards.				

(Continued)

No.	Evaluated Skill Items	First Time		Retest	
		Pass	Fail	Pass	Fail
	Section 4.3.1 – Identify the occupancy classification of a single-use occupancy				
10.	Make observations.				
11.	Make correct decisions.				
	Section 4.3.2 – Compute the allowable occupant load of a single-use occupancy, or portion thereof				
12.	Calculate occupant loads.				
13.	Identify occupancy factors related to various occupancy classifications.				
14.	Use measuring tools.				
15.	Make field sketches.				
	Section 4.3.4 – Verify the type of construction for an addition or remodeling project				
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 MEANS OF EGRESS			
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)			
C FIRE EXTINGUISHER			
1 Current Inspection Tag (Annual), & Access			
2 Extinguisher Visible/Unobstructed/Proper Height			
D SPRINKLER SYSTEM			
1 Current Inspection Tag (Annual)			
2 Sprinkler Riser Clearance			
3 Sprinkler Heads Cleaned & Maintained			
4 Sprinkler Head Clearance			
E FIRE ALARM SYSTEM			
1 Fire Alarm Panel: Inspection Tag (Annual)			
2 Pull Stations Visible & Unobstructed			
F KITCHEN HOOD SYSTEM			
1 Current Inspection Hood			
2 Class K Ext. Current Inspection Tag (Annual)			
3 Cleaning/Maintenance			
G ELECTRICAL			
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			
H GENERAL			
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			
I Knox Box			
1 Updated & Proper Keys			
2 Door Operational/Lubricated			
J OTHER			

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, 2018 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 your application to start the Inspector I certification process. You are required to electronically submit to the FSTB: the 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
	Section 4.2.1 – Prepare inspection reports				
1.	Conduct a field inspection.				
2.	Apply codes and standards.				
3.	Communicate orally.				
4.	Communicate in writing.				
	Section 4.2.5 – Identify th applicable code or standard				
5.	Apply codes and standards.				
	Section 4.3.3 – Inspect means of egress elements				
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.				
	Section 4.3.5 – Determine the operational readiness of existing fire suppression systems				
11.	Make observations.				
12.	Make decisions.				

(Continued)

No.	Evaluated Skill Items	First Time		Retest	
		Pass	Fail	Pass	Fail
	Section 4.3.5 – Determine the operational readiness of existing fire suppression systems (continued)				
13.	Recognize problems.				
14.	Read reports.				
	Section 4.3.6 – Determine the operational readiness of existing fire detection and alarm systems				
15.	Make observations.				
16.	Make decisions.				
17.	Recognize problems.				
18.	Read reports.				
	Section 4.3.7 – Determine the operational readiness of existing portable fire extinguishers				
19.	Make observations.				
20.	Make decisions.				
21.	Recognize problems.				
22.	Read reports.				
	Section 4.3.9 – Compare an approved plan to an existing fire protection system				
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.				
	Section 4.3.10 – Verify that emergency planning and preparedness measures are in place and have been practiced.				
29.	Identify the emergency evacuation requirements contained in the applicable codes and standards.				
30.	Interpret plans.				
31.	Interpret reports.				
	Section 4.3.16 – Verify fire flows for a site				
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 MEANS OF EGRESS			
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)			
C FIRE EXTINGUISHER			
1 Current Inspection Tag (Annual), & Access			
2 Extinguisher Visible/Unobstructed/Proper Height			
D SPRINKLER SYSTEM			
1 Current Inspection Tag (Annual)			
2 Sprinkler Riser Clearance			
3 Sprinkler Heads Cleaned & Maintained			
4 Sprinkler Head Clearance			
E FIRE ALARM SYSTEM			
1 Fire Alarm Panel: Inspection Tag (Annual)			
2 Pull Stations Visible & Unobstructed			
F KITCHEN HOOD SYSTEM			
1 Current Inspection Hood			
2 Class K Ext. Current Inspection Tag (Annual)			
3 Cleaning/Maintenance			
G ELECTRICAL			
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			
H GENERAL			
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			
I Knox Box			
1 Updated & Proper Keys			
2 Door Operational/Lubricated			
J OTHER			

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 Re-inspection 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, 2018 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 your application to start the Inspector I certification process. You are required to electronically submit to the FSTB: the 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
	Section 4.2.1 – Prepare inspection reports				
1.	Conduct a field inspection.				
2.	Apply codes and standards.				
3.	Communicate orally.				
4.	Communicate in writing.				
	Section 4.2.5 – Identify the applicable code or standard				
5.	Apply codes and standards.				
	Section 4.3.8 – Recognize hazardous conditions involving equipment, processes, and operations				
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
	Section 4.3.11 – Inspect emergency access for an existing site				
11.	Identify the emergency access requirements contained in the applicable codes and standards.				
12.	Make observations.				
13.	Make decisions.				
14.	Use measuring tools.				
	Section 4.3.12 – Verify code compliance for incidental storage, handling, and use of flammable and combustible liquids and gases.				
15.	Make observations.				
16.	Communicate orally and in writing.				
17.	Apply codes and standards.				
18.	Recognize problems.				
19.	Make decisions.				
	Section 4.3.13 – Verify code compliance for incidental storage, handling, and use of hazardous materials.				
20.	Make observations.				
21.	Communicate orally and in writing.				
22.	Apply codes and standards.				
23.	Recognize problems.				
24.	Make decisions.				
	Section 4.3.14 – Recognize a hazardous fire growth potential in a building or space				
25.	Make observations.				
26.	Communicate orally and in writing.				
27.	Apply codes and standards.				
28.	Recognize problems.				
29.	Make decisions.				
	Section 4.3.15 – Determine code compliance				
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	MEANS OF EGRESS			
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)			
C	FIRE EXTINGUISHER			
1	Current Inspection Tag (Annual), & Access			
2	Extinguisher Visible/Unobstructed/Proper Height			
D	SPRINKLER SYSTEM			
1	Current Inspection Tag (Annual)			
2	Sprinkler Riser Clearance			
3	Sprinkler Heads Cleaned & Maintained			
4	Sprinkler Head Clearance			
E	FIRE ALARM SYSTEM			
1	Fire Alarm Panel: Inspection Tag (Annual)			
2	Pull Stations Visible & Unobstructed			
F	KITCHEN HOOD SYSTEM			
1	Current Inspection Hood			
2	Class K Ext. Current Inspection Tag (Annual)			
3	Cleaning/Maintenance			
G	ELECTRICAL			
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			
H	GENERAL			
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			
I	Knox Box			
1	Updated & Proper Keys			
2	Door Operational/Lubricated			
J	OTHER			

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 Re-inspection 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

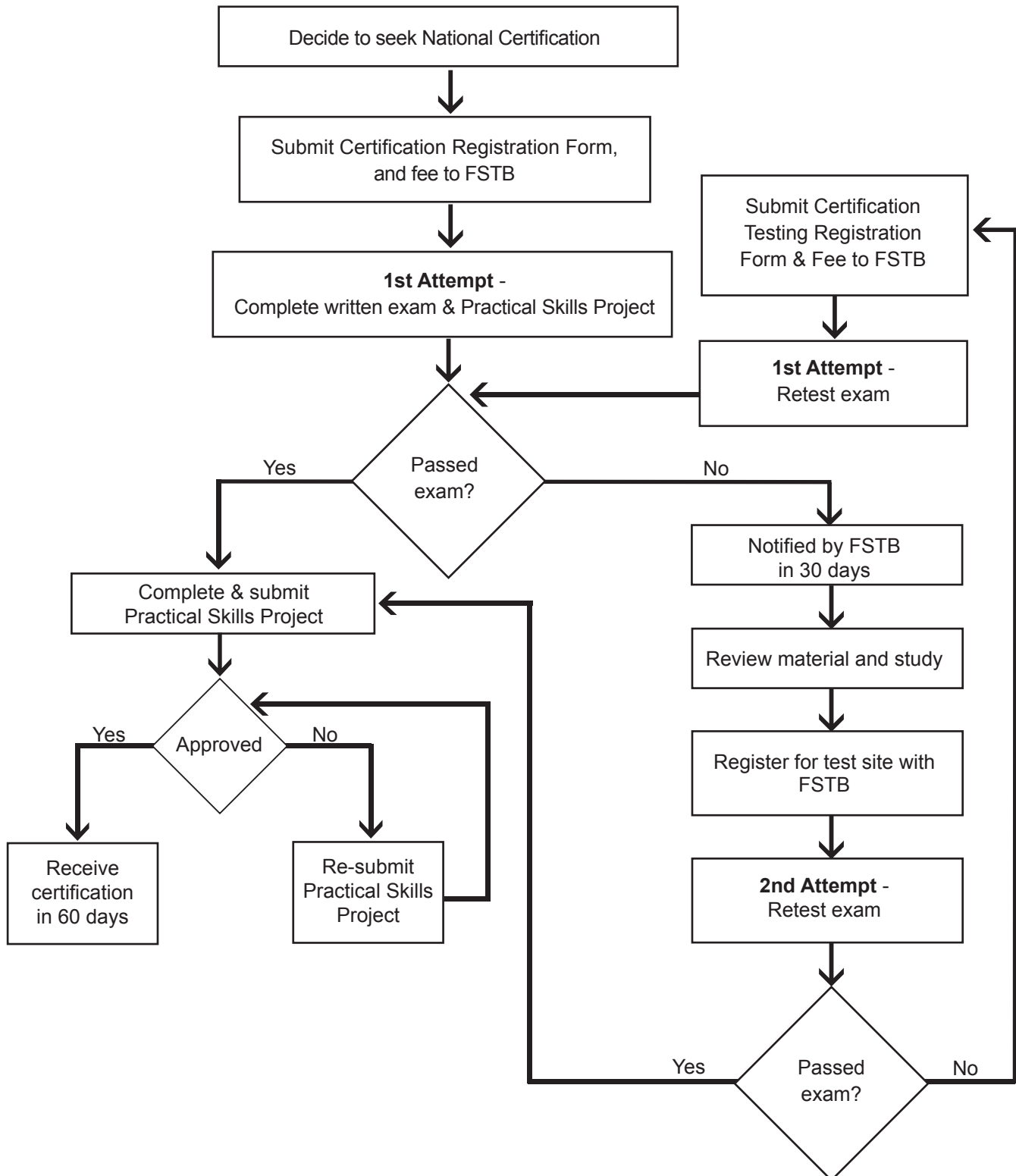
Occupancy Street Address

City, State, Zip Code

Business Telephone of Occupancy

Description of Commercial Enterprise being inspected..

Certification Flow Chart for Inspector I



You have twelve (12) months to complete this process or you start over.