



FIRE SERVICE TRAINING BUREAU  
DIVISION OF STATE FIRE MARSHAL  
7105 NW 70TH AVE., BLDG. 3536  
(B59) Johnston, IA 50131-1824  
(515) 727-3447



## FIRE INSPECTOR

Candidate Name \_\_\_\_\_ Skill Sheet 1

FSTB ID # \_\_\_\_\_ Date \_\_\_\_\_

<b>NFPA STANDARD:</b> 1030, 2024 edition		<b>JPR:</b> 7.2.1		<b>SKILL AREA:</b> Apply codes or standards	
<b>TASK:</b> Determine code compliance based on completed inspection report.					
<b>CONDITIONS:</b> Given the findings of a completed inspection, the codes and standards, and the policies of the AHJ, so that the applicable codes, standards, and policies are identified, and compliance is determined.					
<b>PERFORMANCE OUTCOME:</b> so that the applicable codes, standards, and policies are identified, and compliance is determined.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Review provided inspection report.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Recognizes correct hazardous conditions that are present.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Determines if hazardous conditions are compliant with applicable code.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Identifies and applies the correct applicable code/standard/policy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Completes notice to occupant/owner based on AHJ policy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	References correct codes and/or standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Report is clear, concise, and contains correct information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Overall Skill Sheet Score</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Candidate Stop Safety:</b> Yes <input type="checkbox"/>		<b>Equipment Stop Safety:</b> Yes <input type="checkbox"/>			

Evaluator/Candidate Comments \_\_\_\_\_  
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Retest Approved by \_\_\_\_\_

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Evaluator (Print & Sign) Candidate Signature Date

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## FIRE INSPECTOR

Candidate Name \_\_\_\_\_ Skill Sheet 2

FSTB ID # \_\_\_\_\_ Date \_\_\_\_\_

<b>NFPA STANDARD:</b> 1030, 2024 edition		<b>JPR:</b> 7.2.2		<b>SKILL AREA:</b> Complete Inspection Reports			
<b>TASK:</b> Conduct an assigned field inspection and prepare written report.							
<b>CONDITIONS:</b> Given agency policy/procedures from an assigned field inspection,							
<b>PERFORMANCE OUTCOME:</b> so that the report is clear, concise, and reflects the findings of the inspection in accordance with the applicable code, per AHJ policies and procedures.							
No.	TASK STEPS	FIRST TEST		RETEST			
		Pass	Fail	Pass	Fail		
1.	Conduct an assigned field inspection.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.	Prepare written inspection report, following AHJ procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.	Report correctly describes findings/violations of the field inspection.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.	Report cites correct codes and/or standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5.	Response and corrective actions listed are consistent with AHJ policy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
6.	Report contains correct names, addresses, dates, times, and signatures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
7.	Report is clear and concise.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
8.	Discusses findings with appropriate owner/occupant representative.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
9.	Asks appropriate questions, gives appropriate answers when asked.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
10.	Actively listens to responses of owner/occupant representative.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
11.	Documents information from verbal communications accurately & correctly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Overall Skill Sheet Score</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Candidate Stop Safety:</b> Yes <input type="checkbox"/>			<b>Equipment Stop Safety:</b> Yes <input type="checkbox"/>				

Evaluator/Candidate Comments \_\_\_\_\_

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Evaluator (Print & Sign) \_\_\_\_\_ Candidate Signature \_\_\_\_\_ Date \_\_\_\_\_

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## FIRE INSPECTOR

Candidate Name \_\_\_\_\_ Skill Sheet 3

FSTB ID # \_\_\_\_\_ Date \_\_\_\_\_

<b>NFPA STANDARD:</b> 1030, 2024 Edition		<b>JPR:</b> 7.2.3		<b>SKILL AREA:</b> Process Permit Application			
<b>TASK:</b> Process a permit application							
<b>CONDITIONS:</b> Given a specific permit request,							
<b>PERFORMANCE OUTCOME:</b> So that the application is evaluated, and a permit is issued or denied, following the policies and procedures of the AHJ.							
No.	TASK STEPS	FIRST TEST		RETEST			
		Pass	Fail	Pass	Fail		
1.	Evaluates a completed permit application.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.	Assesses the need for changes, edits, or additional information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.	Applies applicable codes & standards and policies/procedures of the AHJ.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.	Approves or denies the permit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5.	Discusses any requirements, deficiencies, and additional needs with applicant.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
6.	Actively listens and answers questions appropriately.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
7.	Completes written report documenting permit decision, following AHJ policies/procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
8.	Notes appropriate fire protection/fire prevention practices needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
9.	Correctly references applicable codes and standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
10.	Report is clear, concise, and contains correct information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Overall Skill Sheet Score</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Candidate Stop Safety:</b> Yes <input type="checkbox"/>		<b>Equipment Stop Safety:</b> Yes <input type="checkbox"/>					

Evaluator/Candidate Comments \_\_\_\_\_

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## FIRE INSPECTOR

Candidate Name \_\_\_\_\_ Skill Sheet 4

FSTB ID # \_\_\_\_\_ Date \_\_\_\_\_

<b>NFPA STANDARD:</b> 1030, 2024 edition		<b>JPR:</b> 7.2.4		<b>SKILL AREA:</b> Enforce Permit Regulations			
<b>TASK:</b> Enforce permit regulations;							
<b>CONDITIONS:</b> Given a permit application or report, applicable codes, standards, and policies of the AHJ,							
<b>PERFORMANCE OUTCOME:</b> so that enforcement actions are taken and the violation(s) is/are corrected.							
No.	TASK STEPS	FIRST TEST		RETEST			
		Pass	Fail	Pass	Fail		
1.	Process or evaluate a reported violation or deficiency in a permit application.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.	Evaluates deficiency and applies applicable code(s)/standard(s)/polices of AHJ..	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.	Recognizes the need for enforcement action.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.	Verbally communicates findings and need for changes with applicant.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5.	Actively listens, answering questions appropriately and correctly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
6.	Documents permit application decision in writing, noting any needed fire protection/prevention practices required. References all codes/standards correctly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
7.	Report is clear, concise, and contains accurate information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Overall Skill Sheet Score</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Candidate Stop Safety:</b> Yes <input type="checkbox"/>			<b>Equipment Stop Safety:</b> Yes <input type="checkbox"/>				

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## FIRE INSPECTOR

Candidate Name \_\_\_\_\_ Skill Sheet 5

FSTB ID # \_\_\_\_\_ Date \_\_\_\_\_

<b>NFPA STANDARD:</b> 1030, 2024 edition		<b>JPR:</b> 7.2.5		<b>SKILL AREA:</b> Plan Review Application	
<b>TASK:</b> Process a plan review application,					
<b>CONDITIONS:</b> Given a specific plan review application,					
<b>PERFORMANCE OUTCOME:</b> so that the application is evaluated and processed in accordance with the applicable codes, standards, and policies of the AHJ.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Evaluates the plan review application.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Assesses the need for changes, edits, or additional information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Applies applicable codes, standards, and AHJ policies and procedures in evaluation/assessment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Approves or denies plan as accepted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Communicates findings with the applicant or their designee.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Actively listens, answering questions appropriately and correctly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Creates a written report documenting the decision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Report appropriately cites correct codes and/or standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Report is clear, concise, and contains correct information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Overall Skill Sheet Score</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Candidate Stop Safety:</b> Yes <input type="checkbox"/>		<b>Equipment Stop Safety:</b> Yes <input type="checkbox"/>			

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## FIRE INSPECTOR

Candidate Name \_\_\_\_\_ Skill Sheet 6

FSTB ID # \_\_\_\_\_ Date \_\_\_\_\_

<b>NFPA STANDARD:</b> 1030, 2024 edition		<b>JPR:</b> 7.2.6		<b>SKILL AREA:</b> Investigate Complaints	
<b>TASK:</b> Investigate assigned complaints,					
<b>CONDITIONS:</b> Given a reported situation or condition,					
<b>PERFORMANCE OUTCOME:</b> complaint information is recorded, the investigation process is initiated, and the complaint is resolved or referred in accordance applicable codes, standards, and policies of the AHJ.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Correctly records complaint (situation or condition) information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Initiates investigation of the assigned complaint.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Recognizes correct problem from the assigned scenario.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Researches, interprets, correct code(s) and/or standard(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Records appropriate code reference(s) (Code/standard, edition date)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Documents correct resolution clearly and concisely.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Resolves or refers the complaint as required by the scenario.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Communicates the decision verbally with appropriate person.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Documents decision in writing based on AHJ policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Maintains good interpersonal skills with role players in scenario.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Ensures written reports contain accurate information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Overall Skill Sheet Score</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Candidate Stop Safety:</b> Yes <input type="checkbox"/>			<b>Equipment Stop Safety:</b> Yes <input type="checkbox"/>		

Evaluator/Candidate Comments \_\_\_\_\_

Retest Approved by \_\_\_\_\_

Evaluator (Print & Sign) \_\_\_\_\_ Candidate Signature \_\_\_\_\_ Date \_\_\_\_\_

Retest Evaluator (Print & Sign) \_\_\_\_\_ Candidate Signature \_\_\_\_\_ Date \_\_\_\_\_



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## FIRE INSPECTOR

Candidate Name \_\_\_\_\_ Skill Sheet 7

FSTB ID # \_\_\_\_\_ Date \_\_\_\_\_

<b>NFPA STANDARD:</b> 1030, 2024 edition		<b>JPR:</b> 7.2.7		<b>SKILL AREA:</b> Explain the modifications process	
<b>TASK:</b> Explain the building modifications process,					
<b>CONDITIONS:</b> given a fire safety issue,					
<b>PERFORMANCE OUTCOME:</b> so that the proposed modification(s) address the problem, need, or deficiency.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Recognizes fire safety issue as required in scenario.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Collects information and develops potential alternative solutions addressing identified issue(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Identifies cost/risk benefit of recommended modifications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Explains recommendations for proposed modification(s) in writing, citing applicable code references.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Ensures written proposal contains all correct information, including fire safety issue and proposed modification details.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Ensures appropriate code reference(s) are cited (code, section, edition).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Ensures modification proposal is documented clearly and concisely.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Overall Skill Sheet Score</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Candidate Stop Safety: Yes <input type="checkbox"/>			Equipment Stop Safety: Yes <input type="checkbox"/>		

Evaluator/Candidate Comments \_\_\_\_\_

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## FIRE INSPECTOR

Candidate Name \_\_\_\_\_ Skill Sheet 8

FSTB ID # \_\_\_\_\_ Date \_\_\_\_\_

<b>NFPA STANDARD:</b> 1030, 2024 edition		<b>JPR:</b> 7.3.1, 7.3.2		<b>SKILL AREA:</b> Understand/Initiate Legal Proceedings/Actions	
<b>TASK:</b> Initiate legal proceedings/legal action related to a fire code violation,					
<b>CONDITIONS:</b> Given the findings of a field inspection or a complaint and consultation with legal counsel,					
<b>PERFORMANCE OUTCOME:</b> information is presented in a factual manner.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Reviews findings from a provided field inspection or complaint.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Composes notes as needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Consults and orally presents findings to legal counsel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Communicates the correct findings in a factual, accurate, and complete manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Initiates legal action related to the violation or complaint.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Demonstrates and maintains appropriate professionalism and courtroom decorum.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Actively listens and differentiates fact from opinion.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	All actions follow due process and are in accordance with AHJ policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Overall Skill Sheet Score</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Candidate Stop Safety: Yes <input type="checkbox"/>			Equipment Stop Safety: Yes <input type="checkbox"/>		

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## FIRE INSPECTOR

Candidate Name \_\_\_\_\_ Skill Sheet 9

FSTB ID # \_\_\_\_\_ Date \_\_\_\_\_

<b>NFPA STANDARD:</b> 1030, 2024 edition		<b>JPR:</b> 7.3.3		<b>SKILL AREA:</b> Recommend Policies & Procedures	
<b>TASK:</b> Recommend policies and procedures for the delivery of fire inspection services,					
<b>CONDITIONS:</b> Given management objectives, so that inspections are conducted in accordance with the policies of the AHJ.					
<b>PERFORMANCE OUTCOME:</b> applicable codes, standards, and policies are identified, and compliance is determined.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Identifies approved construction methods and materials related to fire safety.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Reads and correctly interprets construction plans and specifications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Conducts research in preparing recommended policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Recognizes problems, potential problems, correctly and appropriately resolves conflicts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Creates a written report documenting recommendations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Notes appropriate fire protection and prevention practices, as needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Appropriately/correctly references applicable codes and standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Ensures report is clear, concise, and contains accurate information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Educates inspection personnel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Overall Skill Sheet Score</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Candidate Stop Safety: Yes <input type="checkbox"/>			Equipment Stop Safety: Yes <input type="checkbox"/>		

Evaluator/Candidate Comments \_\_\_\_\_

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## FIRE INSPECTOR

Candidate Name \_\_\_\_\_ Skill Sheet 10

FSTB ID # \_\_\_\_\_ Date \_\_\_\_\_

<b>NFPA STANDARD:</b> 1030, 2024 edition		<b>JPR:</b> 7.4.1, 7.5.2		<b>SKILL AREA:</b> Compute Maximum Allowable Occupant Load	
<b>TASK:</b> Compute the maximum allowable occupant load of a building,					
<b>CONDITIONS:</b> Given plans, field observations, or a description of its use,					
<b>PERFORMANCE OUTCOME:</b> so that the maximum allowable occupant load calculation is in accordance with applicable codes and standards.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Evaluates, observes, reviews the assigned occupancy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Uses given description of occupancy and identifies occupancy factors to calculate occupant load.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Uses applicable codes and standards to establish occupant load.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Demonstrates the ability to read plans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Demonstrates the ability to use a calculator and measuring tools.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Utilizes proper occupant load formula for calculation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Correctly calculates, identifies, and documents correct occupant load.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Completes written documentation in accordance with AHJ policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Overall Skill Sheet Score</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Candidate Stop Safety:</b> Yes <input type="checkbox"/>		<b>Equipment Stop Safety:</b> Yes <input type="checkbox"/>			

Evaluator/Candidate Comments \_\_\_\_\_

Retest Approved by \_\_\_\_\_

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Evaluator (Print & Sign) Candidate Signature Date

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Retest Evaluator (Print & Sign) Candidate Signature Date



FIRE SERVICE TRAINING BUREAU  
DIVISION OF STATE FIRE MARSHAL  
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## FIRE INSPECTOR

Candidate Name \_\_\_\_\_ Skill Sheet 11

FSTB ID # \_\_\_\_\_ Date \_\_\_\_\_

<b>NFPA STANDARD:</b> 1030, 2024 edition		<b>JPR:</b> 7.4.2		<b>SKILL AREA:</b> Identify Occupancy Class of a Building	
<b>TASK:</b> Identify Occupancy Class of a Building					
<b>CONDITIONS:</b> Given findings of a completed inspection, the codes and standards, and policies of the AHJ,					
<b>PERFORMANCE OUTCOME:</b> applicable codes, standards, and policies are identified, and compliance is determined.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Evaluates provided occupancy classification information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Recognizes occupancy classification of given occupancy using provided information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Considers the use of each area of the occupancy in determining classification.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Interprets appropriate codes and standards in determining classification.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Completes AHJ documentation of correct occupancy classification.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Correctly cites appropriate codes and standards of the AHJ in documentation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Ensures documentation is clear, concise, contains correct information, and follows requirements of the AHJ.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Overall Skill Sheet Score</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Candidate Stop Safety:</b> Yes <input type="checkbox"/>			<b>Equipment Stop Safety:</b> Yes <input type="checkbox"/>		

Evaluator/Candidate Comments \_\_\_\_\_

Retest Approved by \_\_\_\_\_

Evaluator (Print & Sign) \_\_\_\_\_ Candidate Signature \_\_\_\_\_ Date \_\_\_\_\_

Retest Evaluator (Print & Sign) \_\_\_\_\_ Candidate Signature \_\_\_\_\_ Date \_\_\_\_\_



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## FIRE INSPECTOR

Candidate Name \_\_\_\_\_ Skill Sheet 12

FSTB ID # \_\_\_\_\_ Date \_\_\_\_\_

<b>NFPA STANDARD:</b> 1030, 2024 edition		<b>JPR:</b> 7.4.3, 7.5.6		<b>SKILL AREA:</b> Evaluate/Review a Building's Area, Height, Occupancy, Construction Type	
<b>TASK:</b> Evaluate / Review a building's area, height, occupancy classification and construction type,					
<b>CONDITIONS:</b> Given an approved set of plans and construction features,					
<b>PERFORMANCE OUTCOME:</b> confirm that a building is in compliance with applicable codes and standards.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Evaluate a building's area, height, occupancy class and construction type based on the assigned plans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Determine applicable codes and standard requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Correctly identify occupancy and building classifications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Identify the characteristics of each type of building construction presented.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Notes correct height, area, occupancy classification and construction type.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Creates clear, concise report documenting building status.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Ensures applicable codes and standards are correctly cited.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Overall Skill Sheet Score</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Candidate Stop Safety: Yes <input type="checkbox"/>			Equipment Stop Safety: Yes <input type="checkbox"/>		

Evaluator/Candidate Comments \_\_\_\_\_

Retest Approved by \_\_\_\_\_

Evaluator (Print & Sign) \_\_\_\_\_ Candidate Signature \_\_\_\_\_ Date \_\_\_\_\_

Retest Evaluator (Print & Sign) \_\_\_\_\_ Candidate Signature \_\_\_\_\_ Date \_\_\_\_\_



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## FIRE INSPECTOR

Candidate Name \_\_\_\_\_ Skill Sheet 13

FSTB ID # \_\_\_\_\_ Date \_\_\_\_\_

<b>NFPA STANDARD:</b> 1030, 2024 Edition		<b>JPR:</b> 7.4.4		<b>SKILL AREA:</b> Evaluate Fire Protection Systems and Equipment	
<b>TASK:</b> Evaluate fire protection systems and equipment provided for life safety and property protection,					
<b>CONDITIONS:</b> Given field observations and hazard classifications of the occupancy, the hazards protected, and the system specifications,					
<b>PERFORMANCE OUTCOME:</b> so that fire protection systems provided are approved for the occupancy, commodity, or hazard being protected.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Evaluates field observations, facility information, hazards present, and system specifications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Uses test documentation and field observation to determine protection level.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Verifies documentation of maintenance and testing of the system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Determines/confirms compliance with the applicable codes and standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Recognizes problems, identifies, documents, and reports correct deficiencies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Makes correct decisions and determines system approval.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Creates a clear, concise written report that contains all information required in accordance with AHJ policies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Overall Skill Sheet Score</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Candidate Stop Safety:</b> Yes <input type="checkbox"/>			<b>Equipment Stop Safety:</b> Yes <input type="checkbox"/>		

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Evaluator (Print & Sign) \_\_\_\_\_ Candidate Signature \_\_\_\_\_ Date \_\_\_\_\_

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## FIRE INSPECTOR

Candidate Name \_\_\_\_\_ Skill Sheet **14**

FSTB ID # \_\_\_\_\_ Date \_\_\_\_\_

<b>NFPA STANDARD:</b> 1030, 2024 edition		<b>JPR:</b> 7.4.5		<b>SKILL AREA:</b> Witness Acceptance Testing	
<b>TASK:</b> Witness an acceptance test for an integrated fire protection system,					
<b>CONDITIONS:</b> Given approved shop drawings, test protocols, and an installed system,.					
<b>PERFORMANCE OUTCOME:</b> so that system performance can be evaluated for compliance, and deficiencies are identified, documented, and reported in accordance with applicable codes, standards, and the policies of the AHJ.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Review shop drawings, test protocols, and the installed system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Interprets applicable codes and standards as they relate to the life safety system and building services.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Witnesses and evaluates the system performance during testing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Confirms compliance with applicable codes and standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Identifies, documents, and reports the correct deficiencies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Completes written report according to AHJ policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Report is clear, concise, and contains correct information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Overall Skill Sheet Score</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Candidate Stop Safety: Yes <input type="checkbox"/>			Equipment Stop Safety: Yes <input type="checkbox"/>		

Evaluator/Candidate Comments \_\_\_\_\_

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## FIRE INSPECTOR

Candidate Name \_\_\_\_\_ Skill Sheet 15

FSTB ID # \_\_\_\_\_ Date \_\_\_\_\_

<b>NFPA STANDARD:</b> 1030, 2024 Edition		<b>JPR:</b> 7.4.6, 7.5.5		<b>SKILL AREA:</b> Inspect/Review Means of Egress	
<b>TASK:</b> Inspect / Review means of egress elements,					
<b>CONDITIONS:</b> Given observations made during a field inspection of a building,					
<b>PERFORMANCE OUTCOME:</b> so that means of egress elements are maintained in compliance with applicable codes and standards, and deficiencies are identified, documented, and reported in accordance with the policies of the AHJ.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Observes and review the assigned existing building.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Inspects interior and exterior means of egress elements for the assigned existing building.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Uses measuring tools correctly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Creates field sketches.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Verifies that means of egress elements are unlocked and open freely.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Verifies that means of egress are being maintained and are free of obstructions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Confirms compliance with applicable codes and standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Recognizes, identifies, documents problems and correct deficiencies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Completes written report according to AHJ policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Report is clear, concise, and contains correct information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Overall Skill Sheet Score</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Candidate Stop Safety:</b> Yes <input type="checkbox"/>		<b>Equipment Stop Safety:</b> Yes <input type="checkbox"/>			

Evaluator/Candidate Comments \_\_\_\_\_

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## FIRE INSPECTOR

Candidate Name \_\_\_\_\_ Skill Sheet **16**

FSTB ID # \_\_\_\_\_ Date \_\_\_\_\_

<b>NFPA STANDARD:</b> 1030, 2024 Edition		<b>JPR:</b> 7.4.7		<b>SKILL AREA:</b> Evaluate Hazardous Conditions	
<b>TASK:</b> Identify hazardous conditions involving equipment, processes, and operations,					
<b>CONDITIONS:</b> given field observations and documentation,					
<b>PERFORMANCE OUTCOME:</b> 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 AHJ.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Reviews provided field observations and documentation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Recognizes correct hazardous conditions present.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Identifies the hazardous condition and applies the applicable code(s) and standard(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Interprets code, makes correct & appropriate decisions to document and report the hazardous condition(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Makes decisions that the equipment/operations/processes are, or are not, installed according to applicable codes and standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Documents correct hazardous conditions or current status in a written report.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	References applicable codes and standards appropriately in the report.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Ensures report is clear, concise, and contains all correct information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Overall Skill Sheet Score</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Candidate Stop Safety:</b> Yes <input type="checkbox"/>			<b>Equipment Stop Safety:</b> Yes <input type="checkbox"/>		

Evaluator/Candidate Comments \_\_\_\_\_

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## FIRE INSPECTOR

Candidate Name \_\_\_\_\_ Skill Sheet 17

FSTB ID # \_\_\_\_\_ Date \_\_\_\_\_

<b>NFPA STANDARD:</b> 1030, 2024 Edition		<b>JPR:</b> 7.4.8, 7.4.9		<b>SKILL AREA: Emergency Planning &amp; Preparedness</b>	
<b>TASK:</b> Evaluate emergency planning and preparedness procedures, and assist with the development and evaluation of emergency planning and procedures,					
<b>CONDITIONS:</b> given existing or proposed plans and procedures and applicable codes and standards,					
<b>PERFORMANCE OUTCOME:</b> so that compliance with those standards is determined.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Evaluates existing or proposed plans, reports, procedures and applicable codes and standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Compares submitted plans/procedures with applicable codes and standards of the AHJ.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Recognizes problems, identifies documents, and reports the correct deficiencies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Makes correct decisions and determines plan/procedure approval.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Assists with development and evaluation of emergency planning and procedures as defined.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Creates plans and procedures that are compliant with applicable codes and standards of the AHJ.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Creates a clear, concise written report containing all the correct information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Overall Skill Sheet Score</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Candidate Stop Safety: Yes <input type="checkbox"/>			Equipment Stop Safety: Yes <input type="checkbox"/>		

Evaluator/Candidate Comments \_\_\_\_\_

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Retest Approved by \_\_\_\_\_

Evaluator (Print & Sign) \_\_\_\_\_ Candidate Signature \_\_\_\_\_ Date \_\_\_\_\_

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## FIRE INSPECTOR

Candidate Name \_\_\_\_\_ Skill Sheet 18

FSTB ID # \_\_\_\_\_ Date \_\_\_\_\_

<b>NFPA STANDARD:</b> 1030, 2024 Edition		<b>JPR:</b> 7.4.10		<b>SKILL AREA:</b> Code Compliance for Storage of Flammable/Combustible Liquids & Gases	
<b>TASK:</b> Verify code compliance for storage, handling, and use of flammable and combustible liquids and gases,					
<b>CONDITIONS:</b> given field observations and AHJ guidelines,					
<b>PERFORMANCE OUTCOME:</b> so that deficiencies are identified, documented, and report in accordance with codes, standards, and policies & procedures of the AHJ.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	During field observation, recognizes correct fire hazards and hazardous conditions/deficiencies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Identifies deficiencies and verifies code compliance in accordance with the applicable codes, standards, and policies of the AHJ.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Identifies, interprets, and applies correct applicable codes, standards, and policies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Makes appropriate decision, communicates and reports all concerns, deficiencies, or hazards according to policies of the AHJ.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Completes a written report documenting correct fire hazard/hazardous conditions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Notes appropriate fire protection and prevention practices in report.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	References applicable codes and standards appropriately (standard and edition).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Report is clear, concise, and contains correct information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Overall Skill Sheet Score</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Candidate Stop Safety: Yes <input type="checkbox"/>			Equipment Stop Safety: Yes <input type="checkbox"/>		

Evaluator/Candidate Comments \_\_\_\_\_

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## FIRE INSPECTOR

Candidate Name \_\_\_\_\_ Skill Sheet 19

FSTB ID # \_\_\_\_\_ Date \_\_\_\_\_

<b>NFPA STANDARD:</b> 1030, 2024 Edition		<b>JPR:</b> 7.4.11		<b>SKILL AREA:</b> Code Compliance for Storage, Handling, and Use of Hazardous Materials	
<b>TASK:</b> Evaluate code compliance for storage, handling, and use of hazardous materials,					
<b>CONDITIONS:</b> given field observations during an inspection,					
<b>PERFORMANCE OUTCOME:</b> deficiencies are identified, documented, and reported in accordance with the applicable codes, standards, and policies of the AHJ.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Gathers field observations during assigned inspection.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Recognizes and identifies the correct fire hazards, hazardous conditions, or deficiencies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Documents the correct deficiencies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Interprets, applies, and evaluates code compliance to the applicable codes, standards, and policies of the AHJ.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Completes a written report documenting deficiencies, noting fire protection and fire prevention practices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Appropriately references all applicable codes and standards in report.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Report is clear, concise, and contains all correct information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Overall Skill Sheet Score</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Candidate Stop Safety: Yes <input type="checkbox"/>		Equipment Stop Safety: Yes <input type="checkbox"/>			

Evaluator/Candidate Comments \_\_\_\_\_  
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## FIRE INSPECTOR

Candidate Name \_\_\_\_\_ Skill Sheet 20

FSTB ID # \_\_\_\_\_ Date \_\_\_\_\_

<b>NFPA STANDARD:</b> 1030, 2024 Edition		<b>JPR:</b> 7.4.12		<b>SKILL AREA:</b> Determine Fire Growth Potential in a Building or Spec	
<b>TASK:</b> Determine Fire Growth Potential in a Building or Space					
<b>CONDITIONS:</b> given field observations or plans,					
<b>PERFORMANCE OUTCOME:</b> contents, interior finishes, and construction elements are evaluated for compliance, and deficiencies are identified, documented, and corrected in accordance with the applicable codes, standards, and policies of the AHJ.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Reviews plans or makes field observations in assigned scenario.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Evaluates contents, interior finishes, and construction elements for compliance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Identifies, documents, and reports hazardous conditions that would contribute to fire growth.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Interprets applicable codes and determines the appropriate fire growth potential.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Identifies, documents, and reports deficiencies in accordance with applicable codes, standards, and policies of the AHJ.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Identifies and records applicable codes, standards, and guidelines used to determine compliance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Recognizes all hazardous fire growth potential and makes appropriate decisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Communicates all hazardous fire growth potential concerns or deficiencies in completed report.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Ensures report is clear, concise, and that all information is included in accordance with AHJ requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Overall Skill Sheet Score</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Candidate Stop Safety: Yes <input type="checkbox"/>		Equipment Stop Safety: Yes <input type="checkbox"/>			

Evaluator/Candidate Comments \_\_\_\_\_

Retest Approved by \_\_\_\_\_

Evaluator (Print & Sign) \_\_\_\_\_ Candidate Signature \_\_\_\_\_ Date \_\_\_\_\_

Retest Evaluator (Print & Sign) \_\_\_\_\_ Candidate Signature \_\_\_\_\_ Date \_\_\_\_\_



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## FIRE INSPECTOR

Candidate Name \_\_\_\_\_ Skill Sheet 21

FSTB ID # \_\_\_\_\_ Date \_\_\_\_\_

<b>NFPA STANDARD:</b> 1030, 2024 Edition		<b>JPR:</b> 7.4.13		<b>SKILL AREA:</b> Verify Compliance of Construction Documents	
<b>TASK:</b> Verify compliance of construction documents,					
<b>CONDITIONS:</b> given a performance-based design,					
<b>PERFORMANCE OUTCOME:</b> life safety systems and building services equipment are installed, inspected, and tested to perform as described in the engineering documents and operations/maintenance manuals. Deficiencies are identified, documented and reported in accordance with the applicable codes, standards, and policies of the AHJ.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Reviews performance-based design specifications, manuals, and other documentation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Interpret the applicable codes and standards as they relate to the life safety systems and building services.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Witnesses and evaluates system performance testing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Confirms installation, inspection, and testing are compliant with the applicable codes, standards, and policies/procedures of the AHJ.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Identifies and documents correct deficiencies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Makes correct decisions and determines system compliance or non-compliance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Completes a written report containing all information required by AHJ policy/procedure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Ensures report is clear, concise, and contains all correct information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Overall Skill Sheet Score</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Candidate Stop Safety:</b> Yes <input type="checkbox"/>			<b>Equipment Stop Safety:</b> Yes <input type="checkbox"/>		

Evaluator/Candidate Comments \_\_\_\_\_

Retest Approved by \_\_\_\_\_

Evaluator (Print & Sign) \_\_\_\_\_ Candidate Signature \_\_\_\_\_ Date \_\_\_\_\_

Retest Evaluator (Print & Sign) \_\_\_\_\_ Candidate Signature \_\_\_\_\_ Date \_\_\_\_\_



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## FIRE INSPECTOR

Candidate Name \_\_\_\_\_ Skill Sheet 22

FSTB ID # \_\_\_\_\_ Date \_\_\_\_\_

<b>NFPA STANDARD:</b> 1030, 2024 Edition		<b>JPR:</b> 7.4.14		<b>SKILL AREA:</b> Verify compliance of HVAC and other Building Services	
<b>TASK:</b> Verify the compliance of heating, ventilation, air conditioning (HVAC), and other building service equipment and operations,					
<b>CONDITIONS:</b>					
<b>PERFORMANCE OUTCOME:</b>					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Reviews and evaluates field observations and other documents as required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Interprets applicable codes and standards as they relate to HVAC and other systems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Inspects system maintenance and operations documentation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Confirms maintenance is compliant with applicable codes, standards, and policies/procedures of the AHJ.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Recognizes, identifies, and documents correct deficiencies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Makes correct decisions and determines system compliance or non-compliance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Completes a written report containing all information required by AHJ policy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Ensures report is clear, concise, and contains all correct information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Overall Skill Sheet Score</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Candidate Stop Safety: Yes <input type="checkbox"/>			Equipment Stop Safety: Yes <input type="checkbox"/>		

Evaluator/Candidate Comments \_\_\_\_\_

Retest Approved by \_\_\_\_\_

Evaluator (Print & Sign) \_\_\_\_\_ Candidate Signature \_\_\_\_\_ Date \_\_\_\_\_

Retest Evaluator (Print & Sign) \_\_\_\_\_ Candidate Signature \_\_\_\_\_ Date \_\_\_\_\_



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## FIRE INSPECTOR

Candidate Name \_\_\_\_\_ Skill Sheet 23

FSTB ID # \_\_\_\_\_ Date \_\_\_\_\_

<b>NFPA STANDARD:</b> 1030, 2024 Edition		<b>JPR:</b> 7.4.15		<b>SKILL AREA:</b> Verify Emergency Access for an Existing Site	
<b>TASK:</b> Verify emergency access for an existing site,					
<b>CONDITIONS:</b> given field observations and existing plans,					
<b>PERFORMANCE OUTCOME:</b> required emergency access is maintained, deficiencies are identified, documented, and corrected in accordance with the applicable policies of the AHJ.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Reviews emergency access requirements for an existing site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Determines if required emergency access is being maintained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Identifies and documents the correct site access deficiencies according to applicable codes, standards, and policies of the AHJ.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Ensures that deficiencies are corrected in accordance with applicable policies of the AHJ.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Completes written report containing all required information in accordance with applicable policies of the AHJ.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Ensures report is clear, concise, and contains all information required by the AHJ.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Overall Skill Sheet Score</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Candidate Stop Safety: Yes <input type="checkbox"/>			Equipment Stop Safety: Yes <input type="checkbox"/>		

Evaluator/Candidate Comments \_\_\_\_\_

Retest Approved by \_\_\_\_\_

Evaluator (Print & Sign) \_\_\_\_\_ Candidate Signature \_\_\_\_\_ Date \_\_\_\_\_

Retest Evaluator (Print & Sign) \_\_\_\_\_ Candidate Signature \_\_\_\_\_ Date \_\_\_\_\_



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## FIRE INSPECTOR

Candidate Name \_\_\_\_\_ Skill Sheet **24**

FSTB ID # \_\_\_\_\_ Date \_\_\_\_\_

<b>NFPA STANDARD:</b> 1030, 2024 Edition		<b>JPR:</b> 7.4.16		<b>SKILL AREA:</b> Verify Available Fire Flows	
<b>TASK:</b> Verify the available fire flows for a site,					
<b>CONDITIONS:</b> given the site's fire flow test results and water supply data,					
<b>PERFORMANCE OUTCOME:</b> required fire flow are in accordance with applicable codes and standards, deficiencies are identified, documented, and reported in accordance with the applicable codes, standards, and policies of the AHJ.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Reviews and evaluates flow test results and water supply data.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Gathers equipment and confirms location.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Identifies the proper distance and placement of the pitot tube based on ½ of the inside diameter of the discharge port.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Identifies the flow pressure reading on the pitot gauge from the flow hydrant.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Identifies the static pressure reading from the test hydrant.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Identifies the residual pressure reading from the test hydrant.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Correctly calculates, graphs, and verifies available fire flows.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Identifies, documents, and reports deficiencies in accordance with the applicable codes, standards, and policies/procedures of the AHJ.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Completes written report with all information in accordance with AHJ policies/procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Ensures report is clear, concise, and contains all correct information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Overall Skill Sheet Score</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Candidate Stop Safety:</b> Yes <input type="checkbox"/>		<b>Equipment Stop Safety:</b> Yes <input type="checkbox"/>			

Evaluator/Candidate Comments \_\_\_\_\_

Retest Approved by \_\_\_\_\_

Evaluator (Print & Sign) \_\_\_\_\_ Candidate Signature \_\_\_\_\_ Date \_\_\_\_\_

Retest Evaluator (Print & Sign) \_\_\_\_\_ Candidate Signature \_\_\_\_\_ Date \_\_\_\_\_





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## FIRE INSPECTOR

Candidate Name \_\_\_\_\_ Skill Sheet 25

FSTB ID # \_\_\_\_\_ Date \_\_\_\_\_

<b>NFPA STANDARD:</b> 1030, 2024 Edition		<b>JPR:</b> 7.5.1		<b>SKILL AREA:</b> Classify an Occupancy	
<b>TASK:</b> Classify an occupancy,					
<b>CONDITIONS:</b> given a set of plans, specifications, and a description of a building and its use,					
<b>PERFORMANCE OUTCOME:</b> so that the occupancy is classified in accordance with the applicable codes, standards, and policies/procedures of the AHJ.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Evaluates and reviews the provided plans, specifications, and description of building use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Recognize the occupancy classification of a given occupancy in the assigned scenario.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Considers the use of the occupancy in determining classification.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Identifies and uses appropriate codes and standards in making classifications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Makes appropriate decision and determines correct occupancy classification.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Completes a written report documenting the correct occupancy classification, appropriately noting applicable codes and standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Ensures report is clear, concise, and contains all information required by the AHJ.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Overall Skill Sheet Score</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Candidate Stop Safety:</b> Yes <input type="checkbox"/>		<b>Equipment Stop Safety:</b> Yes <input type="checkbox"/>			

Evaluator/Candidate Comments \_\_\_\_\_

Retest Approved by \_\_\_\_\_

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Evaluator (Print & Sign) Candidate Signature Date

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Retest Evaluator (Print & Sign) Candidate Signature Date



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## FIRE INSPECTOR

Candidate Name \_\_\_\_\_ Skill Sheet **26**

FSTB ID # \_\_\_\_\_ Date \_\_\_\_\_

<b>NFPA STANDARD:</b> 1030, 2024 Edition		<b>JPR:</b> 7.5.3, 7.5.4		<b>SKILL AREA:</b> Review Fire Protection Systems	
<b>TASK:</b> Review the proposed installation of fire protection systems; Compare and approved plan to an existing fire protection system,					
<b>CONDITIONS:</b> Given shop drawings and system specifications for a storage commodity, process, or operation,					
<b>PERFORMANCE OUTCOME:</b> 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 of the AHJ.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Review field observation information and approved plans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Interprets applicable codes and standards as they relate to the fire protection system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Reads shop drawings and basic floor plans to determine code compliance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Correctly identify symbols used in floor plans and shop drawings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Reviews the proposed installation of the fire protection system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Compares the approved plan to the existing system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Determines if system has been installed in accordance with the approved drawings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Identifies and documents the correct modifications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Completes written report including all information required by the AHJ.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Report is clear, concise, and information is correct.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Overall Skill Sheet Score</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Candidate Stop Safety:</b> Yes <input type="checkbox"/>		<b>Equipment Stop Safety:</b> Yes <input type="checkbox"/>			

Evaluator/Candidate Comments \_\_\_\_\_

Retest Approved by \_\_\_\_\_

Evaluator (Print & Sign) \_\_\_\_\_ Candidate Signature \_\_\_\_\_ Date \_\_\_\_\_

Retest Evaluator (Print & Sign) \_\_\_\_\_ Candidate Signature \_\_\_\_\_ Date \_\_\_\_\_