

Fire Inspector I

Certification Procedures Guide



This Certification Procedure Guide reflects the requirements of:

NFPA 1031: Standard for Professional Qualifications for Fire Inspector and Plans Examiner, 2014 Edition

Introduction to Fire Inspector I Certification

FSTB website:

[Fire Service Training Bureau | Iowa Department of Public Safety](#)

FSTB Certification phone number: 515-727-3447

Candidates wishing to attain national certification at the Fire Inspector I level through the Iowa Fire Service Training Bureau Certification System must start the process by attending an FSTB-approved course of instruction prior to registering for and paying the fee for a seat at one of the State's regional examination sites. Per the Iowa Administrative Code Section 251.201(2) examination fees are due at the time of registration and no later than 2 weeks prior to the examination date.

Candidates will register for examinations through their Acadis portal account.

<https://iafstb.acadisonline.com/acadisviewer/login.aspx>

Candidates are given twelve (12) months to complete each certification process. This time limit starts when the candidate takes their FIRST examination for this level (pass or fail).

The initial registration fee of \$50 allows the candidate one (1) attempt to pass the written examination. After this, every RETAKE is charged a \$50 fee.

If the twelve (12) month time limit expires and the candidate has not successfully completed all the requirements for this certification process, the candidate's record is archived, and the candidate will have to restart the process.

If it has been more than two (2) years since the candidate has taken the course of instruction, before they can pursue this level of certification, they will need to retake the course and provide proof of completion.

Fire Inspector I - Certification Requirements

Prerequisites:

Candidates pursuing certification at the Fire Inspector I level must meet the following conditions:

1. Be a current member of a fire, emergency or rescue organization within the State of Iowa or enrolled in a Fire Science program within the Iowa College System. All candidates pursuing certification shall be at least 18 years of age.
2. Must have attended FSTB-approved Fire Inspector I course of instruction within the past two (2) years of starting the certification process.

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

Written Examination:

The Fire Inspector I written examination is based on Job Performance Requirements listed in NFPA 1031 - Standard for Professional Qualifications for Fire Inspector and Plans Examiner, 2014 edition.

- The Fire Inspector I written examination contains 100 multiple choice and/or True-False questions.
- Candidates are required to score a minimum of 70% on the written examination. Candidates who fail the written examination are responsible for notifying the FSTB of their desire to retake the written examination by registering for another examination site and paying another registration fee of \$50. Candidates may not take the written examination more than once per day.
- The below chart shows the maximum time allowed for the written examinations based on the number of questions on the examination.

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

Project:

1. The Fire Inspector I Project is based on Job Performance Requirements listed in NFPA 1031 - Standard for Professional Qualifications for Fire Inspector and Plan Examiner, 2014 edition, Chapter 4. The Project includes: Investigating common complaints, given a reported situation or condition; Identifying the applicable code or standard, given a fire protection, fire prevention, or life safety issue; Participating in legal proceedings, given the findings of a field inspection or a complaint and consultation with legal counsel; Preparing inspection reports, given agency policy and procedures, and observations from an assigned field inspection; Recognizing the need for a permit, given a situation or condition; Recognizing the need for a plan review, given a situation or condition; Identifying the applicable code or standard, given a fire protection, fire prevention, or life safety issue; Identifying the occupancy classification of a single-use occupancy, given a description of the occupancy and its use; Computing the allowable occupant load of a single-use occupancy or portion thereof, given a detailed description of the occupancy; Verifying the type of construction for an addition or remodeling project, given field observations or a description of the project and the materials being used; Inspecting means of egress elements, given observations made during a field inspection of an existing building; Determining the operational readiness of existing fixed fire suppression systems, given test documentation and field observations; Determining the operational readiness of existing fire detection and alarm systems, given test documentation and field observations; Determining the operational readiness of existing portable fire extinguishers, given field observations and test documentation; Comparing an approved plan to an existing fire protection system, given approved plans and field observations; Verifying that emergency planning and preparedness measures are in place and have been practiced, given field observations, copies of emergency plans, and records of exercises; Verifying fire flow for a site, given fire flow test results and water supply data; Recognizing hazardous conditions involving equipment, processes, and operations, given field observations; Inspecting emergency access for an existing site, given field observations; Verifying code compliance for incidental storage, handling, and use of flammable and combustible liquids and gases, given field observations and inspection guidelines from the AHJ; Verifying code compliance for incidental storage, handling, and use of hazardous materials, given field observations; Recognizing a hazardous fire growth potential in a building or space, given field observations; and Determining code compliance, given the codes, standards, and policies of the jurisdiction and a fire protection issue. Detailed instructions and associated documents are located at the end of this Procedures Guide.

References / Textbooks:

- IFSTA, *Fire Inspection and Code Enforcement*, 8th Edition, 2016
- Jones & Bartlett, *Fire Inspector: Principles and Practice*, Revised Enhanced 1st Edition, 2016

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

Fire Inspector I - Project

DIRECTIONS:

1. For this project, you are a newly appointed Fire Inspector working in the Prevention Division of your department. The following checklist is a quick reference of each component of the project and also references the NFPA 1031 JPR the skill is derived from:
 - ☐ **Assignment (Skill) 1:** Investigate common complaints, given a reported situation or condition, **JPR 4.2.4**; Identify the applicable code or standard, given a fire protection, fire prevention, or life safety issue, **JPR 4.2.5**.
 - ☐ **Assignment (Skill) 2:** Participate in legal proceedings, given the findings of a field inspection or a compliant and consultation with legal counsel, **JPR 4.2.6**.
 - ☐ **Assignment (Skill) 3:** Prepare inspection reports, given agency policy and procedures, and observations from an assigned field inspection, **JPR 4.2.1**; Recognize the need for a permit, given a situation or condition, **JPR 4.2.2**; Recognize the need for a plan review, given a situation or condition, **JPR 4.2.3**; Identify the applicable code or standard, given a fire protection, fire prevention, or life safety issue, **JPR 4.2.5**; Identify the occupancy classification of a single-use occupancy, given a description of the occupancy and its use, **JPR 4.3.1**; Compute the allowable occupant load of a single-use occupancy or portion thereof, given a detailed description of the occupancy, **JPR 4.3.2**; Verify the type of construction for an addition or remodeling project, given field observations or a description of the project and the materials being used, **JPR 4.3.4**.
 - ☐ **Assignment (Skill) 4:** Prepare inspection reports, given agency policy and procedures, and observations from an assigned field inspection, **JPR 4.2.1**; Identify the applicable code or standard, given a fire protection, fire prevention, or life safety issue, **JPR 4.2.5**; Inspect means of egress elements, given observations made during a field inspection of an existing building, **JPR 4.3.3**; Determine the operational readiness of existing fixed fire suppression systems, given test documentation and field observations, **JPR 4.3.5**; Determine the operational readiness of existing fire detection and alarm systems, given test documentation and field observations, **JPR 4.3.6**; Determine the operational readiness of existing portable fire extinguishers, given field observations and test documentation, **JPR 4.3.7**; Compare an approved plan to an existing fire protection system, given approved plans and field observations, **JPR 4.3.9**; Verify that emergency planning and preparedness measures are in place and have been practiced, given field observations, copies of emergency plans, and records of exercises, **JPR 4.3.10**; Verify fire flow for a site, given fire flow test results and water supply data, **JPR 4.3.16**.
 - ☐ **Assignment (Skill) 5:** Prepare inspection reports, given agency policy and procedures, and observations from an assigned field inspection, **JPR 4.2.1**; Identify the applicable code or standard, given a fire protection, fire prevention, or life safety issue, **JPR 4.2.5**; Recognize hazardous conditions involving equipment, processes, and operations, given field observations, **JPR 4.3.8**; Inspect emergency access for an existing site, given field observations, **JPR 4.3.11**; Verify code compliance for incidental storage, handling, and use of flammable and combustible liquids and gases, given field observations and inspection guidelines from the AHJ, **JPR 4.3.12**; Verify code compliance for incidental storage, handling, and use of hazardous materials, given field observations, **JPR 4.3.13**; Recognize a hazardous fire growth potential in a building or space, given field observations, **JPR 4.3.14**; Determine code compliance, given the codes, standards, and policies of the jurisdiction and a fire protection issue, **JPR 4.3.15**.

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 Plan 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.

Upon completion of the following five (5) Assignments, the candidate MUST have a completed Affidavit signed by either the certification candidate's Fire Chief or the Fire Marshal. The Fire Chief or Fire Marshal's signature on the Affidavit attests that the certification candidate has completed the Project's five (5) Assignments independently utilizing local jurisdiction resources appropriate to each Assignment. The Affidavit is included as part of this Guide and MUST be included with this multi-part Project.

Assignment 1 Scenario

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 Parkway 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.

Assignment 2 Scenario

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.

Assignment 3 Scenario

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 assignment, you may use a locally adopted code or the current NFPA 101, Life Safety Code, 2021 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. If applicable, 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. Review the Project Evaluation Checklist for this Assignment to ensure you have inspected all required areas.

You may use locally adopted inspection forms or the inspection form included with this assignment.

Assignment 4 Scenario

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

You may use a locally adopted code or the current NFPA 101, Life Safety Code, 2021 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. Review the Project Evaluation Checklist for this Assignment to ensure you have inspected all required areas.

You may use locally adopted inspection forms or the inspection form included with this assignment.

Assignment 5 Scenario

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 assignment, you may use a locally adopted code or the current NFPA 101, Life Safety Code, 2021 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 Procedures Guide. Review the Project Evaluation Checklist for this Assignment to ensure you have inspected all required areas.

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..



Fire Service Training Bureau

Division of State Fire Marshal • Iowa Department of Public Safety

Local Fire Chief and/or Fire Marshal Affidavit

The Fire Service Training Bureau offers certification for Fire Inspector I based upon the current NFPA 1031 Standard titled "Standard for Professional Qualifications for Fire Inspector and Plan Examiner, 2014 edition." This affidavit is required to be completed by the certification candidate's Fire Chief and/or Fire Marshal to verify compliance with certification project requirements.

By signing this affidavit, you are ensuring the Fire Inspector I certification candidate has completed the required project consisting of the following five (5) assignments, and that the candidate has done so independently and in using local jurisdiction resources appropriate for each individual assignments.

Assignment 1-Scenario (Investigation of Common Complaints)

Printed Name and Title

Signature

Date

Assignment 2-Scenario (Prepare Documentation for Testimony in Legal Proceedings)

Printed Name and Title

Signature

Date

Assignment 3-Scenario (Inspection of Commercial Single-Use Occupancy Remodel / Addition)

Printed Name and Title

Signature

Date

Assignment 4-Scenario (Inspection of School or Government Building-Excluding Fire Station)

Printed Name and Title

Signature

Date

Assignment 5-Scenario (Inspection of a Commercial Enterprise)

Printed Name and Title

Signature

Date