

State of Oregon
Department of Public Safety Standards and Training

NFPA[®] 1031
Standard for
Professional Qualifications for Fire Inspector II
2014 Edition

Task Book Assigned To:	
Name	DPSST Fire Service #
Agency Name	Date Initiated
Signature of Agency Head or Training Officer	Date Completed

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<http://oregon.gov/DPSST/FC/index.shtml>

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Task Book Qualification Record Books (Task Books) have been developed for various certification levels within the Oregon Department of Public Safety Standards and Training (DPSST) system. Each Task Book lists the job performance requirements (JPRs) for the specific certification level in a format that allows a candidate to be trained and evaluated during one to three sessions. Successful performance of all tasks, as observed and recorded by a qualified and approved evaluator will result in the candidate's eligibility for DPSST certification.

To become certified at a specific level, the applicant must successfully complete the job performance requirements in sequence. Before a job performance evaluation can be taken, all requisite knowledge and skills must be satisfied. In addition, all relative Task Book evaluations must be checked off by the evaluator. When all prescribed requirements have been met, an application for certification will be forwarded to DPSST. All certificates are mailed to the Training Officer at his/her Fire Service Agency.

TASK BOOK SPECIFICATIONS:

To successfully complete a task book, only an evaluator certified as an NFPA Fire Officer at the candidate's specific level or higher may sign off on the JPR's. 'Requisite Knowledge' sections may be completed during class and signed by the instructor. 'Requisite Skills' sections must be conducted and signed at the candidate's fire agency.

NFPA TASK BOOK INFORMATION:

The JPRs covered in this Task Book meet or exceed all NFPA published standards for this certification level at the time of this publication. Mention of NFPA and its standards do not, and are not intended as adoption of—or reference to—NFPA standards. For more information on the complete job performance requirements and data, see the individual DPSST Task Book for that certification level.

HOW TO EVALUATE PERFORMANCE:

Each JPR has one corresponding box to the right in which to confirm a candidate's success. The evaluator shall indicate successful passing by the candidate of each JPR by initialing and dating (see example).

***A vertical line (|) to the left of the document indicates a change from the previous standard.**

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



TASK BOOK QUALIFICATION RECORD

FOR THE CERTIFICATION LEVEL OF

NFPA FIRE INSPECTOR II

Prior to becoming certified in this position, the NFPA Fire Inspector II candidate must successfully complete the following Job Performance Requirements (JPR). The evaluator must initial and date the appropriate box to indicate successful completion. For each JPR there are requisite knowledge and skill requirements. The evaluator must initial and date in the box provided to indicate the meeting of those requirements before the firefighter may proceed.

5.1 General.

The Fire Inspector II shall meet the job performance requirements defined in Chapter 4 and Sections 5.2 through 5.4.

5.2 Administration.

This duty involves conducting research, interpreting codes, implementing policy, testifying at legal proceedings, and creating forms and job aids, according to the following job performance requirements.

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

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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(A) Requisite Knowledge. Permit application process and applicable codes, standards, policies, and procedures of the jurisdiction.

<input type="checkbox"/>

(B) Requisite Skills. The application of the requisite knowledge.

<input type="checkbox"/>

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

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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(A) Requisite Knowledge. Plan review application process, code requirements of the jurisdiction, and policies and procedures of the jurisdiction.

(B) Requisite Skills. The ability to communicate orally and in writing on matters related to code requirements, policies, and procedures of the jurisdiction.

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

(A) Requisite Knowledge. Applicable codes and standards adopted by the jurisdiction and policies of the jurisdiction.

(B) Requisite Skills. The ability to interpret codes and standards, recognize problems, and refer complaints to other agencies when required.

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

(A) Requisite Knowledge. State statutes or local ordinances establishing or empowering the agency to adopt, enforce, and revise codes and standards; the legal instruments establishing or adopting codes and standards; and the development and adoption process for fire and life safety legislation or regulations.

(B) Requisite Skills. The ability to recognize problems, collect and develop potential solutions, and identify cost/risk benefits.

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

(A) Requisite Knowledge. Policies and procedures of the jurisdiction related to code enforcement as well as sources of detailed and technical information relating to fire protection and life safety.

(B) Requisite Skills. The ability to identify approved construction methods and materials related to fire safety, read and interpret construction plans and specifications, educate, conduct research, make decisions, recognize problems, and resolve conflicts.

5.3 Field Inspection.

This duty involves code enforcement inspections and analyses of new and existing structures and properties for construction, occupancy, fire protection, and exposures, according to the following job performance requirements.

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

(A) Requisite Knowledge. How to calculate occupant loads for an occupancy and for building use; and code requirements, regulations, operational features, and fire hazards presented by various occupancies.

(B) Requisite Skills. The ability to calculate occupant loads, identify occupancy factors related to various occupancy classifications, use measuring tools, read plans, and use a calculator.

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

(A) Requisite Knowledge. Occupancy classification, applicable codes and standards, operational features, and fire hazards presented by various occupancies.

(B) Requisite Skills. The ability to interpret code requirements and recognize building uses that fall into each occupancy classification.

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

(A) Requisite Knowledge. Building construction with emphasis on fire-rated construction, evaluation of methods of construction and assemblies for fire rating, analysis of test results, and manufacturer's specifications.

(B) Requisite Skills. The ability to identify characteristics of each type of building construction and occupancy classification.

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

(A) Requisite Knowledge. Applicable codes and standards for fire protection systems, basic physical science as it relates to fire behavior and fire suppression, implications and hazards associated with system operation, installation techniques and acceptance inspection, testing and reports of maintenance of completed installations, and use and function of various systems.

(B) Requisite Skills. The ability to recognize problems, use codes and standards, and read reports, plans, and specifications.

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

(A) Requisite Knowledge. Acceptable means of egress devices.

(B) Requisite Skills. The ability to calculate egress requirements, read plans, and make decisions related to the adequacy of egress.

5.3.6 Evaluate hazardous conditions involving equipment, processes, and operations, given field observations and documentation, so that the equipment, processes, or operations are installed in accordance with applicable codes and standards and deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

(A) Requisite Knowledge. Applicable codes and standards, accepted fire protection practices, fire behavior, ignition sources, safe housekeeping practices, and additional reference materials related to protection of hazardous processes and code enforcement.

(B) Requisite Skills. The ability to observe, communicate, interpret codes, recognize problems, and make decisions.

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

(A) Requisite Knowledge. Occupancy requirements for emergency evacuation plans, fire safety programs for crowd control, roles of agencies and individuals in implementation and development of emergency plans.

(B) Requisite Skills. The ability to compare submitted plans and procedures with applicable codes and standards adopted by the jurisdiction.

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

(A) Requisite Knowledge. Flammable and combustible liquids properties and hazards, material safety data sheet, safe handling practices, applicable codes and standards, fire protection systems and equipment approved for the material, fire behavior, safety procedures, and storage compatibility.

(B) Requisite Skills. The ability to identify typical fire hazards associated with processes or operations utilizing flammable and combustible liquids and to observe, communicate, interpret codes, recognize problems, and make decisions.

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

(A) Requisite Knowledge. Hazardous materials properties and hazards, material safety data sheet, safe handling practices, applicable codes and standards, fire protection systems and equipment approved for the material, fire behavior, safety procedures, chemical reactions, and storage compatibility.

(B) Requisite Skills. The ability to identify fire hazards associated with processes or operations utilizing hazardous materials and to observe, communicate, interpret codes, recognize problems, and make decisions.

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

(A) Requisite Knowledge. Basic fire behavior; flame spread and smoke development ratings of contents, interior finishes, building construction elements, decorations, decorative materials, and furnishings; and safe housekeeping practices.

(B) Requisite Skills. The ability to observe, communicate, interpret codes and standards, recognize hazardous conditions, and make decisions.

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

(A) Requisite Knowledge. Applicable codes and standards for installation and testing of fire protection systems, means of egress, and building services equipment.

(B) Requisite Skills. The ability to witness and document tests of fire protection systems and building services equipment.

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

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

(B) Requisite Skills. The ability to observe, recognize problems, interpret codes and standards, and write reports.

5.4 Plans Review.

This duty involves field verification of shop drawings, plans, and construction documents to ensure that they meet the intent of applicable codes and standards for fire and life safety, according to the following job performance requirements.

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

(A) Requisite Knowledge. Occupancy classification, applicable codes and standards, regulations, operational features, and fire hazards presented by various occupancies.

(B) Requisite Skills. The ability to read plans.

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

(A) Requisite Knowledge. How to calculate occupant loads for an occupancy and building use, code requirements, regulations, operational features such as fixed seating, and fire hazards presented by various occupancies.

(B) Requisite Skills. The ability to calculate accurate occupant loads, identify occupancy factors related to various occupancy classifications, use measuring tools, read plans, and use a calculator.

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

(A) Requisite Knowledge. Proper selection, distribution, location, and testing of portable fire extinguishers; methods used to evaluate the operational readiness of water supply systems used for fire protection; evaluation and testing of automatic sprinkler, water spray, and standpipe systems and fire pumps; evaluation and testing of fixed fire suppression systems; and evaluation and testing of automatic fire detection and alarm systems and devices.

(B) Requisite Skills. The ability to read basic floor plans or shop drawings and identify symbols used by the jurisdiction.

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

(A) Requisite Knowledge. Proper selection, distribution, location, and testing of portable fire extinguishers; methods used to evaluate the operational readiness of water supply systems used for fire protection; evaluation and testing of automatic sprinkler, water spray, and standpipe systems and fire pumps; evaluation and testing of fixed fire suppression systems; and evaluation and testing of automatic fire detection and alarm systems and devices.

(B) Requisite Skills. The ability to read basic floor plans or shop drawings.

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

(A) Requisite Knowledge. Applicable codes and standards adopted by the jurisdiction, the identification of standard symbols used in plans, and field verification practices.

(B) Requisite Skills. The ability to read plans and research codes and standards.