

BASIC FIRE INSPECTOR SKILLS MANUAL

CHAPTER FOUR FIRE INSPECTOR

2014 Edition

Effective June 1, 2016



Texas Commission on Fire Protection
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INSTRUCTION SHEET

FIRE INSPECTOR I PERFORMANCE SKILLS

Format

Similar Fire Inspector I skills are combined into one skill sheet when possible. The skills are combined depending on whether the skill relates to Field Inspections, Administration, or Analysis and Decision Making. These skill sheets should be used in a progressive type grading format. The skill sheet is divided into individual skill objectives. The Examiner should evaluate the Fire Inspector I candidates as they complete each skill of the evaluation.

For skill sheets that do not contain time constraints, the Course Instructor should specify time constraints as necessary.

Scoring Method

The scoring method is Satisfactory (S) or Unsatisfactory (U) for each step of the skill objective, and a Pass or Fail for each individual skill section. In order to successfully pass an individual skill section, the Fire Inspector I candidate must receive satisfactory scores in all the steps of the skill objective. In order to receive an overall Pass on the skill sheet, the Fire Inspector I candidate must receive a passing score for all individual skill sections.

If a step of a skill objective is scored "Unsatisfactory", only that skill objective must be retested. For example, if a candidate fails step b of Skill 11, he or she must be retested on Skill 11, in its entirety. Any Unsatisfactory or individual skill failure shall require the examiner to explain the reason for the failure in written form in the comments section of the skill sheet.

Preparation and Equipment

When necessary, additional information is provided under the heading "Evaluator Information- Preparation and Equipment." Examples are provided to assist the evaluator. Course Instructors are encouraged to use these examples to meet the minimum requirements, or they may modify the examples to meet or exceed the standard to fit their department or agency needs.

Many of the skill sheets require the use of department policies. It is suggested that the Course Instructors use the policies and procedures of his or her department. If teaching this course at a non-departmental institution, acquire a fire department's policies and procedures, or modification thereof, to complete these skills.

For optimal learning, scenario-based training and role-playing is recommended; however, based on departmental needs certain activities may be simulated by other means. Skills demonstrated require realism, and should be conducted at various occupancies where possible.

TEXAS COMMISSION ON FIRE PROTECTION

Fire Inspector I

Performance Standards Evaluation

Skill 1 - Administration

Prepare inspection reports; recognize the need for a permit, and recognize the need for plan review

NFPA 1031 4.2.1, 4.2.2, 4.2.3

Fire Inspector I

OBJECTIVE

Prepare inspection reports, given observations from a field inspection, so that the report is clear and concise and accurately reflects the findings of the inspection in accordance with applicable codes and standards. (4.2.1)

Recognize the need for a permit, given a situation or condition, so that requirements for permits are communicated in accordance with the policies of the jurisdiction. (4.2.2)

Recognize the need for plan review, given a situation or condition, so that requirements for plan reviews are communicated in accordance with the policies of the jurisdiction. (4.2.3)

INSTRUCTIONS - procedures for achieving the objectives

The Inspector candidate, given access to a single use occupancy or building, will conduct a fire inspection. During the inspection, the inspector candidate will:

- Demonstrate the ability to use the jurisdiction's established practices and procedures
- Use the applicable fire and building codes, standards or other reference material to identify deficiencies
- Verify compliance to the codes and standards
- Document the deficiencies, need for a permit and or plan review
- Report to the skill assessor with an inspection report of deficiencies

Deficiencies reported should reflect applicable references to the adopted codes and standards.

EXAMINER'S NOTE

The quality and realistic aspects of this skill set may require the examiner to provide situations that are based on past historical events from the jurisdiction.

PREPARATION & EQUIPMENT

Most skills require the use of a pen or pencil, paper, applicable codes and standards, local practices and procedures, and a computer with a printer or typewriter and official

TEXAS COMMISSION ON FIRE PROTECTION
Fire Inspector I
Performance Standards Evaluation

letterhead if applicable. Additional preparation and equipment information is located with the specific performance skill.

TEXAS COMMISSION ON FIRE PROTECTION
Fire Inspector I

Performance Standards Evaluation

Instruction	Example
<p>Provide the Inspector candidate with an inspection situation verbally, in writing or through observations that are violations of the fire code. These situations could require a permit for the process or condition with an associated plan review to be conducted.</p> <p>Inspector candidate will complete a fire inspection report.</p> <p>Inspector candidate will identify verbally that a permit is needed or not needed. If needed, it must be documented on the inspection report.</p> <p>Inspector candidate will identify verbally that a plan review is required or not required. If needed, it must be documented on the inspection report.</p> <p>Provide applicable codes or standards references for all fire code deficiencies.</p>	<p><i>Using the I occupancy and noted violations, complete a fire inspection report to include:</i></p> <ol style="list-style-type: none"> <i>1. Date of inspection</i> <i>2. Location of property</i> <i>3. Name and contact information of owners and managers people.</i> <i>4. Occupancy class</i> <i>5. Violations of the Code with code references and locations of deficiencies on the property.</i> <i>6. Recommendations for emergency planning</i> <i>7. Name of inspector</i> <p><i>Construction alteration of the I occupancy involves relocation of sprinkler heads and piping. Work is discovered without an approved permit or plan review in accordance with the Fire Code.</i></p> <p><i>Permit Required: 2003 International Fire Code, Section 105.1.2 & Section 105.6, Section 105.6.12</i></p> <p><i>Plan Review Required w/approval: 2003 International Fire Code, Section 901.2</i></p> <p><i>Occupant/Owner is hereby notified that a construction permit is required for installation or modification to an automatic fire extinguishing system. In accordance with the Fire Code, 2003 International Fire Code, Section 105.1.2, 105.6, 105.7.1, cease work on the automatic fire extinguishing system. Upon review and approval of submitted permit application and associated construction documents, work may resume.</i></p>

TEXAS COMMISSION ON FIRE PROTECTION
Fire Inspector I
 Performance Standards Evaluation

Candidate: _____ Notes: _____

Training Provider: _____

Test Site: _____

FIRE INSPECTOR II	<u>TEST</u>		<u>RETEST</u>	
	S	U	S	U
Skill 1				
Prepare inspection reports, given observations from a field inspection, so that the report is clear and concise and accurately reflects the findings of the inspection in accordance with applicable codes and standards. (4.2.1)				
Recognize the need for a permit, given a situation or condition, so that requirements for permits are communicated in accordance with the policies of the jurisdiction. (4.2.2)				
Recognize the need for plan review, given a situation or condition, so that requirements for plan reviews are communicated in accordance with the policies of the jurisdiction. (4.2.3)				
The candidate:	S	U	S	U
a) Prepared an inspection report				
b) Prepared a report that is clear and concise				
c) Prepared a report that is accurate				
d) Accurately reflected applicable codes and standards				
e) Recognized the need for a permit and a plan review				
f) Identified the permit type				
g) Communicated in writing				
h) Communicated why the permit and plan review was necessary and directed how to proceed with obtaining a permit and plan review				

S = Satisfactorily completed/performed

U = Unsatisfactorily performed/failed to meet objective or grading step

TEXAS COMMISSION ON FIRE PROTECTION
Fire Inspector I
Performance Standards Evaluation

All steps of the skill objective are mandatory and must be scored as “Satisfactory” to pass the skill.

Examiner/Candidate Comments:

_____	_____	Overall Skill Sheet Score
Certifying Examiner	Date	Pass <input type="checkbox"/> Fail <input type="checkbox"/>
_____	_____	Overall Skill Sheet Re-Test Score
Re-Test Certifying Examiner	Date	Pass <input type="checkbox"/> Fail <input type="checkbox"/>

TEXAS COMMISSION ON FIRE PROTECTION

Fire Inspector I

Performance Standards Evaluation

Skill 2 - Administration

Investigate common complaints, identify the applicable code or standard, and participate in legal proceedings

NFPA 1031 4.2.4, 4.2.5, 4.2.6

Fire Inspector I

OBJECTIVE

Investigate common complaints, given a reported situation or condition, so that complaint information is recorded, the AHJ-approved process is initiated, and the complaint is resolved. (4.2.4)

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. (4.2.5)

Participate in legal proceedings, given the findings of a field inspection or a complaint and consultation with legal counsel, so that all information is presented accurately and the inspector's demeanor is professional. (4.2.6)

INSTRUCTIONS - procedures for achieving the objectives

The Inspector candidate, given a common complaint (e.g., a fire protection, fire prevention, or life safety issue), will demonstrate the ability to:

- Record the complaint information (according to AHJ)
- Investigate the complaint
- Identify the applicable code or standard (according to AHJ)
- Provide legal testimony in accordance with established laws, codes or standards.

EXAMINER'S NOTE

Skill examiners shall ensure realism in the fire inspection process by verifying that the single use occupancy or building provides the minimum elements required for skill demonstration and evaluation. The quality and realistic aspects of this skill set may require the examiner to provide situations that are based on past historical events from the jurisdiction.

PREPARATION & EQUIPMENT

Most skills require the use of a pen or pencil, paper, applicable codes and standards, local practices and procedures, and a computer with a printer or typewriter and official letterhead if applicable. Additional preparation and equipment information is located below.

TEXAS COMMISSION ON FIRE PROTECTION

Fire Inspector I

Performance Standards Evaluation

Instruction	Example
<p>Provide the Inspector candidate with an inspection situation of a common complaint relative to occupancy use or occupant load.</p> <p>Provide the jurisdiction's policy or guidelines for handling complaints allowing the Inspector candidate to initiate the complaint process. Inspector Candidate shall resolve the complaint in accordance with policies, procedures or the code.</p> <p>Written documentation and verbal display of communication shall be demonstrated by the Inspector candidate.</p> <p>Inspector Candidate shall note the applicable document, edition and code section relative to the situation.</p> <p>Inspector Candidate shall use the violations in this situation and participate in a legal proceeding to present the facts of the violations in a mock legal setting.</p> <p>Inspector candidate will be directed to testify to the facts of the situation in a verbal response to the examiner. Evidence such as pictures, plans or diagrams will be presented as required for the proceeding.</p> <p>Skills examiner will act as attorney and judge in the legal process</p>	<p><i>You receive a phone call from a citizen complaining about a doctor's office that is storing gasoline in an examination room. Other examples: Smoking, odors, locked or blocked doors.</i></p> <p><i>International Fire Code, Section 104.3, Right of Entry, "...whenever the code official has reasonable cause to believe that there exists in a building or upon any premises any conditions or violations of this code which make the building or premises unsafe, dangerous or hazardous... shall have the authority to enter the building ... to inspect..." doors, crowding, obstructed egress.</i></p> <p><i>Upon inspection, it is determined that the gasoline stored is not for maintenance use and was for lawn equipment and there is 3, 5 gallon plastic gas cans. Gasoline is in the containers.</i></p> <p><i>Upon examination, you state the facts:</i></p> <ol style="list-style-type: none"> <i>1. On 1/3/07 at approximately 0945 hours,</i> <i>2. I observed three, 5 gallon gas cans in the examination room in violation of the International Fire Code, Chapter 34, Section 3404.3.4.2, #2 Quantity exceeds amount needed for demonstration, treatment, laboratory works, maintenance purposes and operation of equipment and not exceed the quantities in Table 2703.1.1</i> <i>3. I advised the occupant to remove the gas cans and the occupant refused.</i>

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Fire Inspector I

Performance Standards Evaluation

	<p><i>Due to the inherent hazard of flammable liquids stored due to the quantity did not meet the code criteria for application.</i></p> <p><i>4. I issued a citation for violation of Chapter 34 of the International Fire Code. The gas can was removed from the building and stored acceptable to the code.</i></p>
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TEXAS COMMISSION ON FIRE PROTECTION

Fire Inspector I

Performance Standards Evaluation

Candidate: _____ Notes: _____

Training Provider: _____

Test Site: _____

FIRE INSPECTOR I	<u>TEST</u>		<u>RETEST</u>	
Skill 2	S	U	S	U
<p>Investigate common complaints, given a reported situation or condition, so that complaint information is recorded, the AHJ-approved process is initiated, and the complaint is resolved. (4.2.4)</p> <p>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. (4.2.5)</p> <p>Participate in legal proceedings, given the findings of a field inspection or a complaint and consultation with legal counsel, so that all information is presented accurately and the inspector's demeanor is professional. (4.2.6)</p>				
The candidate:	S	U	S	U
a) Received the complaint in accordance with the AHJ approved process.				
b) Recorded the complaint in accordance with policies and procedures.				
c) Initiated the AHJ approval process.				
d) Investigated the complaint.				
e) Referred or resolved the complaint in accordance with the AHJ process.				
f) Accurately identified and reflected applicable codes and standards.				
g) Communicated effectively orally and in writing.				
h) Received the complaint in accordance with the AHJ approved process.				
i) Correlated specific document language to the given issue.				
j) Testified to facts.				
k) Presented facts accurately.				
l) Exhibited professional demeanor (speech, dress,				

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Fire Inspector I
 Performance Standards Evaluation

manner, body language)				
m) Listened, communicated and differentiated facts from opinions.				

S = Satisfactorily completed/performed

U = Unsatisfactorily performed/failed to meet objective or grading step

All steps of the skill objective are mandatory and must be scored as "Satisfactory" to pass the skill.

Examiner/Candidate Comments:

 Certifying Examiner

 Date

 Re-Test Certifying Examiner

 Date

Overall Skill Sheet Score

Pass Fail

Overall Skill Sheet Re-Test Score

Pass Fail

TEXAS COMMISSION ON FIRE PROTECTION

Fire Inspector I

Performance Standards Evaluation

Skill 3 - Field Inspection

Identify the occupancy classification, compute the allowable occupant load, inspect means of egress elements, and verify the type of construction

NFPA 1031 4.3.1, 4.3.2, 4.3.3, 4.3.4

Fire Inspector I

OBJECTIVE

Identify the occupancy classification of a single-use occupancy, given a description of the occupancy and its use, so that an accurate classification is made according to the applicable codes and standards. (4.3.1)

Compute the allowable occupant load of a single-use occupancy or portion thereof, given a detailed description of the occupancy, so that the calculated allowable occupant load is established in accordance with applicable codes and standards. (4.3.2)

Inspect means of egress elements, given observations made during a field inspection of an existing building, so that means of egress elements are maintained in compliance with applicable codes and standards and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction. (4.3.3)

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, so that the construction type is classified and recorded in accordance with the applicable codes and standards and the policies of the jurisdiction. (4.3.4)

INSTRUCTIONS - procedures for achieving the objectives

The Inspector candidate shall:

- Identify the occupancy classification of a single-use occupancy, given a description of the occupancy and its use
- Evaluate to code requirements and use calculations to determine occupant load
- Inspect means of egress elements, given observations made during a field inspection of an existing building
- 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

EXAMINER'S NOTE

Skills examiners shall ensure realism in the skills evaluation to a basic level of understanding and skills demonstration for evaluation and calculations. The common complaint should be a basic level complaint involving associated elements to occupancy class and occupancy load elements.

TEXAS COMMISSION ON FIRE PROTECTION

Fire Inspector I

Performance Standards Evaluation

PREPARATION & EQUIPMENT

Most skills require the use of a pen or pencil, paper, applicable codes and standards, local practices and procedures, and a computer with a printer and official letterhead if applicable. Additional preparation and equipment information is located with the specific performance skill.

Instruction	Example
<p>Provide inspector candidate with a description and a picture or observation of a single-use occupancy.</p> <p>Include a detailed description or floor plan or sketch with dimensions reflected for the single use occupancy.</p> <p>Have the inspector candidate evaluate the description and or picture (or through observation at a Business, Group B location), and compare to code requirements for occupancy group or class definition with accuracy.</p> <p>Provide the occupant load factor from the code to the candidate and the candidate will compute the occupant load of the occupancy from the square footage in consideration of the maximum floor area allowances per occupant.</p> <p>Through observation of the single use occupancy or building, verify that means of egress elements are maintained in compliance with the codes or standards.</p> <p>The Inspector candidate will use a plan or field sketch to identify and document any means of egress violation, in accordance with the policies of the jurisdiction.</p> <p>Through observation of the single use occupancy or building, identify the type of construction in an alteration or remodel and compare to existing construction type</p>	<p><i>Occupancy is a one-story type V structure, undergoing remodel to add a patient treatment room. It has offices and examination rooms and the occupant is a general practitioner doctor with a staff of 4 people. General office equipment, files and combustible material is present. There are small quantities of medical supplies, medicine, and an oxygen cylinder.</i></p> <p><i>Floor plan of 3,237 square feet, professional office building or area, group B occupancy.</i></p> <p><i>International Fire Code, Section 202, Definitions, Business Group B, includes, among others, the use of a building or structure or a portion thereof for office, professional or service-type transactions, including storage of records and accounts. Business occupancies shall include, but are not limited to; Professional services (architect, attorney, dentist, physician)</i></p> <p><i>Square Footage Allowances Per Occupant = 100 gross (Table 1003.2.2.2, International Fire Code)</i> $3,237/100 = 32.37$ <i>Occupant Load = 32</i></p> <p><i>Verify exit doors function with applicable door hardware. Verify exit lights and emergency illumination function.</i></p> <p><i>Entrance, main exit door does not swing in direction of egress based on occupant</i></p>

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Performance Standards Evaluation

of the occupancy or building.	<i>load.</i> <i>Type V, wood stick construction</i>
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TEXAS COMMISSION ON FIRE PROTECTION

Fire Inspector I

Performance Standards Evaluation

Candidate: _____ Notes: _____

Training Provider: _____

Test Site: _____

FIRE INSPECTOR I	<u>TEST</u>		<u>RETEST</u>	
Skill Number 3 - Field Inspection	S	U	S	U
<p>Identify the occupancy classification of a single-use occupancy, given a description of the occupancy and its use, so that an accurate classification is made according to the applicable codes and standards. (4.3.1)</p> <p>Compute the allowable occupant load of a single-use occupancy or portion thereof, given a detailed description of the occupancy, so that the calculated allowable occupant load is established in accordance with applicable codes and standards. (4.3.2)</p> <p>Inspect means of egress elements, given observations made during a field inspection of an existing building, so that means of egress elements are maintained in compliance with applicable codes and standards and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction. (4.3.3)</p> <p>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, so that the construction type is classified and recorded in accordance with the applicable codes and standards and the policies of the jurisdiction. (4.3.4)</p>				
The candidate:	S	U	S	U
a) Accurately identified the occupancy group/classification				
b) Identified occupancy factors related to various occupancy types				
c) Utilized applicable codes and standards				
d) Verified the description, and observations meet the applicable code				

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Fire Inspector I

Performance Standards Evaluation

e) Accurately calculated the occupant load				
f) Measured or confirmed square footage via documentation.				
g) Observed and recognized problems with exit access, exits and exit discharge				
h) Calculated occupant load and verified exit width and number of exits were acceptable.				
i) Verbally described maintenance requirements of egress elements.				
j) Made basic decisions related to means of egress deficiencies				
k) Used measuring tools to verify widths and limits of exits				
l) Made field sketches to document means of egress paths as necessary				
m) Verified type of construction				
n) Demonstrated the ability to read plans				
o) Classified type of construction of addition or remodeling project				
p) Recorded construction type in accordance with polices of the jurisdiction				
q) Confirmed it meets code classifications for construction for the original intent and does not endanger firefighters				

S = Satisfactorily completed/performed

U = Unsatisfactorily performed/failed to meet objective or grading step

All steps of the skill objective are mandatory and must be scored as "Satisfactory" to pass the skill.

Examiner/Candidate Comments:

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Fire Inspector I
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Certifying Examiner

Date

Overall Skill Sheet Score

Pass Fail

Re-Test Certifying Examiner

Date

Overall Skill Sheet Re-Test Score

Pass Fail

TEXAS COMMISSION ON FIRE PROTECTION
Fire Inspector I

Performance Standards Evaluation

Skill 4 - Field Inspection

Determine the operational readiness of existing fixed fire suppression systems, fire detection alarm systems, and portable fire extinguishers;
Compare an approved plan to an existing fire protection system

NFPA 1031 4.3.5, 4.3.6, 4.3.7, 4.3.9

Fire Inspector I

OBJECTIVE

Determine the operational readiness of existing fixed fire suppression systems, given test documentation and field observations, so that the systems are in an operational state, maintenance is documented, and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction. (4.3.5)

Determine the operational readiness of existing fire detection and alarm systems, given test documentation and field observations, so that the systems are in an operational state, maintenance is documented, and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction. (4.3.6)

Determine the operational readiness of existing portable fire extinguishers, given field observations and test documentation, so that the equipment is in an operational state, maintenance is documented, and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction. (4.3.7)

Compare an approved plan to an existing fire protection system, given approved plans and field observations, so that any modifications to the system are identified, documented, and reported in accordance with the policies of the jurisdiction. (4.3.9)

INSTRUCTIONS - procedures for achieving the objectives

The Inspector candidate shall:

- Verify the operational readiness of fire protection systems and fire extinguishers.
- Verify an approved plan to existing conditions through application of a plan comparison inspection.

EXAMINER'S NOTE

Skills examiners shall ensure realism in the skills evaluation to a basic level of understanding and skills demonstration for evaluation and calculations. The common complaint should be a basic level complaint involving associated elements to occupancy class and occupancy load elements.

TEXAS COMMISSION ON FIRE PROTECTION

Fire Inspector I

Performance Standards Evaluation

PREPARATION & EQUIPMENT

Most skills require the use of a pen or pencil, paper, applicable codes and standards, local practices and procedures, and a computer with a printer or typewriter and official letterhead if applicable. Additional preparation and equipment information is located below.

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Fire Inspector I

Performance Standards Evaluation

Instruction	Example
<p>Provide an inspection situation that has a fire protection system, either a fixed system kitchen type extinguishing system or a sprinkler system that interfaces to a fire alarm system. Include an approved plan of the system/s.</p> <p>Through observation of an installed fixed fire suppression system, Inspector candidate will: Verify the system is operational.</p> <p>Verify water supply or agent is available.</p> <p>Verify that valves are open or gauges indicate proper pressure as applicable.</p> <p>Use test and maintenance documentation to verify current operational status.</p> <p>Verify that valves are open and secured.</p> <p>Verify control panels are on with no trouble indications.</p> <p>Verify Documentation of maintenance that would include inspection tags and records of alarm system and device tests, sprinkler or standpipe main drain tests, and so forth.</p> <p>Verify through comparison of the plan to field observations of the system installation, identify modifications to the system if any. Document and report deficiencies.</p>	<p><i>Using the mercantile occupancy inspect the wet fire sprinkler system to ensure readiness.</i></p> <ol style="list-style-type: none"> a. <i>Sprinkler control valves are open and sealed or equipped with tamper switches.</i> b. <i>Alarm line shut off cock is open.</i> c. <i>Pressure gauges are functioning</i> d. <i>Water pressure gauge reading on the system side is equal to or greater than the gauge reading on the service side.</i> e. <i>Alarm test valve is closed.</i> f. <i>All drains are closed.</i> g. <i>No water leaks.</i> h. <i>Sprinkler cabinet contains appropriate replacement sprinklers and wrench.</i> i. <i>Test and maintenance records.</i> j. <i>Check system control unit.</i> k. <i>Check primary power supply</i> l. <i>Checks secondary power supply</i> m. <i>Check trouble signal power supply</i> n. <i>Check initiating devices</i> a. <i>Check alarm-indicating device.</i> b. <i>Check other services-such as-shut down heating, close fire doors, etc...?</i> c. <i>Check emergency voice/alarm communications systems</i> o. <i>Check type of signaling system</i>

TEXAS COMMISSION ON FIRE PROTECTION
Fire Inspector I
Performance Standards Evaluation

Instruction	Example
<p>Provide an occupancy that is equipped with fire extinguishers.</p> <p>Through observation and test documentation of existing portable fire extinguishers, the Inspector candidate will:</p> <p>Verify operational readiness.</p> <p>Use test and maintenance documentation to verify maintenance status.</p> <p>Verify fire extinguishers or systems sealed with proper gauge readings.</p> <p>Document and report deficiencies.</p>	<p><i>Using the library occupancy, inspect the portable fire extinguishers to ensure readiness.</i></p> <ol style="list-style-type: none"> <i>a. Hazard protected</i> <i>b. Classification of extinguisher</i> <i>c. If available, installed & maintained to code</i> <i>d. Appearance (no dents, missing parts, corrosion, clean)</i> <i>e. Nozzle or hose secure</i> <i>f. Extinguisher matches hazard.</i> <i>g. Label is present and readable.</i> <i>h. Charge is present.</i> <i>i. Seal intact.</i> <i>j. State Fire Marshal's Tag (as applicable)</i> <i>k. Hydrotest date.</i> <i>l. Access to extinguisher</i> <i>m. Required locations (occupancy and hazard, within 30' of commercial cooking, flammable/combustible liquid, during construction, special hazards)</i> <i>n. Test and maintenance records</i>

TEXAS COMMISSION ON FIRE PROTECTION

Fire Inspector I

Performance Standards Evaluation

Candidate: _____ Notes: _____

Training Provider: _____

Test Site: _____

FIRE INSPECTOR I	<u>TEST</u>		<u>RETEST</u>	
Skill 4	S	U	S	U
<p>Determine the operational readiness of existing fixed fire suppression systems, given test documentation and field observations, so that the systems are in an operational state, maintenance is documented, and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction. (4.3.5)</p>				
<p>Determine the operational readiness of existing fire detection and alarm systems, given test documentation and field observations, so that the systems are in an operational state, maintenance is documented, and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction. (4.3.6)</p>				
<p>Determine the operational readiness of existing portable fire extinguishers, given field observations and test documentation, so that the equipment is in an operational state, maintenance is documented, and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction. (4.3.7)</p>				
<p>Compare an approved plan to an existing fire protection system, given approved plans and field observations, so that any modifications to the system are identified, documented, and reported in accordance with the policies of the jurisdiction. (4.3.9)</p>				
The candidate:	S	U	S	U
a) Through observation, determined operational readiness of existing fixed suppression system				
b) Used test documentation to determine operational readiness				

TEXAS COMMISSION ON FIRE PROTECTION
Fire Inspector I
Performance Standards Evaluation

c) Verified documentation of maintenance and testing				
d) Identified, documented and reported deficiencies in accordance with policies of the jurisdiction				
e) Through observation, determined operational readiness of existing fixed suppression system				
f) Through observation, determined operational readiness of existing fire detection and alarm systems				
g) Used test documentation to determine operational readiness				
h) Verified documentation of maintenance and testing				
i) Identified, documented and reported deficiencies in accordance with policies of the jurisdiction				
j) Through observation, determined operational readiness of existing fire detection and alarm systems				
k) Through observation, determined operational readiness of existing portable fire extinguishers				
l) Used test documentation to determine operational readiness				
m) Verified documentation of maintenance				
n) Identified, documented and reported deficiencies in accordance with policies of the jurisdiction				
o) Through observation, compared the approved plan to the actual field installation				
p) Identified modifications or changes to the system				

S = Satisfactorily completed/performed

U = Unsatisfactorily performed/failed to meet objective or grading step

All steps of the skill objective are mandatory and must be scored as “Satisfactory” to pass the skill.

Examiner/Candidate Comments:

TEXAS COMMISSION ON FIRE PROTECTION
Fire Inspector I
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_____	_____	Overall Skill Sheet Score
Certifying Examiner	Date	Pass <input type="checkbox"/> Fail <input type="checkbox"/>
_____	_____	Overall Skill Sheet Re-Test Score
Re-Test Certifying Examiner	Date	Pass <input type="checkbox"/> Fail <input type="checkbox"/>

TEXAS COMMISSION ON FIRE PROTECTION

Fire Inspector I

Performance Standards Evaluation

Skill 5 - Field Inspection

Recognize hazardous conditions; verify code compliance for incidental storage, handling, and use of flammable and combustible liquids, gases, and hazardous materials; determine code compliance

NFPA 1031 4.3.8, 4.3.12, 4.3.13, 4.3.15

Fire Inspector I

OBJECTIVE

Recognize hazardous conditions involving equipment, processes, and operations, given field observations, so that the equipment, processes, or operations are conducted and maintained in accordance with applicable codes and standards; and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction. (4.3.8)

Verify code compliance for incidental storage, handling, and use of flammable and combustible liquids and gases, given field observations and inspection guidelines from the authority having jurisdiction, so that applicable codes and standards are addressed and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction. (4.3.12)

Verify code compliance for incidental storage, handling, and use of hazardous materials, given field observations and inspection guidelines from the authority having jurisdiction, so that applicable codes and standards are addressed and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction. (4.3.13)

Determine code compliance, given the codes, standards, and policies of the jurisdiction and a fire protection issue, so that the applicable codes, standards, and policies are identified and compliance determined. (4.3.15)

INSTRUCTIONS - procedures for achieving the objectives

The Inspector candidate shall perform all the steps necessary to complete one of the following four scenarios. The one scenario the inspector candidate is to perform will be randomly selected by the TCFP from the choices below:

- A. Recognize hazardous conditions involving equipment, processes, and operations, given field observations
- B. Verify code compliance for incidental storage, handling, and use of flammable and combustible liquids and gases, given field observations and inspection guidelines from the authority having jurisdiction
- C. Verify code compliance for incidental storage, handling, and use of hazardous materials, given field observations and inspection guidelines from the authority having jurisdiction

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Fire Inspector I

Performance Standards Evaluation

- D. Determine code compliance, given the codes, standards, and policies of the jurisdiction and a fire protection issue

EXAMINER’S NOTE

Skills examiners shall ensure realism in the skills evaluation to a basic level of understanding and skills demonstration for evaluation and calculations.

PREPARATION & EQUIPMENT

Most skills require the use of a pen or pencil, paper, applicable codes and standards, local practices and procedures, and a computer with a printer or typewriter and official letterhead if applicable. The skills examiner will set the stage for an inspection skill to be demonstrated as the instructions identify below. Additional preparation and equipment information is located below.

Instruction	Example
<p>Provide an inspection situation involving a single use occupancy (S, M, R1, R2, A2 or I occupancy class) for inspection that contains equipment, processes or operations that are hazardous.</p> <p>The occupancy inspection situation should contain incidental (small quantities) storage, handling and use of flammable and combustible liquids or gases or hazardous materials for maintenance purposes.</p> <p>The inspection situation must have a fire protection issue that requires validation of compliance through the codes and standards and all violations are to be documented on an inspection report in accordance with the policies and procedures of the jurisdiction.</p>	<p><i>Using the M occupancy, the forklift battery charging area exhibits acid spill around the charging area.</i></p> <p><i>Using the identified equipment, process or operation of the M occupancy, identify hazardous conditions from observations of the equipment, processes or operations. (Examples: accumulations of trash or debris, cleaning process involves flammable liquid that is not acceptable for use in the M occupancy, forklift battery charging area is not vented in an approved manner.</i></p> <p><i>Provide a fire extinguisher in the hazard area of the battery charging area.</i></p>

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Candidate: _____ Notes: _____

Training Provider: _____

Test Site: _____

FIRE INSPECTOR I	<u>TEST</u>		<u>RETEST</u>	
Skill 5	S	U	S	U
<p>Recognize hazardous conditions involving equipment, processes, and operations, given field observations, so that the equipment, processes, or operations are conducted and maintained in accordance with applicable codes and standards; and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction. (4.3.8)</p> <p>Verify code compliance for incidental storage, handling, and use of flammable and combustible liquids and gases, given field observations and inspection guidelines from the authority having jurisdiction, so that applicable codes and standards are addressed and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction. (4.3.12)</p> <p>Verify code compliance for incidental storage, handling, and use of hazardous materials, given field observations and inspection guidelines from the authority having jurisdiction, so that applicable codes and standards are addressed and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction. (4.3.13)</p> <p>Determine code compliance, given the codes, standards, and policies of the jurisdiction and a fire protection issue, so that the applicable codes, standards, and policies are identified and compliance determined. (4.3.15)</p>				

TEXAS COMMISSION ON FIRE PROTECTION
Fire Inspector I
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The candidate:	S	U	S	U
A – Equipment, processes and operation				
1. Recognized hazardous conditions				
2. Verified that equipment, processes or operations were conducted and maintained in accordance with applicable codes				
3. Verified code compliance for equipment, processes or operations				
4. Identified, documented and reported deficiencies in accordance with policies of the jurisdiction				
5. Used codes, standards and guidelines to determine compliance				
6. Used observations to determine code compliance				
B - Incidental storage, handling and use – flammable/combustible liquids				
1. Recognized hazardous conditions				
2. Identified, documented and reported deficiencies in accordance with policies of the jurisdiction				
3. Used codes, standards and guidelines to determine compliance				
4. Used observations to determine code compliance				
5. Verified code compliance for incidental storage, handling and use of flammable and combustible liquids or gases or hazardous materials				
C - Incidental storage, handling and use – hazardous materials				
1. Recognized hazardous conditions				
2. Identified, documented and reported deficiencies in accordance with policies of the jurisdiction				
3. Used codes, standards and guidelines to determine compliance				
4. Used observations to determine code compliance				
5. Verified code compliance for incidental storage, handling and use of flammable and combustible liquids or gases or hazardous materials				
D - Codes, standards and policies of the jurisdiction				
1. Determined a fire protection issue exists				
2. Identified the codes, standards, policies of the jurisdiction that apply to the fire protection issue				
3. Determined if the fire protection issue is in compliance with the codes, standards and policies				
4. Documented deficiencies in accordance with policies of the jurisdiction				
5. Properly reported the findings of the inspection				

TEXAS COMMISSION ON FIRE PROTECTION
Fire Inspector I
Performance Standards Evaluation

S = Satisfactorily completed/performed

U = Unsatisfactorily performed/failed to meet objective or grading step

All steps of the skill objective are mandatory and must be scored as “Satisfactory” to pass the skill.

Examiner/Candidate Comments:

Certifying Examiner

Date

Overall Skill Sheet Score
Pass <input type="checkbox"/> Fail <input type="checkbox"/>
Overall Skill Sheet Re-Test Score
Pass <input type="checkbox"/> Fail <input type="checkbox"/>

Re-Test Certifying Examiner

Date

TEXAS COMMISSION ON FIRE PROTECTION

Fire Inspector I

Performance Standards Evaluation

Skill 6 - Field Inspection

Recognize a hazardous fire growth potential

NFPA 1031 4.3.14

Fire Inspector I

OBJECTIVE

Recognize a hazardous fire growth potential in a building or space, given field observations, so that the hazardous conditions are identified, documented, and reported in accordance with the policies of the jurisdiction. (4.3.14)

INSTRUCTIONS - procedures for achieving the objectives

The Inspector candidate shall:

- Recognize a hazardous fire growth potential in a building or space, given field observations

EXAMINER'S NOTE

Skills examiners shall ensure realism in the skills evaluation to a basic level of understanding and skills demonstration for evaluation and calculations.

PREPARATION & EQUIPMENT

Most skills require the use of a pen or pencil, paper, applicable codes and standards, local practices and procedures, and a computer with a printer or typewriter and official letterhead if applicable. Additional preparation and equipment information is located below.

TEXAS COMMISSION ON FIRE PROTECTION

Fire Inspector I

Performance Standards Evaluation

Instruction	Example
<p>Provide a single use occupancy (S, M, R1, R2, A2 or I occupancy class) for inspection.</p> <p>The fire code requirements for furnishings, decorative vegetation, decorations and trim, interior finish and decorative materials will be evaluated.</p> <p>Identify any item or conditions that would create dangerous fire growth potential.</p> <p>Identify features in the code that are there to keep fire growth potential to an absolute minimum.</p>	<p><i>Using the I occupancy, the Inspector candidate should identify the characteristics that contribute to fire spread. (examples: common combustibles, flammable/combustible liquids, energized electrical equipment, combustible metals, building construction, heat sources, contents)</i></p> <p><i>Compare the elements with the I occupancy to the fire code requirements. (examples: mattress requirements, furnishing flammability requirements)</i></p> <p><i>Identify specific elements within the I occupancy that would contribute to flame spread, high heat release rates and smoke generation. examples: oxygen use, bedding, wall coverings)</i></p> <p><i>Recommend features to reduce fire growth potential (i.e., sprinklers, fire walls, fire detection).</i></p>

TEXAS COMMISSION ON FIRE PROTECTION

Fire Inspector I

Performance Standards Evaluation

Candidate: _____ Notes: _____

Training Provider: _____

Test Site: _____

FIRE INSPECTOR I	<u>TEST</u>		<u>RETEST</u>	
Skill Number 6 - Field Inspection	S	U	S	U
Recognize a hazardous fire growth potential in a building or space, given field observations, so that the hazardous conditions are identified, documented, and reported in accordance with the policies of the jurisdiction. (4.3.14)				
The candidate:	S	U	S	U
a. Recognized hazardous fire growth potential				
b. Identified hazardous conditions				
c. Identified remedies for the hazardous conditions				
d. Identified, documented and reported deficiencies in accordance with policies of the jurisdiction				

S = Satisfactorily completed/performed

U = Unsatisfactorily performed/failed to meet objective or grading step

All steps of the skill objective are mandatory and must be scored as "Satisfactory" to pass the skill.

Examiner/Candidate Comments:

Certifying Examiner

Date

Re-Test Certifying Examiner

Date

Overall Skill Sheet Score	
Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Overall Skill Sheet Re-Test Score	
Pass <input type="checkbox"/>	Fail <input type="checkbox"/>

TEXAS COMMISSION ON FIRE PROTECTION

Fire Inspector I

Performance Standards Evaluation

Skill 7 - Field Inspection

Verify emergency planning and preparedness,
Inspect emergency access, and Verify fire flows

NFPA 1031 4.3.10, 4.3.11, 4.3.16

Fire Inspector I

OBJECTIVE

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, so that plans are prepared and exercises have been performed in accordance with applicable codes and standards and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction. (4.3.10)

Inspect emergency access for an existing site, given field observations, so that the required access for emergency responders is maintained or so that deficiencies are identified, documented, and corrected in accordance with the applicable codes, standards, and policies of the jurisdiction. (4.3.11)

Verify fire flows for a site, given fire flow test results and water supply data, so that required fire flows are in accordance with applicable codes and standards and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction. (4.3.16)

INSTRUCTIONS - procedures for achieving the objectives

The Inspector candidate shall:

- 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
- Inspect emergency access for an existing site, given field observations
- Verify fire flows for a site, given fire flow test results and water supply data

EXAMINER'S NOTE

Skills examiners shall ensure realism in the skills evaluation to a basic level of understanding and skills demonstration for evaluation and calculations.

PREPARATION & EQUIPMENT

Most skills require the use of a pen or pencil, paper, applicable codes and standards, local practices and procedures, and a computer with a printer or typewriter and official letterhead if applicable. Additional preparation and equipment information is located below.

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Fire Inspector I

Performance Standards Evaluation

Instruction	Example
<p>Provide an inspection situation and an emergency plan and a description of any one of the following type occupancies. R1, R4, A2, E or I.</p> <p>Provide the inspector candidate with fire inspection history, documents, drawings, plans or other information to prepare the Inspector for the inspection.</p> <p>Provide any policies or procedures for the jurisdiction.</p> <p>Provide necessary equipment to conduct the fire inspection.</p> <p>The inspector candidate must conduct an inspection and verify the following information:</p> <p>Establish an inspection appointment time with the building owner or occupant representative</p> <p>Conduct a fire inspection.</p> <p>Verify that emergency planning is in accordance with applicable codes and standards.</p> <p>Verify that emergency exercises have been conducted in accordance with applicable codes and standards.</p> <p>Conduct an inspection exit interview.</p>	<p><i>Using the I occupancy, the Inspector candidate should identify the elements of the fire evacuation plan or fire safety plan in accordance with the fire code.</i></p> <p><i>International Fire Code, Section 404.3.1 Fire Evacuation Plans.(example: egress or escape routes, procedures for employees, accountability, assignment of personnel, etc)</i></p> <p><i>Evacuation drill document reflects exercise conducted on 1/3/07 and evacuation time was 4 minutes 36 seconds, accountability was verified within 8 minutes.</i></p> <p><i>Use past inspection records that reflect outstanding violations and identify any permits currently in place. Building or Occupant data that includes contact information and building construction information. Floor Plans, sketches or permit plans to reflect processes and means of egress.</i></p> <p><i>Inspection time should consider business impact in relation to occupancy use. Schedule inspection time based on past time conducting the inspection and provide ample time to conduct a thorough fire inspection.</i></p> <p><i>Policy on fire inspection steps for enforcement action. Procedure for inspection follow up time frame. Procedure for enforcement action for no compliance for uniform enforcement.</i></p> <p><i>Codes, tape measure, flashlight,</i></p>

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Fire Inspector I

Performance Standards Evaluation

	<p><i>applicable personal protective equipment. Checklist if applicable, forms, writing tools, clipboard or other means such as mobile inspection record keeping system,(i.e, PDA or lap top computer).</i></p> <p><i>The single use occupancy will be inspected for emergency preparedness, emergency access, fire hazards, fire protection system readiness, special hazards and building service equipment to ensure conformance to the adopted codes and standards</i></p> <p><i>Documented code violations identify location and violation reference. Documentation should reflect what needs to be done. Such as stop, remove, repair, install, or provide.</i></p>
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Instruction	Example
<p>Inspector candidate will conduct a fire flow test using appropriate pitot tube and gauges, calculate and graph fire flow results. <i>(Take appropriate precautions to avoid water damage or business interruption if possible)</i> Or given fire flow data, graph the data into results</p> <p>Using the previous fire flow data or other fire flow test data provided, Inspector candidate will review the test results from the test information and water supply data.</p> <p>Compare the fire flow results to the applicable codes or standards.</p>	<p><i>Using the M occupancy at 1234 First Street (Type VA construction, 20,000 square feet), conduct a fire flow test.</i></p> <p><i>Complete a fire flow graph and confirm available water supply down to 20 psi and identify the GPM available.</i></p> <p><i>Compare GPM flow to codes or standards to confirm compliance based on square footage and construction type. (Ref. International Fire Code Appendix as applicable)</i></p> <p><i>Available water supply on 1/3/07 @ 2:00 pm is 1405 GPM at 20 psi. Code requires 2500 GPM</i></p>

TEXAS COMMISSION ON FIRE PROTECTION

Fire Inspector I

Performance Standards Evaluation

Inspector candidate will record deficiencies on appropriate forms.	<i>Fire flow does not comply with the fire code.</i>
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TEXAS COMMISSION ON FIRE PROTECTION
Fire Inspector I
Performance Standards Evaluation

Candidate: _____ Notes: _____

Training Provider: _____

Test Site: _____

FIRE INSPECTOR I	<u>TEST</u>		<u>RETEST</u>	
	S	U	S	U
Skill 7				
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, so that plans are prepared and exercises have been performed in accordance with applicable codes and standards and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction. (4.3.10)				
Inspect emergency access for an existing site, given field observations, so that the required access for emergency responders is maintained or so that deficiencies are identified, documented, and corrected in accordance with the applicable codes, standards, and policies of the jurisdiction. (4.3.11)				
Verify fire flows for a site, given fire flow test results and water supply data, so that required fire flows are in accordance with applicable codes and standards and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction. (4.3.16)				
The candidate:	S	U	S	U
a. Verified that emergency planning and preparedness measures were in place				
b. Reviewed written plan as it applies to codes and standards				
c. Used field observations of the written records to confirm emergency exercises are practiced				
d. Identified, documented and reported deficiencies in accordance with policies of the jurisdiction				
e. Identified the emergency access requirements				
f. Used measuring tools to verify maintenance of				

TEXAS COMMISSION ON FIRE PROTECTION
Fire Inspector I
 Performance Standards Evaluation

widths, heights and turning radius of fire apparatus access				
g. Observed, identified and documented all deficiencies according to codes, standards or policies				
h. Reported decisions to ensure maintenance is in accordance with local policies.				
i. Conducted a fire flow test using pitot tube and gauges				
j. Identified the available fire flow from the test results that were calculated and graphed				
k. Referenced the correct section of the applicable code or standard				
l. Identified, documented and reported deficiencies				

S = Satisfactorily completed/performed

U = Unsatisfactorily performed/failed to meet objective or grading step

All steps of the skill objective are mandatory and must be scored as "Satisfactory" to pass the skill.

Examiner/Candidate Comments:

 Certifying Examiner

 Date

 Re-Test Certifying Examiner

 Date

Overall Skill Sheet Score	
Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Overall Skill Sheet Re-Test Score	
Pass <input type="checkbox"/>	Fail <input type="checkbox"/>

TEXAS COMMISSION ON FIRE PROTECTION

Fire Inspector I

Performance Standards Evaluation

Skill 8 - General

Collecting Hazard Information using ERG

NFPA 472 4.2.3

Fire Inspector I

OBJECTIVE

Given the identity of various hazardous materials/WMD (name, UN/NA identification number, or type placard), awareness level personnel shall identify the fire, explosion, and health hazard information for each material by using the current edition of the DOT *Emergency Response Guidebook* by completing the following requirements:

- (1) Identify the three methods for determining the guidebook page for a hazardous material/WMD
- (2) Identify the two general types of hazards found on each guidebook page

INSTRUCTIONS - procedures for achieving the objective

I will provide you with the most current edition of the DOT *Emergency Response Guidebook*. I will give you a scenario involving a hazardous material. The hazardous material will be identified in one of the following ways: either the name of the hazardous material will be given to you, or the identification number of the hazardous material will be given, or you will be shown a type of placard. You will verbalize to me the necessary response information for the given scenario. The name of the hazardous material or identification number will be listed in the current edition of the DOT *Emergency Response Guidebook*.

You will begin on my instruction. The skill will end when you state to me that you have completed all of the identified steps. Do you understand these instructions?

EXAMINER'S NOTE

The examinee will not be allowed to review the performance steps at the time of testing.

PREPARATION & EQUIPMENT

DOT *Emergency Response Guidebook*

Various placards

A scenario involving identified hazardous materials

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Fire Inspector I

Performance Standards Evaluation

Skill 8 - General

Collecting Hazard Information using ERG

Trainee: _____ Notes: _____

Date: _____

School: _____

Test Site: _____

FIRE INSPECTOR I	<u>TEST</u>		<u>RETEST</u>	
Skill 8	S	U	S	U
Given the identity of various hazardous materials/WMD (name, UN/NA identification number, or type placard), awareness level personnel shall identify the fire, explosion, and health hazard information for each material by using the current edition of the DOT <i>Emergency Response Guidebook</i> and shall meet the following requirements: (1) Identify the three methods for determining the guidebook page for a hazardous material/WMD. (2) Identify the two general types of hazards found on each guidebook page. (NFPA 472, 4.2.3)				
The candidate:	S	U	S	U
a) Verbally identified the proper emergency action for the type of incident (fire, spill or leak, and first aid) for the given hazardous material				
b) Verbally identified the proper protective equipment necessary for the given hazardous material				
c) Verbally identified the initial isolation and protective action distance for the identified hazardous material				
d) Provided complete response information based on given scenario				

S = Satisfactorily completed/performed

U = Unsatisfactorily performed/failed to meet objective or grading step

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Fire Inspector I

Performance Standards Evaluation

All steps of the skill objective are mandatory and must be scored as
"Satisfactory" to pass the skill.

Examiner/Candidate Comments:

_____	_____	Overall Skill Sheet Score
Certifying Examiner	Date	Pass <input type="checkbox"/> Fail <input type="checkbox"/>
_____	_____	Overall Skill Sheet Re-Test Score
Re-Test Certifying Examiner	Date	Pass <input type="checkbox"/> Fail <input type="checkbox"/>

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INSTRUCTION SHEET

FIRE INSPECTOR II PERFORMANCE SKILLS

Format

Similar Fire Inspector II skills are combined into one skill sheet when possible. The skills are combined depending on whether the skill relates to Field Inspections, Administration, or Analysis and Decision Making. These skill sheets should be used in a progressive type grading format. The skill sheet is divided into individual skill objectives. The Examiner should evaluate the Fire Inspector II candidates as they complete each skill of the evaluation.

For skill sheets that do not contain time constraints, the Course Instructor should specify time constraints as necessary.

Scoring Method

The scoring method is Satisfactory (S) or Unsatisfactory (U) for each step of the skill objective, and a Pass or Fail for each individual skill section. In order to successfully pass an individual skill section, the Fire Inspector II candidate must receive satisfactory scores in all the steps of the skill objective. In order to receive an overall Pass on the skill sheet, the Fire Inspector II candidate must receive a passing score for all individual skill sections.

If a step of a skill objective is scored "Unsatisfactory", only that skill objective must be retested. For example, if a candidate fails step b of Skill 11, he or she must be retested on Skill 11, in its entirety. Any Unsatisfactory or individual skill failure shall require the examiner to explain the reason for the failure in written form in the comments section of the skill sheet.

Preparation and Equipment

When necessary, additional information is provided under the heading "Evaluator Information- Preparation and Equipment." Examples are provided to assist the evaluator. Course Instructors are encouraged to use these examples to meet the minimum requirements, or they may modify the examples to meet or exceed the standard to fit their department or agency needs.

Many of the skill sheets require the use of department policies. It is suggested that the Course Instructors use the policies and procedures of his or her department. If teaching this course at a non-departmental institution, acquire a fire department's policies and procedures, or modification thereof, to complete these skills.

For optimal learning, scenario-based training and role-playing is recommended; however, based on departmental needs certain activities may be simulated by other means. Skills demonstrated require realism, and should be conducted at various occupancies where possible.

TEXAS COMMISSION ON FIRE PROTECTION

Fire Inspector II

Performance Standards Evaluation

Skill 1- Administration

Process Permit Application and a Plan Review Application,
Investigate Complex Complaints, and Recommend Modifications

NFPA 1031 5.2.1, 5.2.2, 5.2.3, 5.2.4

Fire Inspector II

OBJECTIVE

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. (5.2.1)

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

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. (5.2.3)

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

INSTRUCTIONS - procedures for achieving the objectives

The Inspector candidate shall perform all the steps necessary to complete one of the following three scenarios. The one scenario the inspector candidate is to perform will be randomly selected by the TCFP from the choices below:

- A. Process a permit application and a plan review application
- B. Investigate complex complaints, given a reported situation or condition
- C. Recommend modifications to codes and standards given a fire safety issue

EXAMINER'S NOTE

The skills demonstrated require realism and should be based on actual incidents and specific requests.

PREPARATION & EQUIPMENT

Most skills require the use of a pen or pencil, paper, applicable codes and standards, local practices and procedures, and a computer with a printer or typewriter and official letterhead if applicable. Additional preparation and equipment information is located with the specific performance skill.

TEXAS COMMISSION ON FIRE PROTECTION

Fire Inspector II

Performance Standards Evaluation

Instruction	Example
<p>Provide a permit application and site or floor plan with use information specific to a permit request for review and approval.</p> <p>Have the Inspector candidate verify the permit application is properly completed.</p> <p>Have the Inspector candidate verify the permit application information and site or floor plan complies with codes and standards.</p> <p>Have the Inspector candidate document approval or disapproval of the permit request or plan. Inspector candidate will communicate verbally and in writing, to the applicant, the approval or denial of the permit request.</p> <p>Have the Inspector document and report deficiencies according to policies and procedures of the jurisdiction</p>	<p><i>ABC Furniture Outlet requests a tent permit for temporary use of a 50 X 50 tent for a going out of business sale. The aisles and site plan must comply with code.</i></p> <p><i>Inadequate information provided, no acceptable documentation that indicates that the tent's fabric is flame retardant accompanies the request.</i></p> <p><i>Site plan reflects tent location is too close to property line. 15 feet is reflected, minimum required is 20 feet. International Fire Code Section 2403.2</i></p> <p><i>Permit Request: ABC Furniture Outlet. "NOT APPROVED", insufficient information provided to confirm compliance to the code. Provide the following information: Acceptable certificate of flame retardant treatment or fabric. International Fire Code Section 2406.1 –2406.3</i></p> <p><i>Permit Application – Received 1/3/07, disapproved on 1/3/07 for failing to submit acceptable documentation of flame resistance. International Fire Code Section 2406.1-2406.3</i></p>

Instruction	Example
<p>The evaluator will provide the Inspector candidate with a complex complaint (one that may have multiple solutions) within the multi-use building or occupancy.</p> <p>Have the Inspector candidate apply the codes and applicable standards to the identified problem.</p>	<p><i>People are smoking in the entranceway of the warehouse.</i></p> <p><i>International Fire Code, Section 310</i></p> <p><i>Smoking issue was a health issue due to second hand smoke and issue was</i></p>

TEXAS COMMISSION ON FIRE PROTECTION
Fire Inspector II
Performance Standards Evaluation

Resolve the complaint in accordance with local policies or procedures.	<i>referred back to the warehouse management.</i>
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Instruction	Example
<p>Provide a fire safety issue within the jurisdiction that may require modifications to the codes and standards to improve community fire service or protection.</p> <p>Have the Inspector candidate identify solutions to the issue.</p> <p>Have the Inspector candidate write a local code amendment that modifies the language of the fire code to address the fire safety issue.</p> <p>Have the Inspector candidate communicate with written cost risk benefits to the modifications. Provide supporting information as needed to help realistically quantify the cost risk benefits.</p>	<p><i>Due to a large number of residential fire fatalities and historical losses, it is proposed that a mandatory residential sprinkler requirement be instituted by amendment to the local fire code.</i></p> <p><i>1) All new residential occupancies require sprinkler protection</i> <i>2) All existing residential occupancies require sprinkler protection within 10 years.</i></p> <p><i>International Fire Code, Section 903.2 Where Required.</i></p> <p><i>ADD Section 903.2.16</i> <i>Group R3 Occupancies</i> <i>An automatic sprinkler system shall be provided within all new R3 occupancies in accordance with NFPA 13R.</i></p> <p><i>Historical Losses – 5 years, 22.5 million dollars and 10 fatalities and only 5% of the buildings were rebuilt. Analysis reflects reduction to 6 residential fire deaths, 10 million dollars loss reduction and 70% of the buildings would be rebuilt.</i></p>

TEXAS COMMISSION ON FIRE PROTECTION
Fire Inspector II
Performance Standards Evaluation

Candidate: _____ Notes: _____

Training Provider: _____

Test Site: _____

FIRE INSPECTOR II	<u>TEST</u>		<u>RETEST</u>	
	S	U	S	U
Skill 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. (402-5.2.1)				
Process a plan review application, given a specific request, so that the application is evaluated and processed in accordance with the applicable policies and procedures of the jurisdiction. (402-5.2.2)				
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. (402-5.2.3)				
Recommend modifications to codes and standards of the jurisdiction, given a fire safety issue, so that the proposed codes and standards are correctly written and address the problem, need, or deficiency.(402-5.2.4)				
The candidate:	S	U	S	U
A - Process a permit application and a plan review application				
1. Evaluated the application for proper completion				
2. Determined application compliance to codes, standards and policies				
3. Documented approval or denial				
4. Communicated verbally and in writing the permit approval or denial				
5. Documented and reported deficiencies according to policies and procedures of the jurisdiction				
6. Evaluated the plan review application for proper completion				

TEXAS COMMISSION ON FIRE PROTECTION
Fire Inspector II
 Performance Standards Evaluation

7. Determined application compliance to codes, standards and policies				
8. Documented approval or denial of the plan review application				
9. Communicated verbally and in writing any deficiencies in the plan review application				
B - Investigate Complex Complaints				
1. Identified the problem				
2. Documented the complaint in writing				
3. Accurately interpreted applicable codes and standards				
4. Referred or resolved complaint in accordance with local policies				
C - Recommend Modifications to Codes or Standards				
1. Identified need for modification to the current code or standard				
2. Identified solutions to the issue				
3. Communicated verbally and in writing the recommended modifications				
4. Communicated verbally and in writing the potential cost risk benefits of the modifications				

S = Satisfactorily completed/performed

U = Unsatisfactorily performed/failed to meet objective or grading step

All steps of the skill objective are mandatory and must be scored as "Satisfactory" to pass the skill.

Examiner/Candidate Comments:

TEXAS COMMISSION ON FIRE PROTECTION
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_____	_____	Overall Skill Sheet Score
Certifying Examiner	Date	Pass <input type="checkbox"/> Fail <input type="checkbox"/>
_____	_____	Overall Skill Sheet Re-Test Score
Re-Test Certifying Examiner	Date	Pass <input type="checkbox"/> Fail <input type="checkbox"/>

TEXAS COMMISSION ON FIRE PROTECTION

Fire Inspector II

Performance Standards Evaluation

Skill 2 - Administration

Recommend policies and procedures

NFPA 1031 5.2.5

Fire Inspector II

OBJECTIVE:

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. (5.2.5)

INSTRUCTIONS - procedures for achieving the objectives

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

EXAMINER'S NOTE

The skills demonstrated require realism and should be based on actual incidents and specific requests.

PREPARATION & EQUIPMENT

Most skills require the use of a pen or pencil, paper, applicable codes and standards, local practices and procedures, and a computer with a printer or typewriter and official letterhead if applicable. Additional preparation and equipment information is located with the specific performance skill.

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Fire Inspector II
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Skill 2 Evaluator Information - Preparation and Equipment

Instruction	Example
<p>Provide a management objective for delivery of fire inspection services.</p> <p>Have the Inspector candidate review the management objective and recognize problems with the objective.</p> <p>Have the Inspector candidate identify solutions to the problem and verbally recommend a policy or procedure to improve inspection services.</p> <p>Document the policy or procedure to resolve conflicts.</p>	<p><i>Management Objective: Reduce our follow up inspection frequency from 10 days to 5 days.</i></p> <p><i>Our current follow up frequency is 10 days and reducing it to 5 will impact our inspection activities to reduce the number of initial inspections per week.</i></p> <p><i>Recommend we continue our follow up inspection frequency at 10 days and initiate a voluntary owner/occupant web based notification process to request re-inspections prior to the 10 days. This would continue our present inspection rate and provide the citizens input into when they are ready for re-inspection.</i></p> <p><i>Policy: Follow up inspections will be completed within 10 days. Citizens have the ability to access our web based "request an inspection" form. Web based requests will be followed up within 5 business days.</i></p>

TEXAS COMMISSION ON FIRE PROTECTION
Fire Inspector II
 Performance Standards Evaluation

Candidate: _____ Notes: _____

Training Provider: _____

Test Site: _____

FIRE INSPECTOR II	<u>TEST</u>		<u>RETEST</u>	
	S	U	S	U
Skill 2				
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. (5.2.5)				
The candidate:	S	U	S	U
a) Recognized the negative effects of the management objective on inspection services				
b) Researched and identified solutions to the problem				
c) Identified approved construction methods and materials related to fire safety				
d) Educated by verbally recommending a policy or procedure to improve inspection services				
e) Documented the policy or procedure to resolve conflicts				

S = Satisfactorily completed/performed

U = Unsatisfactorily performed/failed to meet objective or grading step

All steps of the skill objective are mandatory and must be scored as “Satisfactory” to pass the skill.

Examiner/Candidate Comments:

TEXAS COMMISSION ON FIRE PROTECTION
Fire Inspector II
Performance Standards Evaluation

Certifying Examiner

Date

Overall Skill Sheet Score

Pass Fail

Re-Test Certifying Examiner

Date

Overall Skill Sheet Re-Test Score

Pass Fail

TEXAS COMMISSION ON FIRE PROTECTION

Fire Inspector II

Performance Standards Evaluation

Skill 3 - Field Inspection

Compute occupant load, occupancy classifications, and analyze egress

NFPA 1031 5.3.1, 5.3.2, 5.3.5

Fire Inspector II

OBJECTIVE

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. (5.3.1)

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. (5.3.2)

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 all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction. (5.3.5)

INSTRUCTIONS - procedures for achieving the objectives

The Inspector candidate, given access to a mixed (multi-use) use occupancy or building will conduct a fire inspection. During the inspection, the Inspector Candidate will:

- Compute the maximum allowable occupant load, given field observations or a description of its uses
- Identify the occupancy classifications, given a description of the uses
- Analyze the egress elements of the building or portion of the building, given observations made during the inspection

EXAMINER'S NOTE

Skill examiners shall ensure realism in the fire inspection process by verifying that the mixed occupancy or building provides the minimum elements required for skill demonstration and evaluation.

PREPARATION & EQUIPMENT

Most skills require the use of a pen or pencil, forms, paper, applicable codes and standards, local practices and procedures, or a computer records management system with mobile inspection capturing ability. Provide applicable data or records containing information about the occupant or building to reflect past inspection, permits or other elements to support the preparation for inspection. Additional preparation and equipment information is located with the specific performance skill.

FIRE INSPECTOR II

SKILL 3
PAGE 1

EFFECTIVE JUNE 1, 2016

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Fire Inspector II

Performance Standards Evaluation

General Evaluator Information - Preparation and Equipment

Instruction	Example
Provide an inspection situation using a mixed/multi-use occupancy or building so the inspector candidate can calculate the occupancy load during an inspection.	<i>Use a mixed occupancy possibly City Hall, civic centers with assembly occupancies, libraries, police stations, fire stations, storage facilities, mercantile occupancies such as auto parts sales and repair facilities.</i>
Provide fire inspection history, documents, drawings, plans or other information to prepare the Inspector candidate for the inspection.	<i>Using a tape measure, verify the square footage in the fire station with the following areas calculated as mixed use. Apparatus bays are storage, classroom is business and the sleeping quarters is residential. Using the code references and square footage factors from the applicable codes, calculate the occupant load.</i>
Provide any policies or procedures for the jurisdiction.	
Provide necessary equipment to conduct the fire inspection.	
Establish an inspection appointment time with the building owner or occupant representative.	<i>Use past inspection records that reflect outstanding violations and identify any permits currently in place. Building or occupant data that includes contact information and building construction information. Floor plans or permit plans to reflect hazardous processes such as high-piled storage racks</i>
Inspector candidate will compute the maximum allowable occupant load for the use area in accordance with codes and standards. Provide or verify the availability of a calculator	
Using the multi-use occupancy or building, or portion thereof, Inspector candidate through observations will confirm that exit access, exits and exit discharge requirements are provided and located in accordance with applicable codes and standards.	<i>Inspection time should consider business impact in relation to occupancy use. Schedule inspection time based on past time spent conducting the inspection and to provide ample time to conduct a thorough fire inspection.</i>
Conduct a fire inspection.	<i>Using existing occupancy load data, verify the occupant load is within code requirements.</i>
Inspector Candidate will identify and document the location and types of violations and report the violations in	<i>Codes, tape measure, flash light, applicable personal protective</i>

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<p>accordance with the policies of the jurisdiction.</p> <p>Conduct an inspection exit interview.</p>	<p><i>equipment. Checklists if applicable. Forms, writing tools, clipboard or other means such as mobile inspection record keeping system (PDA or laptop computer.)</i></p> <p><i>The mixed-use occupancy will be inspected for emergency preparedness, emergency access, fire hazards, fire protection system readiness, special hazards and building service to ensure conformance to the adopted codes and standards.</i></p> <p><i>Verify the width of corridors or aisles is per the applicable codes and standards.</i></p> <p><i>Verify the exit width is in accordance with the applicable codes and standards.</i></p> <p><i>Using observations to confirm the number of exits required, are in place and properly located.</i></p> <p><i>Verify the exit access, exit and exit discharge is free and unobstructed by opening and using the egress path.</i></p> <p><i>Verify the exit signs comply with the code for location, graphics, illumination, power source.</i></p> <p><i>Verify the means of egress illumination is functional during the day or night as applicable to the occupancy.</i></p> <p><i>Verify travel distance is in accordance with codes.</i></p> <p><i>Confirm the accessible means of egress or areas of rescue assistance</i></p>
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TEXAS COMMISSION ON FIRE PROTECTION
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	<p><i>are in accordance with the code as applicable to the occupancy.</i></p> <p><i>Document code violations, identify location and violation reference. Documentation should reflect what needs to be done. Such as “remove, repair, install, provide”.</i></p> <p><i>Recommendations to include emergency preparedness adjustments or alternatives to achieving code compliance are included.</i></p>
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TEXAS COMMISSION ON FIRE PROTECTION
Fire Inspector II
Performance Standards Evaluation

Candidate: _____ Notes: _____

Training Provider: _____

Test Site: _____

FIRE INSPECTOR II	<u>TEST</u>		<u>RETEST</u>	
	S	U	S	U
Skill 3				
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. (5.3.1)				
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. (5.3.2)				
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 all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction. (5.3.5)				
The candidate:	S	U	S	U
a) Verified occupancy use				
b) Used applicable codes and standards to establish occupant load factor				
c) Used measuring tools and read plans				
d) Calculated the maximum allowable occupant load accurately				
e) Recognized building uses and occupancy classifications				
f) Interpreted the code requirements for the actual use of occupancy classifications				
h) Identified egress components (exit access, exit & exit discharge requirements) in the mixed-use occupancies				

TEXAS COMMISSION ON FIRE PROTECTION
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i) Calculated the egress elements to ensure adequate exit width for the occupant load				
j) Identified and document deficiencies in the egress elements				
k) Used applicable codes and standards to determine compliance				

S = Satisfactorily completed/performed

U = Unsatisfactorily performed/failed to meet objective or grading step

All steps of the skill objective are mandatory and must be scored as “Satisfactory” to pass the skill.

Examiner/Candidate Comments:

_____	_____	Overall Skill Sheet Score
Certifying Examiner	Date	Pass <input type="checkbox"/> Fail <input type="checkbox"/>
_____	_____	Overall Skill Sheet Re-Test Score
Re-Test Certifying Examiner	Date	Pass <input type="checkbox"/> Fail <input type="checkbox"/>

TEXAS COMMISSION ON FIRE PROTECTION

Fire Inspector II

Performance Standards Evaluation

Skill 4 - Field Inspection

Determine the building's area, height, occupancy classification, and construction type

NFPA 1031 5.3.3

Fire Inspector II

OBJECTIVE

Determine the building's area, height, occupancy classification, and construction type, given an approved plan, a description of a building, or observations of construction features, so that they are in accordance with the applicable codes and standards. (5.3.3)

INSTRUCTIONS - procedures for achieving the objectives

Given an approved plan, a description of a building, or observations of construction features, the Inspector candidate will determine the building's area, height, occupancy classification, and construction type.

EXAMINER'S NOTE

Skill examiners shall ensure realism in the fire inspection process by verifying that the mixed occupancy or building provides the minimum elements required for skill demonstration and evaluation.

PREPARATION & EQUIPMENT

Most skills require the use of a pen or pencil, forms, paper, applicable codes and standards, local practices and procedures, or a computer records management system with mobile inspection capturing ability. Provide applicable data or records containing information about the occupant or building to reflect past inspection, permits or other elements to support the preparation for inspection.

Additional preparation and equipment information is located with the specific performance skill.

TEXAS COMMISSION ON FIRE PROTECTION

Fire Inspector II

Performance Standards Evaluation

Skill 4 Evaluator Information - Preparation and Equipment

Instruction	<i>Example</i>
Using a multi-use occupancy or building and observations, determine the construction type, area, height and occupancy use from an approved plan. Provide past collected information regarding the area, height, occupancy classification and construction type.	<i>Using past information on file and observations of existing conditions in the multi-use occupancy, compare the area, height, occupancy classification and construction type to have not changed and are in compliance with applicable codes and standards.</i>

TEXAS COMMISSION ON FIRE PROTECTION
Fire Inspector II
 Performance Standards Evaluation

Candidate: _____ Notes: _____

Training Provider: _____

Test Site: _____

FIRE INSPECTOR II	TEST		RETEST	
	S	U	S	U
Skill 4				
Determine the building's area, height, occupancy classification, and construction type, given an approved plan, a description of a building, or observations of construction features, so that they are in accordance with the applicable codes and standards. (5.3.3)				
The candidate:	S	U	S	U
a) Identified the construction type				
b) Determined the building's area, height, occupancy classification				

S = Satisfactorily completed/performed

U = Unsatisfactorily performed/failed to meet objective or grading step

All steps of the skill objective are mandatory and must be scored as "Satisfactory" to pass the skill.

Examiner/Candidate Comments:

 Certifying Examiner

 Date

 Re-Test Certifying Examiner

 Date

Overall Skill Sheet Score	
Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Overall Skill Sheet Re-Test Score	
Pass <input type="checkbox"/>	Fail <input type="checkbox"/>

TEXAS COMMISSION ON FIRE PROTECTION

Fire Inspector II

Performance Standards Evaluation

Skill 5 - Field Inspection

Evaluate fire protection systems and equipment

NFPA 1031 5.3.4

Fire Inspector II

OBJECTIVE

Evaluate fire protection systems and equipment provided for the protection of life safety, a building, or a facility, 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.

INSTRUCTIONS - procedures for achieving the objectives

The Inspector candidate, given access to a mixed (multi-use) use occupancy or building will conduct a fire inspection. During the inspection, the Inspector Candidate will:

- Evaluate fire protection systems and equipment provided for the protection of life safety, a building, or a facility, given field observations of the facility and documentation, the hazards protected, and the system specifications
- Evaluate installation for compliance with applicable codes and standards so that deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction

EXAMINER'S NOTE

Skill examiners shall ensure realism in the fire inspection process by verifying that the mixed occupancy or building provides the minimum elements required for skill demonstration and evaluation.

PREPARATION & EQUIPMENT

Most skills require the use of a pen or pencil, forms, paper, applicable codes and standards, local practices and procedures, or a computer records management system with mobile inspection capturing ability. Provide applicable data or records containing information about the occupant or building to reflect past inspection, permits or other elements to support the preparation for inspection.

Additional preparation and equipment information is located with the specific performance skill.

TEXAS COMMISSION ON FIRE PROTECTION
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Instruction	Example
<p>Provide fire protection system records to reflect testing and inspection of the fire protection equipment in the occupancy.</p>	<p><i>Using the test records for the fire sprinkler system in the occupancy, determine that all performance tests are being conducted in accordance with applicable codes and standards.</i></p> <p><i>Using the hydraulic data plate on the sprinkler riser or information provided from the design and test record information, verify the system is adequate for the hazard protected.</i></p> <p><i>Using the inspection tag hanging on the fire sprinkler system verify that the system is inspected or serviced in accordance with recognized codes and standards or applicable rules.</i></p>
<p>Using a multi-use occupancy, have the Inspector candidate inspect the fire protection systems and equipment provided.</p>	<p><i>Using observations of the fire sprinkler system identify sprinkler obstructions or impairments that would impede the sprinkler from performing in accordance with applicable codes or standards. (Sprinklers not installed under ducts that are 4 feet wide or wider.)</i></p> <p><i>Using observations and measuring tools, evaluate the installation of fire extinguishers to ensure travel distance is acceptable to the hazard protected.</i></p> <p><i>Using observations of the fire sprinkler system and hazard protected evaluate the system for installation deficiencies that impede fire sprinkler performance.</i></p>

TEXAS COMMISSION ON FIRE PROTECTION
Fire Inspector II
 Performance Standards Evaluation

Candidate: _____ Notes: _____

Training Provider: _____

Test Site: _____

FIRE INSPECTOR II	<u>TEST</u>		<u>RETEST</u>	
	S	U	S	U
Skill Number 5				
Evaluate fire protection systems and equipment provided for the protection of life safety, a building, or a facility, 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. (5.3.4)				
The candidate:	S	U	S	U
a) Determined if the system is applicable to the hazard protected through observations, and reading reports, plans and specifications				
b) Identified applicable code and standards for the system and hazard				
c) Identified deficiencies in system installation				
d) Recognized problems with fire behavior implications to the protected hazard				
e) Documented and reported deficiencies				

S = Satisfactorily completed/performed

U = Unsatisfactorily performed/failed to meet objective or grading step

All steps of the skill objective are mandatory and must be scored as “Satisfactory” to pass the skill.

Examiner/Candidate Comments:

TEXAS COMMISSION ON FIRE PROTECTION
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Certifying Examiner

Date

Overall Skill Sheet Score

Pass Fail

Re-Test Certifying Examiner

Date

Overall Skill Sheet Re-Test Score

Pass Fail

TEXAS COMMISSION ON FIRE PROTECTION

Fire Inspector II

Performance Standards Evaluation

Skill 6 - Field Inspection

Evaluate hazardous conditions and verify code compliance for storage

NFPA 1031 5.3.6, 5.3.8, 5.3.9

Fire Inspector II

OBJECTIVE

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 all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction. (5.3.6)

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 applicable codes and standards are addressed and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction. (5.3.8)

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

INSTRUCTIONS - procedures for achieving the objectives

Given access to mixed (multi-use) use occupancy or building, field observations, documentation, and inspection guidelines from the authority having jurisdiction, the Inspector candidate will:

- evaluate hazardous conditions involving equipment, processes, and operations
- verify code compliance for storage, handling, and use of flammable and combustible liquids and gases
- evaluate code compliance for the storage, handling, and use of hazardous materials

EXAMINER'S NOTE

Skill examiners shall ensure realism in the fire inspection process by verifying that the mixed occupancy or building provides the minimum elements required for skill demonstration and evaluation.

TEXAS COMMISSION ON FIRE PROTECTION

Fire Inspector II

Performance Standards Evaluation

PREPARATION & EQUIPMENT

Most skills require the use of a pen or pencil, forms, paper, applicable codes and standards, local practices and procedures, or a computer records management system with mobile inspection capturing ability. Provide applicable data or records containing information about the occupant or building to reflect past inspection, permits or other elements to support the preparation for inspection.

Additional preparation and equipment information is located with the specific performance skill.

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Instruction	Example
<p>Given a fire inspection situation involving a multi-use or mixed occupancy, that contains a hazardous process, storage of flammable liquids and or hazardous materials in storage, use and dispensing.</p> <p>Inspector candidate will evaluate the conditions of equipment, storage, handling or use of flammable or combustible liquids or hazardous materials.</p> <p>Inspector candidate will verify the processes or operations to ensure the minimum code requirements are met and the deficiencies are identified.</p>	<p><i>The mixed use occupancy of the automobile dealership has automotive spray finishing within a spray booth. The ventilation system does not operate and filters are not in place.</i></p> <p><i>Storage of automotive paints in a room that does not contain secondary containment or fire resistive separation.</i></p> <p><i>Flammable automotive paints are mixed and handled in an unventilated room.</i></p> <p><i>Violation: Spray hood is not maintained in accordance with the code. 1) Ventilation system is inoperative. 2) Filters are not in place. IFC Section 1504.7.8</i></p> <p><i>Provide secondary containment and fire resistive storage room. IFC Section 1503.3, Section 3404.3.7.3</i></p> <p><i>Provide ventilation as required by the code. IFC Section 3405.3.7.5.1</i></p> <p>Notice: <i>Cease spray painting or use; repair or maintain; call for re-inspection.</i></p>

TEXAS COMMISSION ON FIRE PROTECTION
Fire Inspector II
 Performance Standards Evaluation

Candidate: _____ Notes: _____

Training Provider: _____

Test Site: _____

FIRE INSPECTOR II	<u>TEST</u>		<u>RETEST</u>	
	S	U	S	U
Skill Number 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 all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction. (5.3.6)				
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 applicable codes and standards are addressed and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction. (5.3.8)				
Evaluate code compliance for the storage, handling, and use of hazardous materials, given field observations, so that applicable codes and standards for each hazardous material encountered are properly addressed and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction. (5.3.9)				
The candidate:	S	U	S	U
a) Through observation, ensured that the equipment, processes or operations were installed in accordance with applicable codes or standards				
b) Identified and documented deficiencies or problems of the equipment, processes or operations				
c) Reported deficiencies according to policies of the				

TEXAS COMMISSION ON FIRE PROTECTION
Fire Inspector II
 Performance Standards Evaluation

jurisdiction				
d) Identified the process or operation (storage, use and/or dispensing)				
e) Recognized fire hazards associated with the process or operation				
f) Identified specific code or standards applicable to the process or operation hazard				
g) Identified and documented all deficiencies in accordance with the authority having jurisdiction				
h) Reported all deficiencies				

S = Satisfactorily completed/performed

U = Unsatisfactorily performed/failed to meet objective or grading step

All steps of the skill objective are mandatory and must be scored as "Satisfactory" to pass the skill.

Examiner/Candidate Comments:

_____	_____	Overall Skill Sheet Score
Certifying Examiner	Date	Pass <input type="checkbox"/> Fail <input type="checkbox"/>
_____	_____	Overall Skill Sheet Re-Test Score
Re-Test Certifying Examiner	Date	Pass <input type="checkbox"/> Fail <input type="checkbox"/>

TEXAS COMMISSION ON FIRE PROTECTION
Fire Inspector II
Performance Standards

Skill 7 - Field Inspection

Evaluate emergency planning and preparedness procedures

NFPA 1031 5.3.7

Fire Inspector II

OBJECTIVE

Evaluate emergency planning and preparedness procedures, given copies of existing or proposed plans and procedures, to determine their applicability to the facility and their compliance with codes and standards. (5.3.7)

INSTRUCTIONS - procedures for achieving the objectives

Given copies of existing or proposed plans and procedures of a facility, the Inspector candidate will evaluate emergency planning and preparedness procedures to determine their applicability to the facility and their compliance with codes and standards.

EXAMINER'S NOTE

Skill examiners shall ensure realism in the fire inspection process by verifying that the mixed occupancy or building provides the minimum elements required for skill demonstration and evaluation.

PREPARATION & EQUIPMENT

Most skills require the use of a pen or pencil, forms, paper, applicable codes and standards, local practices and procedures, or a computer records management system with mobile inspection capturing ability. Provide applicable data or records containing information about the occupant or building to reflect past inspection, permits or other elements to support the preparation for inspection.

Additional preparation and equipment information is located with the specific performance skill.

TEXAS COMMISSION ON FIRE PROTECTION
Fire Inspector II
 Performance Standards

Skill 7 Evaluator Information - Preparation and Equipment

Instruction	<i>Example</i>
<p>Using an emergency plan for a multi-use occupancy or building, the Inspector candidate shall review the plans and procedures to ensure the applicability to the occupancy or building.</p>	<p><i>Using the applicable plan and observations of the multi-use occupancy or building, determine if the plans addresses the hazards present and provides for a level of life safety and emergency preparedness.</i></p> <p><i>Using the applicable plan, verify the last time the occupants or employees were trained in the plan or the plan was drilled.</i></p> <p><i>Using the applicable plan, determine the last review date for the plan.</i></p>

TEXAS COMMISSION ON FIRE PROTECTION
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 Performance Standards

Candidate: _____ Notes: _____

Training Provider: _____

Test Site: _____

FIRE INSPECTOR II	<u>TEST</u>		<u>RETEST</u>	
	S	U	S	U
Skill Number 7				
Evaluate emergency planning and preparedness procedures, given copies of existing or proposed plans and procedures, to determine their applicability to the facility and their compliance with codes and standards. (5.3.7)				
The candidate:	S	U	S	U
a) Verified the plan is appropriate for the facility				
b) Reviewed the plan as it applies to codes and standards				
c) Identified, documented and reported all deficiencies in accordance with the authority having jurisdiction				

S = Satisfactorily completed/performed

U = Unsatisfactorily performed/failed to meet objective or grading step

All steps of the skill objective are mandatory and must be scored as “Satisfactory” to pass the skill.

Examiner/Candidate Comments:

 Certifying Examiner

 Date

 Re-Test Certifying Examiner

 Date

Overall Skill Sheet Score	
Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Overall Skill Sheet Re-Test Score	
Pass <input type="checkbox"/>	Fail <input type="checkbox"/>

TEXAS COMMISSION ON FIRE PROTECTION
Fire Inspector II
Performance Standards Evaluation

Skill 8 - Field Inspection
Determine fire growth potential in a building or space

NFPA 1031 5.3.10

Fire Inspector II

OBJECTIVE

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

INSTRUCTIONS - procedures for achieving the objectives

Given field observations or plans of a multi-use building or occupancy, the Inspector Candidate will determine fire growth potential in the building or space so that the contents, interior finish, and construction elements are evaluated for compliance with applicable codes and standards and all deficiencies are identified, documented, and corrected in accordance with the policies of the jurisdiction.

EXAMINER'S NOTE

Skill examiners shall ensure realism in the fire inspection process by verifying that the mixed occupancy or building provides the minimum elements required for skill demonstration and evaluation.

PREPARATION & EQUIPMENT

Most skills require the use of a pen or pencil, forms, paper, applicable codes and standards, local practices and procedures, or a computer records management system with mobile inspection capturing ability. Provide applicable data or records containing information about the occupant or building to reflect past inspection, permits or other elements to support the preparation for inspection.

Additional preparation and equipment information is located with the specific performance skill.

TEXAS COMMISSION ON FIRE PROTECTION
Fire Inspector II

Performance Standards Evaluation

Skill 8 Evaluator Information - Preparation and Equipment

Instruction	Example
<p>Using the multi-use building or occupancy, have the Inspector candidate inspect the building or occupancy for combustibility and flammability of the contents, interior finish and construction materials.</p> <p>Have the Inspector candidate express verbally as to the expected fire growth rate based on the contents, interior finish and construction.</p> <p>Have the Inspector candidate identify and document hazardous conditions that would tend to spread the fire, speed up the fire or increase loss.</p>	<p><i>Determine the combustibility of the contents of the furniture retail store with its associated storage area in the Type II constructed building.</i></p> <p><i>Express the fire growth rate in terms of low, medium or high.</i></p> <p><i>Determine the anticipated heat release rates from past tests or other information.</i></p> <p><i>The idle pallets stored next to the battery charging area.</i></p> <p><i>The oxidizer pool chemicals stored next to the charcoal lighter fluid.</i></p>

TEXAS COMMISSION ON FIRE PROTECTION
Fire Inspector II
 Performance Standards Evaluation

Candidate: _____ Notes: _____

Training Provider: _____

Test Site: _____

FIRE INSPECTOR II	<u>TEST</u>		<u>RETEST</u>	
	S	U	S	U
Skill 8				
Determine fire growth potential in a building or space, given field observations or plans, so that the contents, interior finish, and construction elements can be evaluated for compliance with applicable codes and standards and all deficiencies are identified, documented, and corrected in accordance with the policies of the jurisdiction. (5.3.10)				
The candidate:	S	U	S	U
a) Identified building construction and use				
b) Recognized potential for hazardous fire growth				
c) Identified and documented all deficiencies contributing to hazardous fire growth				
d) Reported conditions contributing to hazardous fire growth				

S = Satisfactorily completed/performed

U = Unsatisfactorily performed/failed to meet objective or grading step

All steps of the skill objective are mandatory and must be scored as "Satisfactory" to pass the skill.

Examiner/Candidate Comments:

 Certifying Examiner

 Date

 Re-Test Certifying Examiner

 Date

Overall Skill Sheet Score	
Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Overall Skill Sheet Re-Test Score	
Pass <input type="checkbox"/>	Fail <input type="checkbox"/>

TEXAS COMMISSION ON FIRE PROTECTION

Fire Inspector II

Performance Standards Evaluation

Skill 9 - Field Inspection

Verify compliance with construction documents

NFPA 1031 5.3.11

Fire Inspector II

OBJECTIVE

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 all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction. (5.3.11)

INSTRUCTIONS - procedures for achieving the objectives

Given construction documents that involve a performance-based design, the Inspector candidate will verify compliance with the construction documents, 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 all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

EXAMINER'S NOTE

Skill examiners shall ensure realism in the fire inspection process by verifying that the mixed occupancy or building provides the minimum elements required for skill demonstration and evaluation.

PREPARATION & EQUIPMENT

Most skills require the use of a pen or pencil, forms, paper, applicable codes and standards, local practices and procedures, or a computer records management system with mobile inspection capturing ability. Provide applicable data or records containing information about the occupant or building to reflect past inspection, permits or other elements to support the preparation for inspection.

Additional preparation and equipment information is located with the specific performance skill.

TEXAS COMMISSION ON FIRE PROTECTION
Fire Inspector II

Performance Standards Evaluation

Skill Number 9 Evaluator Information - Preparation and Equipment

Instruction	Example
<p>Provide the Inspector candidate with construction documents that involve a performance-based design.</p> <p>Have the Inspector candidate review and inspect the features of the performance based design elements to verify the installation; and that testing confirms performance to the performance based design. Verification of interaction between life safety systems and building services equipment should be accomplished.</p> <p>Have the Inspector candidate review operation and maintenance manuals that accompany the design.</p> <p>Have the Inspector candidate identify, document and report deficiencies in accordance with the policies of the jurisdiction.</p>	<p><i>Due to the size of a building and the travel distance to reach exits, a smoke control system will be installed in the building to facilitate smoke/heat removal to meet a performance concept of protection for the additional time needed to egress the building. Other elements in the performance design include sprinklers, smoke detection and code compliant occupancy separation.</i></p> <p><i>Upon fire alarm activation, air handlers 3 and 4 turn off and smoke exhaust fans 1 and 2 start. Testing confirms sequence and function to design.</i></p> <p><i>Operation manual does not reflect 24 hours, 7 days a week occupancy.</i></p> <p><i>Ensure maintenance and operation manuals incorporate service and testing based on exposure for 24 hour 7 day business.</i></p>

TEXAS COMMISSION ON FIRE PROTECTION
Fire Inspector II
 Performance Standards Evaluation

Candidate: _____ Notes: _____

Training Provider: _____

Test Site: _____

FIRE INSPECTOR II	<u>TEST</u>		<u>RETEST</u>	
	S	U	S	U
Skill 9				
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 all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction. (5.3.11)				
The candidate:	S	U	S	U
a) Identified construction documents are applicable to the building				
b) Verified safety system and building service equipment were installed, inspected and tested and were compliant with construction documents				
c) Identified, compared and documented all non-compliant safety systems and building services equipment to construction documents				
d) Reported all deficiencies in accordance with local policies				

S = Satisfactorily completed/performed

U = Unsatisfactorily performed/failed to meet objective or grading step

All steps of the skill objective are mandatory and must be scored as “Satisfactory” to pass the skill.

Examiner/Candidate Comments:

TEXAS COMMISSION ON FIRE PROTECTION
Fire Inspector II
Performance Standards Evaluation

Certifying Examiner

Date

Overall Skill Sheet Score

Pass Fail

Re-Test Certifying Examiner

Date

Overall Skill Sheet Re-Test Score

Pass Fail

TEXAS COMMISSION ON FIRE PROTECTION

Fire Inspector II

Performance Standards Evaluation

Skill 10 - Field Inspection

Verify code compliance of building systems

NFPA 1031 5.3.12

Fire Inspector II

OBJECTIVE

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. (5.3.12)

INSTRUCTIONS - procedures for achieving the objectives

Given field observations, the inspector candidate will verify code compliance of heating, ventilation, air conditioning, and other building service equipment and operations, 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.

EXAMINER'S NOTE

Skill examiners shall ensure realism in the fire inspection process by verifying that the mixed occupancy or building provides the minimum elements required for skill demonstration and evaluation.

PREPARATION & EQUIPMENT

Most skills require the use of a pen or pencil, forms, paper, applicable codes and standards, local practices and procedures, or a computer records management system with mobile inspection capturing ability. Provide applicable data or records containing information about the occupant or building to reflect past inspection, permits or other elements to support the preparation for inspection.

Additional preparation and equipment information is located with the specific performance skill.

TEXAS COMMISSION ON FIRE PROTECTION

Fire Inspector II

Performance Standards Evaluation

Skill 10 Evaluator Information - Preparation and Equipment

Instruction	Example
<p>Provide a building equipment service issue, have the inspector candidate observe, identify code issues and refer the issue as necessary to other agencies with expertise in the equipment installation.</p> <p>The inspector candidate will use the applicable codes and standards to validate issues.</p> <p>Document the deficiencies as required by the jurisdiction.</p>	<p><i>From observations of photos or conditions of a leaking grease duct, review the codes or standards for issues with the conditions.</i></p> <p><i>Review mechanical code 2009 International Fire Code, Chapter 6, Section 609. Commercial kitchen exhaust hood shall comply with the international mechanical code.</i></p> <p><i>Refer the leaking grease duct issue to the mechanical code inspector.</i></p> <p><i>Complete report to document referral of issue.</i></p>

TEXAS COMMISSION ON FIRE PROTECTION
Fire Inspector II
 Performance Standards Evaluation

Candidate: _____ Notes: _____

Training Provider: _____

Test Site: _____

FIRE INSPECTOR II	TEST		RETEST	
	S	U	S	U
Skill 10				
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. (5.3.12)				
The candidate:	S	U	S	U
a) Identified deficiencies with installed equipment				
b) Coordinated with or referred to other agencies with expertise				
c) Used applicable codes and standards				
d) Documented deficiencies in accordance with policies and procedures				

S = Satisfactorily completed/performed

U = Unsatisfactorily performed/failed to meet objective or grading step

All steps of the skill objective are mandatory and must be scored as “Satisfactory” to pass the skill.

Examiner/Candidate Comments:

TEXAS COMMISSION ON FIRE PROTECTION
Fire Inspector II
Performance Standards Evaluation

Certifying Examiner

Date

Overall Skill Sheet Score

Pass Fail

Re-Test Certifying Examiner

Date

Overall Skill Sheet Re-Test Score

Pass Fail

TEXAS COMMISSION ON FIRE PROTECTION

Fire Inspector II

Performance Standards

Skill Numbers 11-15 - Plan Review

Classify the occupancy type; compute occupant load; review installation of fire protection systems; verify means of egress and construction type

NFPA 1031 5.4.1, 5.4.2, 5.4.3, 5.4.4, 5.4.5, 5.4.6

Fire Inspector II

OBJECTIVES

Skill 11

Classify the occupancy type, given a set of plans, specifications, and a description of a building, so that the classification is made according to applicable codes and standards. (5.4.1)

Skill 12

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 applicable codes and standards. (5.4.2)

Skill 13

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 all deficiencies are identified, documented, and reported in accordance with the applicable codes and standards and the policies of the jurisdiction. (5.4.3)

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. (5.4.4)

Skill 14

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 any deficiencies are discovered and communicated in accordance with the policies of the jurisdiction. (5.4.5)

Skill 15

Verify the construction type of a building or portion thereof, given a set of approved plans and specifications, so that the construction type complies with the approved plans and applicable codes and standards. (5.4.6)

TEXAS COMMISSION ON FIRE PROTECTION
Fire Inspector II
Performance Standards

INSTRUCTIONS - procedures for achieving the objectives

The Inspector candidate shall perform all the steps necessary to complete one of the following five skills. The one skill the inspector candidate is to perform will be randomly selected by the TCFP from the choices below:

Given a set of plans, specifications, a description of a building and the established practices and procedures of the jurisdiction:

- Skill 11 Classify the occupancy type
- Skill 12 Compute the maximum allowable occupant load
- Skill 13 Review the proposed installation, as well as the actual installation of fire protection systems
- Skill 14 Verify that means of egress elements are provided
- Skill 15 Verify the construction type of a building or portion thereof

*Regardless of which skill is randomly chosen, the inspector candidate will, as part of the skills exam, report to the plan submitter with applicable references to code and standards and any alternative methods for compliance.

EXAMINER'S NOTE

Skills examiners shall ensure realism in the skills evaluation to a basic level of understanding and skills demonstration for evaluation and calculations.

PREPARATION & EQUIPMENT

Most skills require the use of a pen or pencil, paper, applicable codes and standards, local practices and procedures, and a computer with a printer or typewriter and official letterhead if applicable. Additional preparation and equipment information is located with the specific performance skill.

TEXAS COMMISSION ON FIRE PROTECTION
Fire Inspector II
Performance Standards

Skill Numbers 11-15 Evaluator Information-Preparation and Equipment

Instruction	Example
<p>Provide a set of occupancy or building plans, specifications and description to the Inspector candidate. The set of plans should incorporate site, architectural, mechanical, electrical, plumbing, landscaping, and fire protection shop drawings. The Inspector candidate will review the information and plans to accomplish a set of skills within one time period. Ensure adequate room for plans reading, code and standards references are available.</p> <p>Have the Inspector candidate review and interpret the plans, specifications and description to:</p> <ul style="list-style-type: none"> a) Classify the occupancy type. b) Calculate the maximum allowable occupant load of the building or portion of the building. c) Verify shop drawings of proposed fire protection systems. d) Verify means of egress. <p>Verify construction type.</p> <p>Have the Inspector candidate apply the code and standard requirements to verify compliance.</p> <p>The Inspector candidate shall complete an installation review with the approved plans.</p>	<p><i>24,000 square foot Religious assembly occupancy with associated classrooms, kitchen and offices</i></p> <ul style="list-style-type: none"> a) <i>A2 Occupancy Group</i> b) <i>497 occupant load for the A2 area</i> c) <i>UL 300 system proposed – Kitchen hood and duct fire protection extinguishing system</i> d) <i>Main entrance door swing does not open in direction of egress per the occupant load.</i> <p><i>Type IIB (non-combustible, non-rated)</i></p> <p><i>UL 300 systems proposed – Kitchen hood and duct fire protection extinguishing system does not completely cover the entire cooking surfaces or appliances.</i></p> <p><i>Installation reviewed; no deficiencies noted.</i></p>

TEXAS COMMISSION ON FIRE PROTECTION
Fire Inspector II
 Performance Standards

Candidate: _____ Notes: _____

Training Provider: _____

Test Site: _____

Skill 11 – Classify the Occupancy Type	<u>TEST</u>		<u>RETEST</u>	
Classify the occupancy type, given a set of plans, specifications, and a description of a building, so that the classification is made according to applicable codes and standards. (5.4.1)				
The candidate:	S	U	S	U
a) Reviewed a set of plans, specifications and a building description				
b) Classified the occupancy type				
c) Indicated the applicable codes and standards				

Skill 12 – Compute the Occupant Load	<u>TEST</u>		<u>RETEST</u>	
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 applicable codes and standards. (5.4.2)				
The candidate:	S	U	S	U
a) Reviewed a floor plan of a building or portion of a building				
b) Identified occupant load factors related to the occupancy type				
c) Computed the occupancy load using appropriate measuring tools				
d) Indicated the applicable codes and standards				

TEXAS COMMISSION ON FIRE PROTECTION
Fire Inspector II
Performance Standards

Skill 13 – Review Installation of FP Systems	<u>TEST</u>		<u>RETEST</u>	
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 all deficiencies are identified, documented, and reported in accordance with the applicable codes and standards and the policies of the jurisdiction. (5.4.3)				
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. (5.4.4)				
The candidate:	S	U	S	U
a) Read basic floor plans or shop drawings to identify symbols and elements of the fire protection system.				
b) Used applicable codes and standards to identify deficiencies in the plan and installation.				
c) Documented and reported all deficiencies in accordance with the policies of the jurisdiction				

TEXAS COMMISSION ON FIRE PROTECTION
Fire Inspector II
Performance Standards

Skill 14 – Verify Means of Egress Elements	TEST		RETEST	
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 any deficiencies are discovered and communicated in accordance with the policies of the jurisdiction. (5.4.5)				
The candidate:	S	U	S	U
a) Determined whether the egress components in the building aligned with the plan				
b) Identified the egress elements in the building plan				
c) Used applicable codes and standards to determine compliance				
d) Identified and documented deficiencies in the egress elements				

Skill 15 – Verify Construction Type	TEST		RETEST	
Verify the construction type of a building or portion thereof, given a set of approved plans and specifications, so that the construction type complies with the approved plans and applicable codes and standards. (5.4.6)				
The candidate:	S	U	S	U
a) Used approved plans and specifications to identify the building's construction type				
b) Identified two characteristics of the building's construction type				
c) Used applicable codes and standards to determine compliance				

S = Satisfactorily completed/performed

U = Unsatisfactorily performed/failed to meet objective or grading step

All steps of the skill objective are mandatory and must be scored as “Satisfactory” to pass the skill.

Examiner/Candidate Comments:

TEXAS COMMISSION ON FIRE PROTECTION
Fire Inspector II
Performance Standards

<hr/> Certifying Examiner	<hr/> Date	Overall Skill Sheet Score Pass <input type="checkbox"/> Fail <input type="checkbox"/>
<hr/> Re-Test Certifying Examiner	<hr/> Date	Overall Skill Sheet Re-Test Score Pass <input type="checkbox"/> Fail <input type="checkbox"/>

INSTRUCTION SHEET

PLANS EXAMINER I PERFORMANCE SKILLS

Format

Similar Plans Examiner I skills are combined into one skill sheet when possible. These skill sheets should be used in a progressive type grading format. The skill sheet is divided into individual skill objectives. The Examiner should evaluate the Plan Examiner I candidates as they complete each skill of the evaluation. The skills that could not be combined are provided as independent skill sheets.

For skill sheets that do not contain time constraints, the Course Instructor should specify time constraints as necessary.

Scoring Method

The scoring method is Satisfactory (S) or Unsatisfactory (U) for each step of the skill objective, and a Pass or Fail for each individual skill section. In order to successfully pass an individual skill section, the Plan Examiner I candidate must receive satisfactory scores in all the steps of the skill objective. In order to receive an overall Pass on the skill sheet, the Plan Examiner I candidate must receive a passing score for all individual skill sections.

If a step of a skill objective is scored "Unsatisfactory", only that skill objective must be retested. For example, if a candidate fails step b of Skill 11, he or she must be retested on Skill 11, in its entirety. Any Unsatisfactory or individual skill failure shall require the examiner to explain the reason for the failure in written form in the comments section of the skill sheet.

Preparation and Equipment

When necessary, additional information is provided under the heading "Evaluator Information - Preparation and Equipment." Examples are provided to assist the evaluator. Course Instructors are encouraged to use these examples to meet the minimum requirements, or they may modify the examples to meet or exceed the standard to fit their department or agency needs.

Many of the skill sheets require the use of department policies. It is suggested that the Course Instructors use the policies and procedures of his or her department. If teaching this course at a non-departmental institution, acquire a fire department's policies and procedures, or modification thereof, to complete these skills.

For optimal learning, scenario-based training and role-playing is recommended; however, based on departmental needs certain activities may be simulated by other means.

TEXAS COMMISSION ON FIRE PROTECTION
Plans Examiner I

Performance Standards Evaluation

Skill 1- Administration

Prepare reports, facilitate the resolution of deficiencies, process plan review documents, and determine the applicable code or standard

NFPA 1031 7.2.1, 7.2.2, 7.2.3, 7.2.4

Plans Examiner I

OBJECTIVE

Prepare reports, given observations from a plan review, so that the report is clear, concise, and accurately reflects the findings of the plan review in accordance with applicable codes and standards and the policies and procedures of the jurisdiction. (7.2.1)

Facilitate the resolution of deficiencies identified during the plan review, given a submittal and the established practices and procedures of the jurisdiction, so that deficiencies are identified, documented, and reported to the plan submitter with applicable references to codes and standards. (7.2.2)

Process plan review documents, given a set of plans and specifications, so that required permits are issued in accordance with the policies of the jurisdiction. (7.2.3)

Determine the applicable code or standard, given a fire protection issue, so that the proper document, edition, and section are referenced. (7.2.4)

INSTRUCTIONS - procedures for achieving the objectives

Inspection situations should encompass enough detail and information to facilitate realistic plan review activities. This skill is intended to resemble a realistic situation in which a plans examiner would perform.

- The Inspector candidate, given specific observations from a plan review, will prepare a report in accordance with applicable codes and standards, and the policies and procedures of the jurisdiction.
- The Inspector candidate, given a submittal and the established practices and procedures of the jurisdiction, shall identify deficiencies, document the deficiencies, and report to the plan submitter with applicable references to code and standards and alternative methods for compliance are identified.
- The Inspector candidate, given a set of plans and specifications, shall evaluate to issue or deny a permit in accordance with the policies of the jurisdiction.

TEXAS COMMISSION ON FIRE PROTECTION

Plans Examiner I

Performance Standards Evaluation

- The Inspector candidate, given a specific plan review fire protection issue, shall determine the applicable code or standard so that the proper document, edition, and section are referenced.

EXAMINER'S NOTE

The plan review skills build upon each other in a progressive format, but their order may be changed as needed, based on jurisdictional processes.

PREPARATION & EQUIPMENT

Most skills require the use of a pen or pencil, paper, applicable codes and standards, local practices and procedures, and a computer with a printer or typewriter and official letterhead if applicable. Additional preparation and equipment information is located with the specific performance skill.

TEXAS COMMISSION ON FIRE PROTECTION
Plans Examiner I
Performance Standards Evaluation

Skill 1 - Administration

Prepare reports, facilitate the resolution of deficiencies, process plan review documents, and determine the applicable code or standard

Skill 1 Evaluator Information - Preparation and Equipment

Instruction	Example
<p>Provide a complete set of plans submittal situation with an obvious definitive fire protection issue or deficiency.</p> <p>Provide a copy of a policy statement or statements that would address the practices and procedures of the jurisdiction.</p> <p>Provide a copy of an applicable policy for processing plan review documents.</p> <p>Provide a permit form for the applicable jurisdiction.</p> <p>Provide a log page to document status of plan review and incorporate any permit numbers.</p> <p>Inspector candidate will demonstrate the skill to facilitate resolution of deficiencies through a written report and verbalized alternative methods of compliance to reflect skill to resolve.</p> <p>Inspector candidate will determine and identify applicable codes and standards to noted violations or issues.</p>	<p><i>B occupancy, 4200 sq. ft. Doctors office, w/minor outpatient surgery. Civil, Arch, Mech, Elec, FP, Fire Alarm Submittal, Specifications</i></p> <p><i>A one-page fire alarm plan submittal without any state licensing information provided on the plan submittal.</i></p> <p><i>A one page hydraulically calculated fire sprinkler plan submittal without any hydraulic calculations provided with the plan.</i></p> <p><i><u>Specification:</u> Fire Extinguishers shall be 2A 10 BC rated in all areas of the restaurant.</i></p> <p><i><u>Issue:</u> Cooking areas may require a class K extinguisher.</i></p> <p><i><u>Policy Statement:</u> All plans submitted with fire protection elements shall bear the state licensing data or seal of the registered person planning or designing the system.</i></p> <p><i><u>Policy Statement:</u> All fire protection submittals shall be complete submittals at time of submission.</i></p> <p><i>International Fire Code, (IFC) Section 901.2, Construction Documents. Page 1, Failed to provide complete information to verify code compliance. Provide Hydraulic Calculations as noted on the Plan.</i></p>

TEXAS COMMISSION ON FIRE PROTECTION
Plans Examiner I
Performance Standards Evaluation

	<p><i>Alternative = No alternative</i></p> <p><u><i>Policy Statement:</i></u> <i>All plans submitted for review shall adhere to the following steps.</i></p> <ul style="list-style-type: none"><i>a. log into the plan submittal log</i><i>b. stamped with the date received</i><i>c. assigned permit number is reflected</i><i>d. verify contact information</i> <p><u><i>Policy Statement:</i></u> <i>Every effort shall be made to complete plans review within 10 workdays of received date stamp.</i></p> <p><i>Permit # 2006-001, 2222 First St., Under review, Received = 2/12/10</i></p>
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TEXAS COMMISSION ON FIRE PROTECTION
Plans Examiner I
 Performance Standards Evaluation

Skill 1 - Administration

Prepare reports, facilitate the resolution of deficiencies, process plan review documents, and determine the applicable code or standard

Candidate: _____ Notes: _____

Training Provider: _____

Test Site: _____

PLANS EXAMINER I	<u>TEST</u>		<u>RETEST</u>	
	S	U	S	U
Skill 1				
Prepare reports, given observations from a plan review, so that the report is clear, concise, and accurately reflects the findings of the plan review in accordance with applicable codes and standards and the policies and procedures of the jurisdiction. (7.2.1)				
Facilitate the resolution of deficiencies identified during the plan review, given a submittal and the established practices and procedures of the jurisdiction, so that deficiencies are identified, documented, and reported to the plan submitter with applicable references to codes and standards. (7.2.2)				
Process plan review documents, given a set of plans and specifications, so that required permits are issued in accordance with the policies of the jurisdiction. (7.2.3)				
Determine the applicable code or standard, given a fire protection issue, so that the proper document, edition, and section are referenced. (7.2.4)				
The candidate:	S	U	S	U
a) Prepared a report from provided observations				
b) Report was clear & concise				
c) Report was in accordance with applicable codes and standards				
d) Report was in accordance with local policies and procedures				
e) Used local practices and policies				

TEXAS COMMISSION ON FIRE PROTECTION
Plans Examiner I
 Performance Standards Evaluation

f) Identified and documented deficiencies in writing				
g) Verbalized alternative methods of compliance				
h) Determined completeness of plan review documents				
i) Adhered to the applicable policies for processing the plan review documents				
j) Determined whether to deny or approve a permit				
k) Documented actions in accordance with local policies and procedures				
l) Identified the specific fire protection issue				
m) Determined the applicable code or standard				
n) Identified the proper applicable document, edition and section				

S = Satisfactorily completed/performed

U = Unsatisfactorily performed/failed to meet objective or grading step

All steps of the skill objective are mandatory and must be scored as “Satisfactory” to pass the skill.

Examiner/Candidate Comments:

 Certifying Examiner

 Date

 Re-Test Certifying Examiner

 Date

Overall Skill Sheet Score	
Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Overall Skill Sheet Re-Test Score	
Pass <input type="checkbox"/>	Fail <input type="checkbox"/>

TEXAS COMMISSION ON FIRE PROTECTION

Plans Examiner I

Performance Standards Evaluation

Skill Number 2 - Plans Review

Identify the requirements for a fire protection or life safety system; evaluate code compliance; evaluate plans for the installation of fire protection and life safety systems

NFPA 1031 7.3.1, 7.3.6, 7.3.10

Plans Examiner I

OBJECTIVE

Identify the requirements for fire protection or a life safety system, given a set of plans, so that all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction. (7.3.1)

Evaluate code compliance for required fire flow and hydrant location and spacing, given a plan, required fire flow, and fire flow test results, so that hydrants are correctly located and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction. (7.3.6)

Evaluate plans for the installation of fire protection and life safety systems, given a plan submittal, so that the fire protection systems, including pre-engineered systems, and equipment are reviewed and all deficiencies are identified, documented, and reported in accordance with the policies and procedures of the jurisdiction. (7.3.10)

INSTRUCTIONS - procedures for achieving the objectives

The Inspector candidate shall perform all the steps necessary to complete one of the following three scenarios. The one scenario the inspector candidate is to perform will be randomly selected by the TCFP from the choices below:

- A. Demonstrate the ability to read basic plans and identify symbols used by the jurisdiction, apply codes and standards, and identify, document and report all deficiencies in accordance with the policies of the jurisdiction.
- B. Given a set of plans, required fire flow, and fire flow test results, interpret fire flow test results, determine fire hydrant locations and spacing, and read fire flow graphs.
- C. Given a plan submittal, review the specifications, classify occupancies, interpret and apply standards to the fire protection systems, and identify, document and report all deficiencies in accordance with the policies of the jurisdiction.

EXAMINER'S NOTE

Skills examiners shall ensure realism in the skills evaluation to a basic level of understanding and skills demonstration for evaluation and calculations.

TEXAS COMMISSION ON FIRE PROTECTION
Plans Examiner I
Performance Standards Evaluation

PREPARATION & EQUIPMENT

Most skills require the use of a pen or pencil, paper, applicable codes and standards, local practices and procedures, and a computer with a printer or typewriter and official letterhead if applicable. Additional preparation and equipment information is located with the specific performance skill.

TEXAS COMMISSION ON FIRE PROTECTION
Plans Examiner I
 Performance Standards Evaluation

Skill 2 Evaluator Information - Preparation and Equipment

Instruction	Example
<p>Provide a set of plans that reflects a fire protection or a life safety system and water supply and fire hydrant locations.</p> <p>Provide fire flow test results.</p> <p>Provide applicable codes and standards for the fire protection or life safety system.</p> <p>Review plans and specifications.</p> <p>Candidate will identify or classify the occupancy type.</p> <p>Identify, document and report any deficiencies noted.</p> <p>Interpret and apply applicable standards and reference the codes and standards to verify compliance.</p>	<p><i>Given a set of plans, review the plans and specifications for the occupancy and the system such as a roof/ceiling plan with smoke & heat venting for high piled storage, dimensions, vent ratio and specifications as to the type of smoke and heat vents, or sprinkler plans, fire alarm plans, kitchen extinguishing system, etc.</i></p> <p><i>Provide a site plan with utility drawings for occupancy such as a warehouse.</i></p> <p><i>Provide a fire flow test graph showing the amount of water that is available at 20 psi residual pressure for firefighting.</i></p> <p><i>Review the system and verify that all required components are complete and that the system is adequate for the occupancy.</i></p> <p><i>Verify the type of occupancy and the type of required protection.</i></p> <p><i>Candidate will review the plans and then interpret the applicable codes and apply those codes</i></p>

TEXAS COMMISSION ON FIRE PROTECTION
Plans Examiner I
 Performance Standards Evaluation

Skill 2 – Plans Review

Identify the requirements for a fire protection or life safety system; evaluate code compliance; evaluate plans for the installation of fire protection and life safety systems

Candidate: _____ Notes: _____

Training Provider: _____

Test Site: _____

PLANS EXAMINER I	<u>TEST</u>		<u>RETEST</u>	
	S	U	S	U
Skill 2				
Identify the requirements for fire protection or a life safety system, given a set of plans, so that all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction. (7.3.1)				
Evaluate code compliance for required fire flow and hydrant location and spacing, given a plan, required fire flow, and fire flow test results, so that hydrants are correctly located and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction. (7.3.6)				
Evaluate plans for the installation of fire protection and life safety systems, given a plan submittal, so that the fire protection systems, including pre-engineered systems, and equipment are reviewed and all deficiencies are identified, documented, and reported in accordance with the policies and procedures of the jurisdiction. (7.3.10)				
The candidate:	S	U	S	U
A - Identify requirements for fire protection/life safety systems				
1. Identified the requirements for fire protection or a life safety system				
2. Interpreted plan symbols used by the jurisdiction				
3. Applied applicable codes and standards to the system				
4. Identified, documented and reported the deficiencies				

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 Performance Standards Evaluation

B - Fire flow				
1. Read fire flow results and interpret				
2. Verify hydrant location and spacing				
C - Evaluate plans for installation of fire protection/life safety systems				
1. Reviewed plans and specifications				
2. Verify occupancy class				
3. Identified, documented and report deficiencies				
4. Interpret and applied applicable standards				

S = Satisfactorily completed/performed

U = Unsatisfactorily performed/failed to meet objective or grading step

All steps of the skill objective are mandatory and must be scored as "Satisfactory" to pass the skill.

Examiner/Candidate Comments:

_____	_____	Overall Skill Sheet Score
Certifying Examiner	Date	Pass <input type="checkbox"/> Fail <input type="checkbox"/>
_____	_____	Overall Skill Sheet Re-Test Score
Re-Test Certifying Examiner	Date	Pass <input type="checkbox"/> Fail <input type="checkbox"/>

TEXAS COMMISSION ON FIRE PROTECTION
Plans Examiner I

Performance Standards Evaluation

Skill 3 - Plans Review

Verify occupancy type, construction type, occupant load, and that required egress is provided; evaluate emergency vehicle access

NFPA 1031 7.3.2, 7.3.3, 7.3.4, 7.3.5, 7.3.7

Plans Examiner I

OBJECTIVE

Verify the classification of the occupancy type, given a set of plans, specifications, and a description of a building and its intended use, so that the classification is made according to applicable codes and standards. (7.3.2)

Verify the classification of the construction type, given a set of plans, including the proposed area, height, number of stories, and location, so that the proposed building is classified in accordance with applicable codes and standards and deficiencies are identified, documented, and reported. (7.3.3)

Verify the occupant load, given a set of plans, so that the maximum allowable occupant load is in accordance with applicable codes and standards. (7.3.4)

Verify that required egress is provided, given a set of plans and an occupant load, so that all required egress elements are provided and deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction. (7.3.5)

Evaluate emergency vehicle access, given a plan, so that emergency access is provided in accordance with applicable codes and standards and deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction. (7.3.7)

INSTRUCTIONS - procedures for achieving the objectives

The Inspector candidate, given a set of plans, specifications and a description of a building and its intended use, verify the occupancy classification in accordance with applicable codes and standards.

The Inspector candidate, given a set of plans, shall verify the construction type and that the area, height, number of stories and location is in accordance with applicable codes and standards and any deficiencies are identified, documented and reported.

The Inspector candidate, given a set of plans and measuring tools will accurately calculate the occupant load, and identify occupancy factors related to various occupancy types.

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Performance Standards Evaluation

The Inspector candidate, given a set of plans and an occupant load will verify that required egress is provided and identify, document and report deficiencies in accordance with the policies of the jurisdiction.

The Inspector candidate, given a set of plans, will interpret and use plan scale to evaluate code compliance of emergency vehicle access and identify, document and report deficiencies in accordance with the policies of the jurisdiction.

EXAMINER'S NOTE

The plan review skills build upon each other in a progressive format, but their order may be changed as needed, based on jurisdictional processes.

PREPARATION & EQUIPMENT

Most skills require the use of a pen or pencil, paper, applicable codes and standards, local practices and procedures, and a computer with a printer or typewriter and official letterhead if applicable. Additional preparation and equipment information is located with the specific performance skill.

TEXAS COMMISSION ON FIRE PROTECTION
Plans Examiner I

Performance Standards Evaluation

Skill 3 - Evaluator Information-Preparation and Equipment

Instruction	Example
<p>Provide a complete set of plans and specifications for a single occupancy.</p> <p>Provide a plan so that the occupant load can be determined.</p> <p>Provide information as necessary to achieve the objectives.</p>	<p><i>Mercantile Occupancy, Civil, Arch, Structural, Elec., Plumb., Mech., FP</i></p> <p><i>Assembly Occupancy such as a church sanctuary with pews.</i></p>
<p>Provide a copy of applicable codes and standards to verify occupancy class and occupant load.</p>	<p><i>International Building Code Chapter 10, 2009 ed.</i></p>
<p>Use measuring tools to determine occupant load.</p>	<p><i>Using the correct measuring device, such as an architect's scale, and the correct reference, the candidate should accurately calculate the occupant load.</i></p>
<p>Identify the occupancy factors related to the occupancy type</p>	<p><i>Candidate shall identify that the church with pews allows one person per 18".</i></p>
<p>Accurately calculate the occupant load</p>	<p><i>Occupant load is 429.</i></p>
<p>Using the calculated occupant load verify that adequate egress was provided. Exit widths, number of exits and location of the exits.</p>	<p><i>Verify the total amount of egress capability based on the occupant load.</i></p>
<p>Identify the construction type</p>	<p><i>Noncombustible – Type IIB</i></p>
<p>Verify emergency vehicle access is in compliance with the code for widths, distances, clearance heights and turning radiuses.</p>	<p><i>Fire lane is a dead end into the rear parking lot and exceeds the limits allowed – provide a turnaround or hammerhead to allow emergency vehicles to turn around.</i></p>
<p>Identify, document and report all deficiencies.</p>	<p><i>The rear exit door does not have the required landing on the exterior side.</i></p>

**TEXAS COMMISSION ON FIRE PROTECTION
Plans Examiner I**

Performance Standards Evaluation

Skill 3 - Plans Review

Verify the classification of the occupancy type, construction type, occupant load, and required egress is provided, Evaluate emergency vehicle access

Candidate: _____ Notes: _____

Training Provider: _____

Test Site: _____

PLANS EXAMINER I	<u>TEST</u>		<u>RETEST</u>	
	S	U	S	U
<p>Skill 3</p> <p>Verify the classification of the occupancy type, given a set of plans, specifications, and a description of a building and its intended use, so that the classification is made according to applicable codes and standards. (7.3.2)</p> <p>Verify the classification of the construction type, given a set of plans, including the proposed area, height, number of stories, and location, so that the proposed building is classified in accordance with applicable codes and standards and deficiencies are identified, documented, and reported. (7.3.3)</p> <p>Verify the occupant load, given a set of plans, so that the maximum allowable occupant load is in accordance with applicable codes and standards. (7.3.4)</p> <p>Verify that required egress is provided, given a set of plans and an occupant load, so that all required egress elements are provided and deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction. (7.3.5)</p> <p>Evaluate emergency vehicle access, given a plan, so that emergency access is provided in accordance with applicable codes and standards and deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction. (7.3.7)</p>				

**TEXAS COMMISSION ON FIRE PROTECTION
Plans Examiner I**

Performance Standards Evaluation

The candidate:	S	U	S	U
a) Evaluated the plan for occupancy use information				
b) Verified the plan to the specifications and building intended use				
c) Determined applicable code, standards or regulations				
d) Verified the occupancy class based on the codes and standards				
e) Identified fire hazards presented by various occupancies and operational features				
f) Calculated occupant loads correctly using various measuring tools				
g) Verified the area and height are permitted based on the construction type				
h) Verified the number of stories and location are permitted based on the construction type				
i) Verified the proposed building is classified in accordance with applicable codes and standards				
j) Used plan scale or other measuring tools to interpret plans				
k) Accurately determined compliance of emergency vehicle access				
l) Identified, documented and reported deficiencies				

S = Satisfactorily completed/performed

U = Unsatisfactorily performed/failed to meet objective or grading step

All steps of the skill objective are mandatory and must be scored as "Satisfactory" to pass the skill.

Examiner/Candidate Comments:

Certifying Examiner

Date

Re-Test Certifying Examiner

Date

Overall Skill Sheet Score	
Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Overall Skill Sheet Re-Test Score	
Pass <input type="checkbox"/>	Fail <input type="checkbox"/>

TEXAS COMMISSION ON FIRE PROTECTION
Plans Examiner I

Performance Standards Evaluation

Skill 4 - Plans Review

Recommend policies and procedures for the delivery of plan review services and participate in legal proceedings

NFPA 1031 7.3.8, 7.3.9

Plans Examiner I

OBJECTIVE

Recommend policies and procedures for the delivery of plan review services, given management objectives, so that plan reviews are carried out in accordance with the policies of the jurisdiction and due process of the law is followed. (7.3.8)

Participate in legal proceedings, given the findings of a plan review and consultation with legal counsel, so that testimony is accurate and the plan reviewer's demeanor is appropriate to the proceeding. (7.3.9)

INSTRUCTIONS - procedures for achieving the objectives

The Inspector candidate shall perform all the steps necessary to complete one of the following two scenarios. The one scenario the inspector candidate is to perform will be randomly selected by the TCFP from the choices below:

- A. Given a management objective, recommend policies and procedures for the delivery of plan review services in accordance with due process of law.
- B. Given findings of a plan review and consultation with legal counsel, participate in a mock legal proceeding, and testify with accuracy to the given facts and with a demeanor appropriate to the proceedings.

EXAMINER'S NOTE

Skills examiners shall ensure realism in the skills evaluation to a basic level of understanding and skills demonstration for evaluation and calculations.

PREPARATION & EQUIPMENT

Most skills require the use of a pen or pencil, paper, applicable codes and standards, local practices and procedures, and a computer with a printer or typewriter and official letterhead, if applicable. Additional preparation and equipment information is located with the specific performance skill.

TEXAS COMMISSION ON FIRE PROTECTION
Plans Examiner I
Performance Standards Evaluation

Skill Number 4 Evaluator Information-Preparation and Equipment
Specific management objective

Instruction	Example
<p>Provide a situation or incident that conflicts with current policies or procedures related to plan review and management objectives.</p> <p>Provide specific plan review findings.</p> <p>Provide mock legal consultation brief.</p> <p>Create a mock courtroom or panel environment for testimony.</p> <p>Present the case and question the candidate in the legal process</p>	<p><i><u>Policy:</u> Alternative construction methods and materials shall be in accordance with the fire code.</i></p> <p><i><u>Management Objective:</u> Provide customers with options for construction methods and materials.</i></p> <p><i><u>Situation:</u> During plan review, the plan examiner identifies a proposed installation that is noted as alternative to the code.</i></p> <p><i><u>Policy Recommendation:</u> All alternatives for construction methods and materials must be accompanied by supporting documents to reflect that the plan is prepared by, and bears the stamp of, a registered design professional.</i></p> <p><i>Provide a list of code deficiencies from a plan review.</i></p> <p><i>Provide a sample legal consultation brief identifying and explaining findings from a plan review.</i></p> <p><i>Arrange a classroom to resemble a courtroom or panel setting allowing for testimony of plan review findings. Provide a field examiner or instructor to challenge the testimony of the plan examiner candidate.</i></p>

**TEXAS COMMISSION ON FIRE PROTECTION
Plans Examiner I**

Performance Standards Evaluation

Skill 4 - Plans Review

Recommend policies and procedures for the delivery of plan review services and participate in legal proceedings

Candidate: _____ Notes: _____

Training Provider: _____

Test Site: _____

PLANS EXAMINER I	<u>TEST</u>		<u>RETEST</u>	
	S	U	S	U
Skill 4				
Recommend policies and procedures for the delivery of plan review services, given management objectives, so that plan reviews are carried out in accordance with the policies of the jurisdiction and due process of the law is followed. (7.3.8)				
Participate in legal proceedings, given the findings of a plan review and consultations with legal counsel, so that testimony is accurate and the plan reviewer's demeanor is appropriate to the proceeding. (7.3.9)				
The candidate:	S	U	S	U
A - Recommend policies and procedures				
1. Recognized problem with current policies and procedures in regards to construction methods and fire safety				
2. Read and interpreted construction plans and specifications to identify construction methods and materials related to fire safety				
3. Identified specific policy or procedure change to meet the scope of the management objective				
4. Researched and decided on a policy or procedure change, in accordance with jurisdictional policies and due process of the law				
5. Communicated, orally and in writing, recommended policy or procedure change and educated the customer as to why changes need to be made				
6. Justified recommendation and overcame objections				

TEXAS COMMISSION ON FIRE PROTECTION
Plans Examiner I
 Performance Standards Evaluation

B - Legal proceedings				
1. Testify to facts and recognized opinions				
2. Provided accurate testimony				
3. Demonstrated appropriate demeanor to the proceeding				
4. Provided accurate testimony to posed questions.				

S = Satisfactorily completed/performed

U = Unsatisfactorily performed/failed to meet objective or grading step

All steps of the skill objective are mandatory and must be scored as "Satisfactory" to pass the skill.

Examiner/Candidate Comments:

 Certifying Examiner

 Date

 Re-Test Certifying Examiner

 Date

Overall Skill Sheet Score

Pass Fail

Overall Skill Sheet Re-Test Score

Pass Fail

EQUIPMENT LIST

Inspector I

Pitot tube and gauge
Conversion chart
Hydrant
Hydrant wrench
Fire flow test graph with required information provided
Applicable Codes and Standards
Access to existing fire detection and alarm systems
Portable fire extinguisher

Inspector II

Specific permit application form
Specific plan review application form
Complex complaint
Local and state laws and ordinances
Example of legal instrument for adopting or modifying the code
Example of policies and procedures for adopting or modifying the code
Example of local policies and procedures
Example of organizational management goals
Diagram and description of a multi-use building
Example of approved plans
Building plans or field observations from a building
Facility or facility information with a fire protection system
System plans and specification documentation
Sprinkler system shop drawings and specification documentation that includes deficiencies
Example of emergency plan
Hazard observations or plans
Examples of performance based design (construction) documents
Example of operation and maintenance manual
Examples of applicable design data
Examples of type 5 construction plans
Example of floor plan of a building or portion of a building
Inspection forms
Measuring tools
Flashlight

Plan Examiner I

Examples of specific observations from a plan review
Examples of specific plans and specifications
Examples of specific management objective
Examples of specific plan review fire protection issue
Examples of specific plan review findings and legal consultation brief
Examples of specific plan submittal

List of All Fire Inspector Skills

Discipline	Objective	Skill Number	Functional Name	NFPA 1031 #
Inspector I	Administration	1	Prepare insp. reports, recognize need for permit/plan review	4.2.1, 4.2.2, 4.2.3
Inspector I	Administration	2	Investigate complaints, id codes/stds, participate in legal proceedings	4.2.4, 4.2.5, 4.2.6
Inspector I	Field Inspection	3	Id occupany class, compute occ load, egress elements, type of construction	4.3.1, 4.3.2, 4.3.3, 4.3.4
Inspector I	Field Inspection	4	Determine readiness of fire supp system, fire alarm systems, portable extinguishers, compare approved plan to existing fp syst	4.3.5, 4.3.6, 4.3.7, 4.3.9
Inspector I	Field Inspection	5 - A	Recognize hazardous conditions involving equipment, processes and operations	4.3.8
Inspector I	Field Inspection	5 - B	Verify code compliance for incidental storage, handling, and use of flammable and combustibile liquids and gases	4.3.12
Inspector I	Field Inspection	5 - C	Verify code compliance for incidental storage, handling, and use of hazardous materials	4.3.13
Inspector I	Field Inspection	5 - D	Determine compliance with codes, standards and policies of the jurisdiction	4.3.15
Inspector I	Field Inspection	6	Recognize hazardous fire growth potential	4.3.14
Inspector I	Field Inspection	7	Verify emerg plan and preparedness, inspect emerg access, verify fire flows	4.3.10, 4.3.11, 4.3.16
Inspector I	General	8	Collect hazard information using ERG	NFPA 472, 4.2.3
Inspector II	Administration	1 - A	Process permit application and a plan review application	5.2.1, 5.2.2
Inspector II	Administration	1 - B	Investigate complex complaints	5.2.3
Inspector II	Administration	1 - C	Recommend modifications to codes and standards	5.2.4
Inspector II	Administration	2	Recommend policies and procedures	5.2.5
Inspector II	Field Inspection	3	Compute occupant load, occ classifications, analyze egress	5.3.1, 5.3.2, 5.3.5
Inspector II	Field Inspection	4	Determine building's area, height, occupancy class, and construction type	5.3.3
Inspector II	Field Inspection	5	Eval fire protection systems and equipment	5.3.4
Inspector II	Field Inspection	6	Eval haz conditions, verify code compliance for storage	5.3.6, 5.3.8, 5.3.9
Inspector II	Field Inspection	7	Eval emerg planning and preparedness procedures	5.3.7
Inspector II	Field Inspection	8	Determine fire growth potential in a building or space	5.3.10
Inspector II	Field Inspection	9	Verify compliance with construction documents	5.3.11
Inspector II	Field Inspection	10	Verify code compliance of building systems	5.3.12
Inspector II	Plan Review	11	Classify occupancy type	5.4.1
Inspector II	Plan Review	12	Compute occupant load	5.4.2
Inspector II	Plan Review	13	Review installation of fire protection systems	5.4.3, 5.4.4

List of All Fire Inspector Skills

Discipline	Objective	Skill Number	Functional Name	NFPA 1031 #
Inspector II	Plan Review	14	Verify means of egress elements	5.4.5
Inspector II	Plan Review	15	Verify construction type	5.4.6
Plans Examiner I	Administration	1	Prepare reports, facilitate resolution of deficiencies, process plan review documents, determine applic code/std	7.2.1, 7.2.2, 7.2.3, 7.2.4
Plans Examiner I	Plan Review	2 - A	Identify requirements for fire protection/life safety systems	7.3.1
Plans Examiner I	Plan Review	2 - B	Evaluate code compliance for fire flow	7.3.6
Plans Examiner I	Plan Review	2 - C	Evaluate plans for installation of fire protection/life safety systems	7.3.10
Plans Examiner I	Plan Review	3	Verify occupancy type, construction type, occupancy load, required egress is provided, evaluate emergency vehicle access	7.3.2, 7.3.3, 7.3.4, 7.3.5, 7.3.7
Plans Examiner I	Plan Review	4 - A	Recommend policies and procedures for delivery of plan review services	7.3.8
Plans Examiner I	Plan Review	4 - B	Mock legal proceeding	7.3.9