

# **CERTIFICATION CURRICULUM MANUAL**

## **CHAPTER FOUR**

### **FIRE PLANS EXAMINER**

**NFPA 1030, 2024 Edition**

**Effective September 1, 2026**



**Texas Commission on Fire Protection**  
P.O. Box 2286    Austin, Texas 78768-2286    (512) 936-3838

## COURSE OVERVIEW

### Fire Plans Examiner

The Fire Plans Examiner candidate is required to meet the Job Performance Requirements (JPRs) of Chapter 8 of the National Fire Protection Association (NFPA) 1030, *Standard for Professional Qualifications for Fire Prevention Program Positions*, 2024 edition. A TCFP Fire Inspector certification is a prerequisite to obtaining the Fire Plans Examiner certification.

The following items are included in the section of Chapter 4 of this certification curriculum manual:

- Course Overview
- Course Outline (establishes the recommended hours for teaching this course)
- Reference List (textbooks and other recommended course materials)
- Equipment List
- Course Instructor Information
- Performance Skills List

This is a voluntary (non-mandatory) certification; therefore, a formal “curriculum” is not provided. Please use Chapter 8 of NFPA 1030 as a guide when creating your own course curriculum.

Performance skills are available in Chapter 4 of the [Performance Skills Manual](#).

All documents in this curriculum manual, and in the skills manual, are available free of charge to download, copy and distribute as necessary. TCFP does not provide printed copies.

### Definition of a Fire Plans Examiner

A Fire Plans Examiner is an individual who currently holds a TCFP Fire Inspector certification and has met the requirements of NFPA 1030, *Standard for Professional Qualifications for Fire Prevention Program Positions*, 2024 edition, and has the knowledge, skills, and abilities to analyze building construction, hazardous processes and architectural drawings or plans to ensure compliance with building and fire codes. This individual is also charged with reviewing plans for new construction as well as modifications to existing structures to ensure that applicable fire and life safety codes are followed.

**CURRICULUM OUTLINE**  
**Fire Plans Examiner**

<b>SECTION</b>	<b>SUBJECT</b>	<b>RECOMMENDED HOURS</b>
8.1	General	2
8.2	Administration	6
8.3	Plans Review	32
	<b>TOTAL RECOMMENDED HOURS*</b>	<b>40</b>

\*Actual hours required will depend on the number of students, the number of examiners, availability of equipment, and the student skill level.

## REFERENCE LIST Fire Plans Examiner

This Reference List is provided as a general guide for both instructors and students to locate information pertaining to the specific objectives in the TCFP Curriculum. This list is not all inclusive and does not in any way limit TCFP development and use of questions to test the objectives of the curriculum:

### **Required References**

Certified Training Facilities approved to teach this curriculum must have the following reference materials:

*Fire Inspection and Code Enforcement* (9<sup>th</sup> ed.) (2023). Stillwater, OK: International Fire Service Training Association. Fire Protection Publications, Oklahoma State University

*Plans Examiner for Fire and Emergency Services* (2<sup>nd</sup> ed.) (2016). Stillwater, OK: Fire Protection Publications, Oklahoma State University

*NFPA 1030: Standard for Professional Qualifications for Fire Prevention Program Positions* (2024 ed.). Quincy, MA: National Fire Protection Association. NFPA Publications

*Standards Manual for Fire Protection Personnel*. Austin, TX: Texas Commission on Fire Protection

## **EQUIPMENT LIST**

### **Fire Plans Examiner**

#### **Documents and Scenarios**

- Plan review document (with and without deficiencies)
- Applicable codes and standards
- Alternative method submission (a requested deviation of code requirements)
- Policies and procedures of the AHJ
- Set of plans for fire protection or a life safety system
- Engineering documents
- Operations report
- Testing criteria
- Site plan
- Hydrant flow results
- Fire flow graph paper
- Field report (describing a facility housing a complex process or operation) with:
  - Deficiencies
  - Proposed alternative methods or materials
- Special storage arrangement plan including building service equipment
- Building plan
- Documentation and legal case files
- Instructor-provided scenario, narratives, or case studies
- Field inspection reports with proposed compliance alternatives
- Safety Data Sheets (SDS)
- Plans and specifications for storage, handling, and use of hazardous materials
- Design presentation including deficiencies noted during a field inspection
- Proposed alternative methods or materials

#### **Tools and Equipment**

- Documentation and reporting tools (i.e. paper, pencil, laptop, tablet, etc.)
- Calculator
- Measuring tools (i.e. ruler, software, etc.)

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. Specific preparation and equipment information is located within the individual performance skill.

## COURSE INSTRUCTOR INFORMATION

### Fire Plans Examiner

#### Instructor Qualifications

Fire Plans Examiner courses must be taught by a person meeting the requirements described in Chapter §427.307 of the TCFP Standards Manual.

#### Supplemental Information

Instructors are expected to provide supplemental information if the main reference text does not cover all of the knowledge requirements set forth in the NFPA standard.

#### Certification Testing

Testing for certification in the state of Texas will be based on the knowledge and skills requirements in Chapter 8 of the National Fire Protection Association (NFPA) 1030, *Standard for Professional Qualifications for Fire Prevention Program Positions*, 2024 edition. All training programs must strictly adhere to the NFPA standard.

All test questions and performance skills evaluations will be based on the NFPA Job Performance Requirements (JPRs), requisite knowledge objectives, and requisite skills objectives found in the NFPA standard. Additionally, questions and performance skill evaluations may include information found in, or derived from, the NFPA standard annex, particularly Annex A, which includes explanatory material that may further clarify JPRs. The following is an example from NFPA 1030, JPR 8.2.6:

Curriculum	Explanation
<p><b>8.2.6</b> Evaluate a proposed alternative method or material for compliance with applicable codes and standards, given supporting documentation of a design that does not meet prescriptive code requirements, so that the design meets the intent of applicable codes and standards.</p>	<p>Section number and NFPA JPR</p>
<p><b>Requisite Knowledge:</b> How a building should perform under adverse conditions, including the objectives and performance requirements reflecting the level of safety required by the AHJ or other performance-based regulation for a process or operation.</p>	<p>Requisite knowledge objectives for 8.2.6</p> <p>Written test questions and/or performance skills will be used to test these knowledge components on the state certification exam</p>

Reprinted with permission from NFPA 1030, *Standard for Professional Qualifications for Fire Prevention Program Positions*, Copyright ©2024, National Fire Protection Association, Quincy, MA 02169. This reprinted material is not the complete and official position of the National Fire Protection Association on the referenced subject which is represented only by the standard in its entirety.

<p><b>Requisite Skills:</b> The ability to evaluate alternative proposals to prescriptive codes and standards.</p>	<p>Requisite Skills Objectives for 8.2.6</p> <p>Only performance skills will be used to test these objectives on the state certification exam</p>
<div style="border: 1px solid black; padding: 10px; background-color: #f0f0f0;"> <p><b>Instructor Note A.8.2.6</b> An understanding of the intent of the provisions of the adopted codes and standards is helpful in analyzing a request for an alternative method or material. Handbooks developed for various codes and standards can provide background information and intent.</p> </div>	<p>Refers to Annex A – Explanatory Material</p>

### NFPA Annex B Information

Refer to *Annex B: Explanation of the Professional Qualifications Standards and Concepts of JPRs* in the NFPA Standard for an explanation of the NFPA Professional Qualifications Standards, the concepts of JPRs, and the process for converting JPRs into instructional objectives.

### TCFP Standards Manual

It is critical that the course instructor review the chapters in the TCFP Standards Manual that apply to this curriculum. Of primary importance are the following chapters:

- Chapter 421, *Standards for Certification*
- Chapter 427, *Training Facility Certification*
- Chapter 437, *Fees*
- Chapter 429, *Fire Inspector and Fire Plans Examiner Certification*
- Chapter 439, *Examinations for Certification*

These chapters do not address every issue that could impact this curriculum; therefore, the Course Instructor is encouraged to become familiar with the TCFP Standards Manual.

### Skills

NFPA requisite skill requirements are addressed in the corresponding skill sheets.

### Levels of Certification

A Plans Examiner analyzes building construction, hazardous processes and architectural drawings or plans to ensure compliance with building and fire codes. This individual is also charged with reviewing plans for new construction as well as

Reprinted with permission from NFPA 1030, *Standard for Professional Qualifications for Fire Prevention Program Positions*, Copyright ©2024, National Fire Protection Association, Quincy, MA 02169. This reprinted material is not the complete and official position of the National Fire Protection Association on the referenced subject which is represented only by the standard in its entirety.

modifications to existing structures to ensure that applicable fire and life safety codes are followed.

### **Description of Certification Levels**

For additional information, see Chapter 429 of the Texas Commission on Fire Protection standards manual for fire protection personnel.

Reprinted with permission from NFPA 1030, *Standard for Professional Qualifications for Fire Prevention Program Positions*, Copyright ©2024, National Fire Protection Association, Quincy, MA 02169. This reprinted material is not the complete and official position of the National Fire Protection Association on the referenced subject which is represented only by the standard in its entirety.

**PERFORMANCE SKILLS LIST**  
**Fire Plans Examiner**

<b>Subject</b>	<b>Skill #</b>	<b>Functional Name</b>	<b>NFPA 1030 #</b>
Administration A	1	Prepare Reports, Facilitate Resolutions, Process Documents, Determine Applicable Code or Standard	8.2.1, 8.2.3, 8.2.4, 8.2.5
Administration B	2	Develop Policies, Procedures, and Checklists	8.2.2, 8.3.9
	3	Alternative Method or Material	8.2.6
Plans Review	4	Identify the Requirements for a Fire Protection or Life Safety System	8.3.1, 8.3.14, 8.3.16, 8.3.21
	5	Evaluate Code Compliance	8.3.7, 8.3.11, 8.3.15
	6	Evaluate Special Storage Arrangement and HVAC Plans	8.3.18, 8.3.19
	7	Verify Occupancy Classification, Construction Type, Occupant Load & Egress Components	8.3.3, 8.3.4, 8.3.5, 8.3.6
	8	Participate in Legal Proceedings	8.3.10
	9	Evaluate Compliance Alternatives for Storage, Handling, and Use of Hazardous Materials	8.3.12, 8.3.13, 8.3.17
	10	Evaluate Design Concept	8.3.2, 8.3.20
	11	Evaluate Emergency Vehicle Access	8.3.8

Performance skills are available in Chapter 4 of the [Performance Skills Manual](#).

\*\*\*\*\*

END OF CURRICULUM

THIS PAGE INTENTIONALLY LEFT BLANK

\*\*\*\*\*