



# Fire Inspector I National Certification

## Certification Preparation Guide

Referenced to:

NFPA 1031, Level 1, 2014 Edition

Referenced to:

NFPA 1031, 2014 Edition

Kansas Fire & Rescue Training Institute (KFRTI)

International Fire Service Training Association (IFSTA)  
Fire Inspection and Code Enforcement, 8<sup>th</sup> Edition, 2016

Copies of this document may be downloaded from: <https://kupce.ku.edu/kufire-firefighter-certification>

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Dear Certification Candidate,

Welcome to the National Firefighter Certification Program!

The Kansas Fire & Rescue Training Institute is accredited by the International Fire Service Accreditation Congress (IFSAC) and by the National Board on Fire Service Professional Qualifications (NBFSPQ - also known as “Pro Board”). These accreditation agencies establish rules and standards to follow in the administration, recordkeeping, and providing of National Certification for the fire service. Through this accreditation, Kansas Fire & Rescue Training Institute is authorized to issue accredited National Certifications to individuals meeting the requirements of selected national standards.

Kansas Fire & Rescue Training Institute’s role in the process is to maintain testing materials and a fair system of administering certification exams.

This National Certification Preparation Guide was specifically designed to help you prepare for the examination process ahead. This guide gives reading references for the written exam and the skills exam. By using this guide, you will be looking at the same pages the test writer was looking at when they wrote the test questions and developed the skills evaluation sheets.

Our Coordinators and Evaluators are here to observe your skills and knowledge – they will not help you pass the test.

Our staff and evaluators will treat you with respect and professionalism. Our goal is that you complete the testing process with satisfactory performance and earn your National Certification.

Good luck,

*KFRTI Staff*

## **National Certification**

National Certification is a professional credential that verifies your proficiency in the level to which you were/are certified. Kansas certifications do not expire. If you are moving to another state, you should contact the certification entity in that state to find out if your National Certification from Kansas is recognized in that state.

## **Certification Program Mission**

This mission of the National Certification Program is to maintain an accredited system for Kansas fire service members to earn National Fire Service Certification professional credentials.

## **Certification Program Values and Principles**

In the conduct of this program, the Kansas Fire & Rescue Training Institute uses the values listed below to guide our professional conduct; they form the foundations and parameters of this program.

- ✘ We hold in high regard honesty and integrity in ourselves and those we serve.
- ✘ Kindness and professionalism guide our instructors and our evaluators.
- ✘ We respect the fire and emergency service and those who serve in it.
- ✘ Transparency of our system, processes, and policies is paramount.
- ✘ The certification standards drive fair evaluation and testing.
- ✘ We value our role as the provider and protector of the national certification program's credibility.

## **Academic Integrity**

We hold staff (including part-time) and certification candidates to identical ethical standards. We expect professional behavior at all times. Any incident of academic misconduct by a candidate, will invalidate their test results, forfeit their certification fee, and may subject them to suspension from the certification process for one year.

Academic misconduct includes cheating, plagiarism, falsification of records, unauthorized possession of examinations, intimidation, and/or other actions that may improperly affect the evaluation of a candidate or assisting others in any such act.

Our policy on academic misconduct is that of "zero tolerance."

*The University of Kansas prohibits discrimination. Specifically, the University of Kansas prohibits discrimination on the basis of race, color, ethnicity, religion, sex, national origin, age, ancestry, disability, status as a veteran, sexual orientation, marital status, parental status, gender identity, gender expression, and genetic information in the University's programs and activities. Retaliation is also prohibited by University policy.*

## **How to Use the Certification Preparation Guide**

This National Certification Preparation Guide is specifically designed to help you prepare for the examination process ahead. This guide provides reading references for the written exam and the skills exam.

We have included information in this guide that will help you achieve the professional credential that is Fire Service National Certification. There are a few key elements in preparing for the National Certification Exam. They are: 1) Take some time between the end of your course and the certification exam to focus on studying for the exam. 2) Use this Preparation Guide to help focus on the requirements of the National Standard and your study time.

### **STEP 1: Review the Administrative information in front of this Preparation Guide.**

- ✘ We have included some important information about the program and the steps of certification. Please take a few minutes and review these pages.

### **STEP 2: Review the Reading Reference Pages**

The Reading Reference pages are arranged by Job Performance Requirements (JPRs), which are determined by the correlating NFPA standard.

- ✘ Read and study the pages listed in the written exam reading pages.
- ✘ By reading these pages, you are reading the same pages the test developer was when they were writing test questions.

### **STEP 3: Review the Skill Evaluation Sheets in this Certification Guide.**

- ✘ Take note of the Instructions to the Candidate (grey boxes) on each Skill Sheet. These are the instructions that the evaluator will give to you in each station before you test.
- ✘ Skills sheet references take you back to the reference manual to explain the skill. You will be graded only on those items listed on the skill evaluation sheets. Use these in your practice and exam preparations.

### **STEP 4: Read & Review, Read & Review, Read & Review, and Practice, Practice, Practice!**

- ✘ Don't practice until you do it right; practice until you can't do it wrong!

### **STEP 5: Get a good night's rest before the exam.**

- ✘ You can be tired in any of three ways: Mentally, Physically, and Emotionally. If you are tired in any of these ways, it will make you tired in ALL of them.
- ✘ Save the party for after the exam...get a good night's rest....eat a good breakfast (if you test in the morning)...easy on the sugar and caffeine...and relax!

**GOOD LUCK!**

*Note:*

*If you are exploring National Certification and haven't taken a course specifically for the level of certification you are seeking, we STRONGLY suggest that you start the process by taking a course. Under certain circumstances, you may challenge some certification exams. Persons who take a course first do much better on the exam. Contact the Kansas Fire & Rescue Training Institute for more information.*

## National Certification Application & Processes

- Application:** Applications are required before testing. Visit the KFRTI web page (<https://kupce.ku.edu/kufire-firefighter-certification>) to download the application.
- Registration for Exams:** Pre-registration is required. Go to the KFRTI online registration point to register and pay certification fee. (<https://www.enrole.com/kupce/jsp/index.jsp?categoryId=10019>)
- Certification Fees:** Certification fees must be paid before the exam date. Individuals are required to pay fees online when registering for an exam. An organization may request to be billed, this billing process requires a Purchase Order from that organization stating each candidate's name. To arrange billing, call the KFRTI at 1-866-804-8841. Billing cannot be processed online.
- Number of Attempts:** Candidates are allowed two attempts per test per application, and all testing must be completed within one year of the first testing activity. Additional testing requires a new application and fee.
- Picture I.D. Required:** A government issued photo I.D. is required at the test site.
- Accommodations:** The Kansas Fire and Rescue Training Institute as part of the University of Kansas adheres to the requirements of the Americans with Disabilities Act. Certification candidates requesting accommodations must submit the request in writing two (2) weeks in advanced of testing. The request must include a copy of the diagnosis by a qualified professional. Upon receipt of an accommodations request, the Kansas Fire and Rescue Training Institute will review the request, and then notify the requestor of the proposed accommodations.

### What if I Fail the Exam?

Failure of any required component (not submitting a signed Local Verification form, less than 70% on the written exam or less than 100% of the skills exam) constitutes a failed attempt.

- a. Candidates may re-test on any component of the exam (written, or skills exams).
- b. Candidates must register to take a retest at another test site. No walk-in testing is allowed. To register for a retest, call the Institute at (toll free) 866-804-8841.
- c. Candidates are allowed two (2) attempts at any portion of the exam. If a candidate fails any portion of the exam twice, a new application and fee is required. The new application starts the certification process over, and all portions of testing will have to be retested.
- d. The Institute strongly recommends that candidates study or seek additional training before attempting the exam for a third attempt.

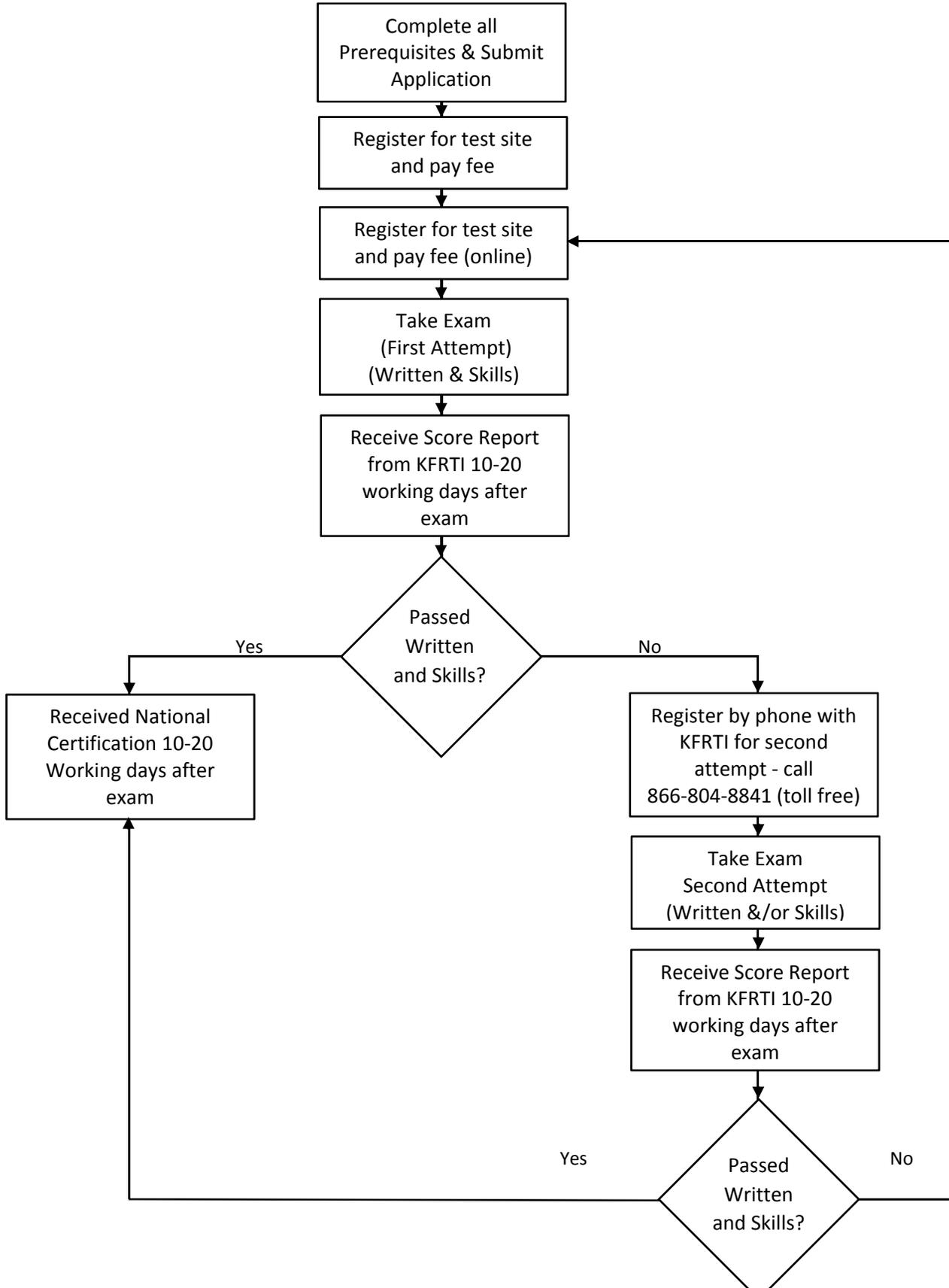
### Time to Complete Certification

Candidates have one year from the date of their first testing action to complete their certification. Retaking the written test, retesting skills, submitting verification forms, and all other requirements must be completed within that year. Failure to complete the certification within that year will invalidate all

previous testing. The candidate will be required to submit a new application, new fee, and new verification forms retest for the written and skills tests before certification.

### Fire Inspector I - Certification Process/Sequence

This list illustrates a “classic” process. All requirements must be satisfactorily completed, the exact sequence is not required.



## Kansas Fire & Rescue Training Institute's Certification Requirements for Fire Inspector I

### Fire Inspector I - Certification Exam

#### Written Exam:

- a. The Fire Inspector I Written Exam includes 100 multiple choice and true/false questions.
- b. Candidates are allowed two (2) hours to complete the exam.
- c. Answer sheets and pencils are provided. "Bubble Sheet" answer sheets that candidates fill in small circles to indicate answer (a, b, c, d) as the correct answer are used.
- d. No cell phones, radios, or other electronic devices are allowed in the room while an exam is being administered (an exception for radios that allow "on-duty" personnel to receive alarms may be granted under special circumstances).
- e. A 70% minimum score is required to pass the written exam.

#### Skills Exam:

- a. The Skills Exam includes Field Inspections and classroom activities. Depending on the skill being tested, candidates may be tested individually, or as a member of a team.
- b. Teams of 3 to 4 candidates are formed for the purpose of skills testing. Individual candidates may not pre-select crews or make up crews of their own choosing. Teams (for testing purposes) are appointed by the Exam Coordinator at the test site. Classroom activities will be evaluated and scored the same as out-of-class projects.
- c. When testing a member of a team, evaluation includes both individual performance and performance as a member of the team.
- d. The Skills Exams typically includes 2 Field Inspections, 3 in-class activities and 1 skill performance activity which may be done in-class or, outside of class.
- e. Field Inspections are actual Fire Company Inspections during which the Fire Inspector I Candidate will perform skills and activities that generate reports and specifically include skills, decision-making, data collection and verbal and written reports. Each inspection requires a candidate to address 5 to 8 specific skill tasks. Field Inspection projects require candidates to write an official Inspection Report within which required exam items/questions will be addressed and corrective orders will be issued according to applicable codes and standards (which must be documented within the report).

Field verification of inspections and their subsequent report will be completed by an Occupancy Representative from the facility/occupancy inspected; and, by the candidate's supervisory office prior to submittal to KFRTI for evaluation and grading.

- f. In-class activities consist of four activities requiring either role-playing a fire protection or prevention scenario; or, a response in writing to a fire protection or prevention scenario. These in-class activities will be evaluated and graded by the course instructor(s) to ensure that all elements of the NFPA Standard are being tested.
- g. All elements of the field skills must be completed within twelve months from the date the candidate took the written certification exam (First attempt). Candidates will complete field skills within their home department/agency under direction of a supervisory officer. A verification sheet, stating that all required skill elements were completed by the candidate, must be signed by a supervisory officer and turned into KFRTI with submittal of Field Inspection Reports.

**Fire Inspector I - Written Exam**  
**Study/Preparation Information and Materials**

**Fire Inspector I Written Exam:** 100 multiple choice and true/false questions.

**Time allowed to take exam:** Two (2) hours.

**Passing Score:** 70% (or higher)

Answer sheets and pencils are provided. "Bubble Sheet" answer sheets that candidates fill in small circles to indicate answer (a, b, c, d) as the correct answer are used.

No cell phones, radios, or other electronic devices are allowed in the room while an exam is being administered (an exception for radios that allow "on-duty" personnel to receive alarms may be granted under special circumstances).

**Reading Reference/Text**

The Fire Inspector I written exam is referenced to: *IFSTA Fire Inspection and Code Enforcement, 8<sup>th</sup> Edition*

National Standard test is based on: *NFPA 1031 Standard for Fire Inspector and Plan Examiner Professional Qualifications, 2014 Edition*

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**Written Exam Study Pages**  
**(Test questions are taken from these same pages)**

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Section Subject & NFPA 1031, Level 1 (Chapter 4) JPR Number	Reading/Study Pages
Administrative, prepare inspection reports 4.2.1	Pages: 696 - 715
Recognize the need for a permit 4.2.2	Pages: 52 - 55
Recognize the need for a plan review 4.2.3	Pages: 652-653
Investigate common complaints 4.2.4	Pages: 51, 724
Identify the applicable code or standard 4.2.5	Pages: 41 - 43
Participate in legal proceedings 4.2.6	Pages: 20 – 23
Field Inspection Identify the occupancy class of a single-use occupancy 4.3.1	Pages: 131 - 145

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**Written Exam Study Pages**  
**(Test questions are taken from these same pages)**

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Section Subject & NFPA 1031, Level 1 (Chapter 4) JPR Number	Reading/Study Pages
Compute the allowable occupant load 4.3.2	Pages: 265 - 266
Inspect means of egress 4.3.3	Pages: 245 - 263
Verify the type of construction 4.3.4	Pages: 120 – 124, 154 – 168, 194 - 218
Fixed fire suppression systems 4.3.5	Pages: 504 – 534, 564 - 567
Fire detection and alarm systems 4.3.6	Pages: 608 - 640
Portable fire extinguishers 4.3.7	Pages: 584 - 594
Hazardous conditions - operations 4.3.8	Pages: 76, 90 – 91, 308 - 313
Plan review- fire protection systems 4.3.9	Pages: 653 - 654
Emergency planning and preparedness 4.3.10	Pages: 718 -722
Emergency site access 4.3.11	Pages: 285 - 297
Storage and handling of flammables and combustibles 4.3.12	Pages: 386, 434 - 446
Storage and handling of hazardous materials 4.3.13	Pages: 390 – 411

**Written Exam Study Pages**  
**(Test questions are taken from these same pages)**

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Section Subject &  
NFPA 1031, Level 1

(Chapter 4) JPR Number

Reading/Study Pages

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Recognize hazardous fire growth potential

4.3.1

Pages: 99 - 102

Code compliance fire protection

4.2.15

Pages: 310 - 322

Verify fire flow

4.3.16

Pages: 466 - 490

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**Cumulative Reading Pages**

2-23, 41 – 43, 51, 52 – 55, 76, 90 – 91, 99 – 102, 120 – 124, 131 – 145, 154 – 168, 194 – 218, 245 – 263  
285 – 297, 308 – 313, 310 – 322, 386, 390 – 411, 434 – 446, 466 – 490, 504 – 534, 564 – 567, 585 – 593  
608 – 640, 652 – 654, 696 – 715, 718 - 722

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**Fire Inspector I Skills Exam/Project(s)  
Study/Preparation Information and Materials**

**Fire Inspector 1 Skills/projects Exam:** The skills portion of the exam for Fire Inspector I consists of three Field Inspection projects, three in-class graded activities and, one graded take-home activity.

**Field Project Verification:** Projects designated for completion in the field require a signature from a Supervisory Officer who actually witnessed/participated in the activity/project. No signature will result in no credit for the project.

**Time allowed for exam:** Field Project(s): Within one year of the first certification activity (usually the Written Exam).

In-class Activities: Upon completion of classroom hours, inserted to correspond with the schedule and “flow” of classroom presentation.

**Passing Score:** 100%, all projects and activities are graded on a Pass/Fail rubric.

Instruction sheets are provided. Necessary tools, equipment and materials will be provided as required by either KFRTI Instructors or the candidate’s home department.

**Reading Reference/Text**

The Fire Inspector 1 exam referenced to: *IFSTA Fire Inspection and Code Enforcement 8<sup>th</sup> Edition*

National Standard test is based on: *NFPA 1031 Standard for Professional Qualifications for Fire inspector and Plan Examiner, 2014 Edition*

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**Skills/project Exam Study Pages  
(Tested elements are taken from these same pages)**

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Section Subject & NFPA 1031, Level 1 (Chapter 4) JPR Number	Reading/Study Pages
Administrative, prepare inspection reports 4.2.1: Project 1, Project 2	Administrative Duties: Chapter 16 Pages: 695 - 715
Recognize the need for a permit 4.2.2: Activity 1	Permits: Chapter 2 Pages: 52 - 55
Recognize the need for a plan review 4.2.3: Activity 1	Plans Review: Chapter 15 Pages: 651-655
Investigate common complaints 4.2.4: Activity 2	Complaint Procedures: Chapter 2 Pages: 51, 724
Identify the applicable code or standard 4.2.5: Activity 2	Codes, Standards, and Permits: Chapter 2 Pages: 41 - 43

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**Skills/project Exam Study Pages**  
**(Test questions are taken from these same pages)**

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Section Subject & NFPA 1031, Level 1 (Chapter 4) JPR Number	Reading/Study Pages
Participate in legal proceedings 4.2.6: Activity 4	Duties and Authority: Chapter 1 Pages: 20 – 23
Identify occupancy classifications 4.3.1: Project 1	Construction Types and Occupancy Classification: Chapter 4 Pages: 131 - 145
Compute the allowable occupant load 4.3.2: Project 1	Means of Egress: Chapter 7 Pages: 265 - 266
Inspect means of egress 4.3.3: Project 1	Means of Egress: Chapter 7 Pages: 245 - 263
Verify the type of construction 4.3.4: Project 1	Construction Types: Chapter 4 Pages: 120 – 124, 154 – 168, 194 - 218
Fixed fire suppression systems 4.3.5: Project 2	Water-based Fire Suppression Systems: Chapter 12 Pages: 504 – 534, 564 - 567
Fire detection and alarm systems 4.3.6 Project 2	Fire Detection and Alarm Systems: Chapter 14 Pages: 608 - 640
Portable fire extinguishers 4.3.7: Project 2	Portable Fire Extinguishers: Chapter 13 Pages: 584 - 594
Hazardous conditions - operations 4.3.8: Activity 3	Fire Hazard Recognition: Chapter 9, Fire Behavior: Chapter 3 Pages: 308 – 313, 76, 90 – 91
Plan review- fire protection systems 4.3.9: Activity 1	Plans Review: Chapter 15 Pages: 653 - 654
Emergency planning and preparedness 4.3.10: Project 2	Inspection Procedures: Chapter 16 Pages: 718 -722
Emergency site access 4.3.11: Project 2	Site Access: Chapter 8 Pages: 285 – 297

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**Skills/Project Exam Study Pages**  
**(Test questions are taken from these same pages)**

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Section Subject &  
NFPA 1001, Level 1

(Chapter 5) JPR Number

Reading/Study Pages

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Storage and handling of flammables and combustibles  
4.3.12: Activity 3

Hazardous Materials: Chapter 10  
Pages: 386, 434 - 446

Storage and handling of hazardous materials  
4.3.13: Activity 3

Hazardous Materials: Chapter 10  
Pages: 390 - 411

Recognize hazardous fire growth potential  
4.3.14: Activity 3

Fire Behavior: Chapter 3  
Pages: 99 - 102

Code compliance and fire protection  
4.2.15: Activity 3

Fire Hazard Recognition: Chapter 9  
Pages: 310 - 322

Verify fire flow  
4.3.16: Project 3

Water Supply and Distribution: Chapter 11  
Pages: 466 - 490

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**Cumulative Reading Pages**

2 - 23, 41 - 43, 51, 52 - 55, 76, 90 - 91, 99 - 102, 120 - 124, 131 - 145, 154 - 168, 194 - 218,  
245 - 263, 285 - 297, 308 - 313, 310 - 322, 386, 390 - 411, 434 - 446, 466 - 490, 504 - 534,  
564 - 567, 585 - 593, 608 - 640, 652 - 654, 696 - 715, 718 - 722

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## Fire Inspector: Level I Skill Evaluation Sheets

These Skills Evaluation Sheets are the exact grading sheets that evaluators use during the Skills Test. These sheets have been edited for the explicit use of grading skills and should not be used to learn the skills.

These Skill Evaluation Sheets have been included in this Preparation Guide for the purpose of guiding you as final preparations are made (and practice performed) for the Certification Exam.

Grading for the Skills Evaluation requires 100% of the steps listed on these sheets be performed. You will not be evaluated on steps of the skills that are not listed on these evaluation sheets.



Reference: NFPA 1031, 2014 Edition, Chapter 4, Job Performance Requirements: 4.2 Administration, 4.3 Field Inspection. (Section 4.2.2 to 4.3.9)

IFSTA, Fire Inspection and Code Enforcement, 8th Edition, 2016

Evaluation Materials Required: KF&RTI Inspector Project Book, Flow Test equipment and measuring tools

Evaluator's Instructions to Candidates

Candidates working individually, given an activity scenario, will research applicable codes and standards and provide a written report addressing the fire safety issue assigned. This is a graded take-home activity. Candidates will be assigned a fire protection/prevention scenario through which they will identify the need for a Building Permit. Candidates must then draft a letter in which they inform the project representative of the permit requirement; and, the need for a plan review in order for the planned project to proceed. This is a graded, exam element take-home activity.

Evaluated Skill Items (from project book)

	1st Attempt		2nd Attempt	
	Pass	Fail	Pass	Fail
<b>Section 4.2.2 &amp; 4.2.3 - Recognize the Need for a Permit and Plan Review</b>				
1. Demonstrate the ability to communicate in writing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Demonstrate the ability to communicate verbally.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Candidates working with department/city code enforcement official or, fire marshal, shall review a plan for a Fire Protection System

<b>Section 4.3.9 - Fire Protection Systems - Plan Review</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Write a brief report describing the review of a fire protection system, the application of codes and standards, and the observation and recognition of any identified problems.				

Candidate's name: \_\_\_\_\_

Station: Pass  Fail

Notes (please include comments/explanation for failure):

Evaluator's Signature: \_\_\_\_\_

Date: \_\_\_\_\_



Reference: NFPA 1031, 2014 Edition, Chapter 4, Job Performance Requirements: 4.2 Administration (Section 4.2.4 to 4.2.5) IFSTA, Fire Inspection and Code Enforcement, 8th Edition, 2016

Evaluation Materials Required: KFRTI Inspector Project Book, Flow Test equipment and measuring tools

Evaluator's Instructions to Candidates

Candidates working individually, given an activity scenario, will research applicable codes and standards and provide a written report addressing the fire safety issue assigned. This is a graded exam element take-home assignment.

Evaluated Skill Items (from project book)

Section 4.2.4 - Investigate Common Complaints

- 1. Draft a response in Memorandum Form to identify and resolve the issue.
2. Demonstrate the proper application of codes and standards

Table with 4 columns: 1st Attempt Pass, 1st Attempt Fail, 2nd Attempt Pass, 2nd Attempt Fail. Contains checkboxes for each item.

Candidate's name: \_\_\_\_\_

Station: Pass [ ] Fail [ ]

Notes (please include comments/explanation for failure):

Evaluator's Signature: \_\_\_\_\_

Date: \_\_\_\_\_



Reference: NFPA 1031, 2014 Edition, Chapter 4, Job Performance Requirements: 4.3 Field Inspection (Section 4.4.3.8 to 4.3.15) IFSTA, Fire Inspection and Code Enforcement, 8th Edition, 2016

Evaluation Materials Required: KFRIT Inspector Project Book, Flow Test equipment and measuring tools

Evaluator's Instructions to Candidates

Candidates working individually, given an activity scenario, will research applicable codes and standards and provide a written report addressing the fire safety issue assigned. This is a graded/exam element take-home activity.

Evaluated Skill Items

Table with 4 columns: Skill Item, 1st Attempt Pass, 1st Attempt Fail, 2nd Attempt Pass, 2nd Attempt Fail. Rows include Section 4.3.8, Section 4.3.12, Section 4.3.13, Section 4.3.14, and Section 4.3.15.

Candidate's name: \_\_\_\_\_ Station: Pass [ ] Fail [ ]
Notes (please include comments/explanation for failure):
Evaluator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Reference: NFPA 1031, 2014 Edition, Chapter 4, Job Performance Requirements: 4.3 Field Inspection; (Section 4.3.6) IFSTA, Fire Inspection and Code Enforcement, 8th Edition, 2016

Evaluation Materials Required: KFRTI Inspector Project Book, Flow Test equipment and measuring tools

Evaluator's Instructions to Candidates

Candidates (selected from an in-class work group are assigned roles as participants in a "Mock" legal proceeding involving a code compliance issue stemming from a Fire inspection report.

Note: This is an in-class activity. Candidates/students are to be notified that this is a tested element and that they are in a testing environment during this activity.

Evaluated Skill Items

Section 4.3.6 - Participate in legal proceedings

1. Mock Legal Proceeding

Table with 4 columns: 1st Attempt Pass, 1st Attempt Fail, 2nd Attempt Pass, 2nd Attempt Fail. Each cell contains an empty checkbox.

The class will be divided into four work groups. Each work group will be randomly assigned a role to play in a "Mock" hearing to resolve a Fire Protection/Inspection issue that is in dispute and has been remanded for a hearing to resolve.

Each Group is to select a member to play the assigned role.

Roles: Fire Inspector, Facility Representative, Prosecuting Attorney and the Defense Attorney. A Course Instructor will play the Judge

Each group will be allowed 30 minutes of prep time during which an attorney will be present to advise each group as they prepare.

The "Mock Hearing" will be allowed 30 minutes of class time.

Students will be evaluated on the following elements:

- 1. The ability to maintain a professional demeanor.
2. The ability to communicate.
3. The ability to listen.
4. The ability to differentiate facts from opinion.
5. Participation as a member of the group.

Table with 4 columns for Pass/Fail for each of the 5 evaluation elements. Each cell contains an empty checkbox.

Candidate's name: \_\_\_\_\_

Station: Pass [ ] Fail [ ]

Notes (please include comments/explanation for failure):

Evaluator's Signature:

Date:



Reference: NFPA 1031, 2014 Edition, Chapter 4, Job Performance Requirements: 4.2 Administration, 4.3 Field Inspection. (Sections 4.2.1 to 4.3.4) IFSTA, Fire Inspection and Code Enforcement, 8th Edition, 2016

Evaluation Materials Required: KF&RTI Inspector Project Book, measuring tools

Evaluator's Instructions to Candidates

Prepare an Inspection Report, utilizing agency policy and procedure and, observations from an assigned Fire Safety Field Inspection. A representative of the occupancy/facility inspected and the Fire Department Supervisory Officer observing the inspection shall verify the activity. The report shall be clear and concise, reflect the findings of the inspection in accordance with applicable codes and standards. The report is to be written in a clear and concise manner and is to include occupancy data and calculations showing: occupancy type, maximum allowable occupancy (with calculations), and calculation of required means of egress.

Evaluated Skill Items

Table with 4 columns: Skill Item, 1st Attempt Pass, 1st Attempt Fail, 2nd Attempt Pass, 2nd Attempt Fail. Rows include Section 4.2.1 (Prepare Inspection Reports), Section 4.3.1 (Occupancy Classification), Section 4.3.2 (Allowable Occupant Load), Section 4.3.3 (Means of Egress), and Section 4.3.4 (Determination of Construction Type).

Candidate's name: \_\_\_\_\_ Station: Pass [ ] Fail [ ]
Notes (please include comments/explanation for failure):
Evaluator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Reference: NFPA 1031, 2014 Edition, Chapter 4, Job Performance Requirements: 4.2 Administration, 4.3 Field Inspection. (Sections 4.2.1 to 4.3.11) IFSTA, Fire Inspection and Code Enforcement, 8th Edition, 2016

Evaluation Materials Required: KFRTI Inspector Project Book, measuring tools

Evaluator's Instructions to Candidates

Prepare an Inspection Report, utilizing agency policy and procedure and, observations from an assigned Fire Safety Field Inspection. A representative of the occupancy/facility inspected and the Fire Department Supervisory Officer observing the inspection shall verify the activity. The report shall be clear and concise, reflect the findings of the inspection in accordance with applicable codes and standards. The report is to be written in a clear and concise manner and is to include verification of the operational readiness of fire suppression, detection and alarm systems; and an evaluation of facility emergency planning and preparedness; and, site access.

Evaluated Skill Items (from project book)

Section 4.2.1 - Prepare Inspection Reports

1. Documented/Local Verification of Field Inspection.

Table with 4 columns: 1st Attempt Pass, 1st Attempt Fail, 2nd Attempt Pass, 2nd Attempt Fail. Row 1: 1. Documented/Local Verification of Field Inspection.

2. Written Report

a. Report is written in a clear and concise manner.

Table with 4 columns: 1st Attempt Pass, 1st Attempt Fail, 2nd Attempt Pass, 2nd Attempt Fail. Row 2: a. Report is written in a clear and concise manner.

b. Documentation of applicable codes and standards.

Table with 4 columns: 1st Attempt Pass, 1st Attempt Fail, 2nd Attempt Pass, 2nd Attempt Fail. Row 3: b. Documentation of applicable codes and standards.

3. Verbal Report: Inspection findings verbally reported to facility representative.

Table with 4 columns: 1st Attempt Pass, 1st Attempt Fail, 2nd Attempt Pass, 2nd Attempt Fail. Row 4: 3. Verbal Report: Inspection findings verbally reported to facility representative.

Section 4.3.1 - Occupancy Classification

1. Report includes a description and classification of the occupancy.

Table with 4 columns: 1st Attempt Pass, 1st Attempt Fail, 2nd Attempt Pass, 2nd Attempt Fail. Row 5: 1. Report includes a description and classification of the occupancy.

Section 4.3.5 - Fixed Fire Suppression Systems

1. Verify that the system is in a state of operational readiness.

Table with 4 columns: 1st Attempt Pass, 1st Attempt Fail, 2nd Attempt Pass, 2nd Attempt Fail. Row 6: 1. Verify that the system is in a state of operational readiness.

2. Report includes a description of system components.

Table with 4 columns: 1st Attempt Pass, 1st Attempt Fail, 2nd Attempt Pass, 2nd Attempt Fail. Row 7: 2. Report includes a description of system components.

3. Observation and record of problems and corrective action(s) directed.

Table with 4 columns: 1st Attempt Pass, 1st Attempt Fail, 2nd Attempt Pass, 2nd Attempt Fail. Row 8: 3. Observation and record of problems and corrective action(s) directed.

4. Verification of third party inspection, testing and maintenance.

Table with 4 columns: 1st Attempt Pass, 1st Attempt Fail, 2nd Attempt Pass, 2nd Attempt Fail. Row 9: 4. Verification of third party inspection, testing and maintenance.

Section 4.3.6 -Fire Detection and Alarm Systems

1. Verify that the system is in a state of operational readiness.

Table with 4 columns: 1st Attempt Pass, 1st Attempt Fail, 2nd Attempt Pass, 2nd Attempt Fail. Row 10: 1. Verify that the system is in a state of operational readiness.

2. Report includes a description of system components.

Table with 4 columns: 1st Attempt Pass, 1st Attempt Fail, 2nd Attempt Pass, 2nd Attempt Fail. Row 11: 2. Report includes a description of system components.

3. Observation and record of problems and corrective action(s) directed.

Table with 4 columns: 1st Attempt Pass, 1st Attempt Fail, 2nd Attempt Pass, 2nd Attempt Fail. Row 12: 3. Observation and record of problems and corrective action(s) directed.

4. Verification of third party inspection, testing and maintenance.

Table with 4 columns: 1st Attempt Pass, 1st Attempt Fail, 2nd Attempt Pass, 2nd Attempt Fail. Row 13: 4. Verification of third party inspection, testing and maintenance.

Section 4.3.7 - Portable Fire Extinguishers

1. Verify that equipment is present and operational.

Table with 4 columns: 1st Attempt Pass, 1st Attempt Fail, 2nd Attempt Pass, 2nd Attempt Fail. Row 14: 1. Verify that equipment is present and operational.

2. Observation of problems and corrective action(s) directed.

Table with 4 columns: 1st Attempt Pass, 1st Attempt Fail, 2nd Attempt Pass, 2nd Attempt Fail. Row 15: 2. Observation of problems and corrective action(s) directed.

3. Verification of third party inspection and maintenance.

Table with 4 columns: 1st Attempt Pass, 1st Attempt Fail, 2nd Attempt Pass, 2nd Attempt Fail. Row 16: 3. Verification of third party inspection and maintenance.

Table with 4 columns: 1st Attempt Pass, 1st Attempt Fail, 2nd Attempt Pass, 2nd Attempt Fail. Row 17: 3. Verification of third party inspection and maintenance.

continued over

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**Candidate's name:** \_\_\_\_\_

**Station:** Pass

**Fail**

Notes (please include comments/explanation for failure):

**Evaluator's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_