Fire Inspector I
National Certification

Certification Preparation Guide

Referenced to:
NFPA 1031, Level 1, 2014 Edition
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 advance 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
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 form 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, 8th Edition*


**Written Exam Study Pages**

(Tests questions are taken from these same pages)

<table>
<thead>
<tr>
<th>Section Subject &amp; NFPA 1031, Level 1 (Chapter 4) JPR Number</th>
<th>Reading/Study Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative, prepare inspection reports 4.2.1</td>
<td>Pages: 696 - 715</td>
</tr>
<tr>
<td>Recognize the need for a permit 4.2.2</td>
<td>Pages: 52 - 55</td>
</tr>
<tr>
<td>Recognize the need for a plan review 4.2.3</td>
<td>Pages: 652-653</td>
</tr>
<tr>
<td>Investigate common complaints 4.2.4</td>
<td>Pages: 51, 724</td>
</tr>
<tr>
<td>Identify the applicable code or standard 4.2.5</td>
<td>Pages: 41 - 43</td>
</tr>
<tr>
<td>Participate in legal proceedings 4.2.6</td>
<td>Pages: 20 – 23</td>
</tr>
<tr>
<td>Field Inspection Identify the occupancy class of a single-use occupancy 4.3.1</td>
<td>Pages: 131 - 145</td>
</tr>
<tr>
<td>Section Subject &amp; NFPA 1031, Level 1 (Chapter 4)</td>
<td>JPR Number</td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td>------------</td>
</tr>
<tr>
<td>Compute the allowable occupant load</td>
<td>4.3.2</td>
</tr>
<tr>
<td>Inspect means of egress</td>
<td>4.3.3</td>
</tr>
<tr>
<td>Verify the type of construction</td>
<td>4.3.4</td>
</tr>
<tr>
<td>Fixed fire suppression systems</td>
<td>4.3.5</td>
</tr>
<tr>
<td>Fire detection and alarm systems</td>
<td>4.3.6</td>
</tr>
<tr>
<td>Portable fire extinguishers</td>
<td>4.3.7</td>
</tr>
<tr>
<td>Hazardous conditions - operations</td>
<td>4.3.8</td>
</tr>
<tr>
<td>Plan review- fire protection systems</td>
<td>4.3.9</td>
</tr>
<tr>
<td>Emergency planning and preparedness</td>
<td>4.3.10</td>
</tr>
<tr>
<td>Emergency site access</td>
<td>4.3.11</td>
</tr>
<tr>
<td>Storage and handling of flammables and combustibles</td>
<td>4.3.12</td>
</tr>
<tr>
<td>Storage and handling of hazardous materials</td>
<td>4.3.13</td>
</tr>
</tbody>
</table>
### Written Exam Study Pages

*Test questions are taken from these same pages*

<table>
<thead>
<tr>
<th>Section Subject &amp; NFPA 1031, Level 1 (Chapter 4) JPR Number</th>
<th>Reading/Study Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recognize hazardous fire growth potential 4.3.1</td>
<td>Pages: 99 - 102</td>
</tr>
<tr>
<td>Code compliance fire protection 4.2.15</td>
<td>Pages: 310 - 322</td>
</tr>
<tr>
<td>Verify fire flow 4.3.16</td>
<td>Pages: 466 - 490</td>
</tr>
</tbody>
</table>

### Cumulative Reading Pages

Fire Inspector I Skills/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 8th Edition


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

<table>
<thead>
<tr>
<th>Section Subject &amp; NFPA 1031, Level 1 (Chapter 4) JPR Number</th>
<th>Reading/Study Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative, prepare inspection reports 4.2.1: Project 1, Project 2</td>
<td>Administrative Duties: Chapter 16 Pages: 695 - 715</td>
</tr>
<tr>
<td>Recognize the need for a permit 4.2.2: Activity 1</td>
<td>Permits: Chapter 2 Pages: 52 - 55</td>
</tr>
<tr>
<td>Recognize the need for a plan review 4.2.3: Activity 1</td>
<td>Plans Review: Chapter 15 Pages: 651-655</td>
</tr>
<tr>
<td>Investigate common complaints 4.2.4: Activity 2</td>
<td>Complaint Procedures: Chapter 2 Pages: 51, 724</td>
</tr>
<tr>
<td>Identify the applicable code or standard 4.2.5: Activity 2</td>
<td>Codes, Standards, and Permits: Chapter 2 Pages: 41 - 43</td>
</tr>
<tr>
<td>Section Subject &amp; NFPA 1031, Level 1 (Chapter 4) JPR Number</td>
<td>Reading/Study Pages</td>
</tr>
<tr>
<td>-------------------------------------------------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>Participate in legal proceedings 4.2.6: Activity 4</td>
<td>Duties and Authority: Chapter 1 Pages: 20 – 23</td>
</tr>
<tr>
<td>Identify occupancy classifications 4.3.1: Project 1</td>
<td>Construction Types and Occupancy Classification: Chapter 4 Pages: 131 - 145</td>
</tr>
<tr>
<td>Compute the allowable occupant load 4.3.2: Project 1</td>
<td>Means of Egress: Chapter 7 Pages: 265 - 266</td>
</tr>
<tr>
<td>Inspect means of egress 4.3.3: Project 1</td>
<td>Means of Egress: Chapter 7 Pages: 245 - 263</td>
</tr>
<tr>
<td>Verify the type of construction 4.3.4: Project 1</td>
<td>Construction Types: Chapter 4 Pages: 120 – 124, 154 – 168, 194 - 218</td>
</tr>
<tr>
<td>Fixed fire suppression systems 4.3.5: Project 2</td>
<td>Water-based Fire Suppression Systems: Chapter 12 Pages: 504 – 534, 564 - 567</td>
</tr>
<tr>
<td>Fire detection and alarm systems 4.3.6 Project 2</td>
<td>Fire Detection and Alarm Systems: Chapter 14 Pages: 608 - 640</td>
</tr>
<tr>
<td>Portable fire extinguishers 4.3.7: Project 2</td>
<td>Portable Fire Extinguishers: Chapter 13 Pages: 584 - 594</td>
</tr>
<tr>
<td>Hazardous conditions - operations 4.3.8: Activity 3</td>
<td>Fire Hazard Recognition: Chapter 9, Fire Behavior: Chapter 3 Pages: 308 – 313, 76, 90 – 91</td>
</tr>
<tr>
<td>Plan review- fire protection systems 4.3.9: Activity 1</td>
<td>Plans Review: Chapter 15 Pages: 653 - 654</td>
</tr>
<tr>
<td>Emergency planning and preparedness 4.3.10: Project 2</td>
<td>Inspection Procedures: Chapter 16 Pages: 718 -722</td>
</tr>
<tr>
<td>Emergency site access 4.3.11: Project 2</td>
<td>Site Access: Chapter 8 Pages: 285 – 297</td>
</tr>
</tbody>
</table>
Skills/Project Exam Study Pages  
(Test questions are taken from these same pages)

<table>
<thead>
<tr>
<th>Section Subject &amp; NFPA 1001, Level 1 (Chapter 5) JPR Number</th>
<th>Reading/Study Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Storage and handling of flammables and combustibles 4.3.12: Activity 3</td>
<td>Hazardous Materials: Chapter 10 Pages: 386, 434 - 446</td>
</tr>
<tr>
<td>Storage and handling of hazardous materials 4.3.13: Activity 3</td>
<td>Hazardous Materials: Chapter 10 Pages: 390 – 411</td>
</tr>
<tr>
<td>Recognize hazardous fire growth potential 4.3.14: Activity 3</td>
<td>Fire Behavior: Chapter 3 Pages: 99 - 102</td>
</tr>
<tr>
<td>Code compliance and fire protection 4.2.15: Activity 3</td>
<td>Fire Hazard Recognition: Chapter 9 Pages: 310 - 322</td>
</tr>
<tr>
<td>Verify fire flow 4.3.16: Project 3</td>
<td>Water Supply and Distribution: Chapter 11 Pages: 466 - 490</td>
</tr>
</tbody>
</table>

Cumulative Reading Pages

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.
Inspector I Skills Sets: Fire Code Compliance

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)

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)

<table>
<thead>
<tr>
<th>Section 4.2.2 &amp; 4.2.3 - Recognize the Need for a Permit and Plan Review</th>
<th>1st Attempt</th>
<th>2nd Attempt</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Demonstrate the ability to communicate in writing.</td>
<td>Pass</td>
<td>Fail</td>
</tr>
<tr>
<td>2. Demonstrate the ability to communicate verbally.</td>
<td>Pass</td>
<td>Fail</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Section 4.3.9 - Fire Protection Systems - Plan Review</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Candidate's name: ________________________________  Station:  Pass [ ]  Fail [ ]
Notes (please include comments/explanation for failure):

Evaluator’s Signature: ___________________________  Date: ___________________________

Revised: December 2019
## Inspector I Skills Sets: Fire Code Compliance

**Reference:** NFPA 1031, 2014 Edition, Chapter 4, Job Performance Requirements:

- 4.2 Administration
- (Section 4.2.4 to 4.2.5)


**Evaluation Materials Required:** KFRITI 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>
<thead>
<tr>
<th>Skill Item</th>
<th>1st Attempt</th>
<th>2nd Attempt</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Pass</td>
<td>Pass</td>
</tr>
<tr>
<td></td>
<td>Fail</td>
<td>Fail</td>
</tr>
<tr>
<td></td>
<td>Pass</td>
<td>Pass</td>
</tr>
<tr>
<td></td>
<td>Fail</td>
<td>Fail</td>
</tr>
</tbody>
</table>

### Candidate's Information

**Candidate's name:**

**Station:**

**Evaluator's Signature:**

**Date:**

**Notes (please include comments/explanation for failure):**

Revised: December 2019
Reference: NFPA 1031, 2014 Edition, Chapter 4, Job Performance Requirements:
4.3 Field Inspection
(Section 4.4.3.8 to 4.3.15)

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 activity.

Evaluated Skill Items

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>1st Attempt</th>
<th>2nd Attempt</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.3.8</td>
<td>Recognition of hazardous conditions</td>
<td>Pass Fail</td>
<td>Pass Fail</td>
</tr>
<tr>
<td>1. Draft a response in Memorandum Form to identify and resolve the issue.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Demonstrate the proper application of codes and standards.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>1st Attempt</th>
<th>2nd Attempt</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.3.12</td>
<td>Verify code compliance for storage, handling and use of flammable and combustible liquids and gases</td>
<td>Pass Fail</td>
<td>Pass Fail</td>
</tr>
<tr>
<td>1. Demonstrate the ability to identify hazardous conditions from a series of photographs.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Write a report on identified code compliance and violations found.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>1st Attempt</th>
<th>2nd Attempt</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.3.13</td>
<td>Verify code compliance for storage, handling and use of hazardous materials</td>
<td>Pass Fail</td>
<td>Pass Fail</td>
</tr>
<tr>
<td>1. Demonstrate the ability to identify hazardous conditions from a series of photographs.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Write a report on identified code compliance and violations found.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>1st Attempt</th>
<th>2nd Attempt</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.3.14</td>
<td>Recognize the potential for hazardous fire growth</td>
<td>Pass Fail</td>
<td>Pass Fail</td>
</tr>
<tr>
<td>1. Demonstrate the ability to identify hazardous fire potential from a series of photographs.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Write a report on potential code compliance/violation issues and corrective actions.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>1st Attempt</th>
<th>2nd Attempt</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.3.15</td>
<td>Determine code compliance for basic fire behavior situations</td>
<td>Pass Fail</td>
<td>Pass Fail</td>
</tr>
<tr>
<td>1. Demonstrate the ability to identify hazardous fire potential from a series of photographs.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Write a report on potential code compliance/violation issues and corrective actions.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Candidate's name: ___________________________  Station:  Pass  Fail

Notes (please include comments/explanation for failure): ___________________________

Evaluator's Signature: ___________________________  Date: _____________

Revised: December 2019
Inspector I Skills Sets: Legal Proceedings

Reference: NFPA 1031, 2014 Edition, Chapter 4, Job Performance Requirements: 4.3 Field Inspection; (Section 4.3.6)

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

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.

Candidate's name: _____________________________

Station: Pass [ ] Fail [ ]

Notes (please include comments/explanation for failure):

Evaluator's Signature: __________________________

Date: __________________________

Revised: December 2019
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)

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

Section 4.2.1 - Prepare Inspection Reports
1. Documented/Local Verification of Field Inspection.

2. Written Report
   a. Report is written in a clear and concise manner.
   b. Documentation of applicable codes and standards.

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.

Section 4.3.2 - Allowable Occupant Load
1. The report includes occupant load calculations.
2. Report includes a field sketch of the occupancy.

Section 4.3.3 - Means of Egress
1. The report includes a description of the required means of egress, including how measurements were obtained and recorded.

Section 4.3.4 - Determination of Construction Type
1. The report includes a determination of the type of construction for the facility based on: visual clues and applicable codes and standards.

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

Revised: December 2019
Inspector I Skills Sets: Field Inspection

Project 2

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)

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.

2. Written Report
   a. Report is written in a clear and concise manner.
   b. Documentation of applicable codes and standards.

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.

Section 4.3.5 - Fixed Fire Suppression Systems
1. Verify that the system is in a state of operational readiness.
2. Report includes a description of system components.
3. Observation and record of problems and corrective action(s) directed.
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.
2. Report includes a description of system components.
3. Observation and record of problems and corrective action(s) directed.
4. Verification of third party inspection, testing and maintenance.

Section 4.3.7 - Portable Fire Extinguishers
1. Verify that equipment is present and operational.
2. Observation of problems and corrective action(s) directed.
3. Verification of third party inspection and maintenance.

1st Attempt | Pass | Fail | 2nd Attempt | Pass | Fail
--- | --- | --- | --- | --- | ---

Revised: December 2019