

# **CDC 10311W**

## **Fire Inspector I**

### **Performance Test**



**Extension Course Program (A4L)  
Air University  
Air Education and Training Command**

# **Acknowledgement**

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# Performance Test Instructions

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This performance test supplement is based on the 2009 Edition of NFPA 1031; *Standard for Professional Qualifications for Fire Inspector and Plan Examiner* and provides the detailed performance test checklist items required for candidate testing.

Performance tests should not be conducted until the candidate has successfully completed the academic portion of the CDC. However, it is strongly encouraged that this supplement and the checklist it contains be used during the normal course of study. Candidates may practice the performance tests at anytime during study and up until performance testing is conducted. Practice is highly encouraged.

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This particular course contains two units. Within each unit there are several tasks and objectives (NFPA line items). A “Performance Summary Sheet” precedes each group of evaluated tasks. This sheet lists the NFPA line items evaluated and the specific tasks that must be accomplished. Each performance test lists the setting and tools/equipment required for the listed tasks.

Many of the performance test tasks for the Fire Inspector I certification level require the completion of forms, letters, and other authority having jurisdiction documentation. These performance tasks must be completed in a proctored environment. Ideally, the candidate should be allowed the use of a word processor (computer) and necessary research documents as they are identified in the “tools/equipment” section of the performance test. The proctor’s primary responsibility is to monitor the student’s work to ensure that the candidate is completing their own work, had not previously completed the task and is simply downloading the work and that the candidate is not using any form of checklist to ensure all elements of performance test are completed. Candidates may have the checklist available during practice sessions.

Evaluators must be at least a DoD, IFSAC or NPQS certified Fire Inspector II. Evaluators should review the checklist paying specific attention to the “Candidate/Evaluator” notes. Scenarios developed should be as realistic and complete as possible. A minimum of two scenarios must be developed for each performance test that requires one. This allows for the candidate to retest in case of first time failure. Additionally, scenarios should be changed periodically to dissuade future candidates from gaining an unfair advantage or allowing for test compromise.

Remember the official Performance Test Notification must be made ten days prior to the actual performance test or the candidate stands the chance of the results being unaccepted by the administrative center. For specific guidance consult DoD Manual 6055.6. Performance test notifications may be made at <http://www.dodffcert.com/performance/notify.cfm>.

It is important also to understand the grading process used during the evaluation. For a full overview of the CDC process and performance testing please view the *Department of Defense Firefighter Certification Program Video* P/N # 612888. Additional information on the grading is on the next page of this supplement.

## Grading Criteria

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The following criteria will be used to evaluate and determine the pass/fail status of a candidate.

Each of the performance test checklists contains an attainment standard. In this particular CDC the attainment standards are set at approximately 80% using an “X out of X” format while also specifying a time limit. For example, an attainment standard may read, “Successful completion of at least 15 out of 18 items within 90 minutes.”

If for some reason a particular element/step or standard cannot be completed and the candidates’ installation cannot simulate or create the item then the evaluator may mark the item “Not Applicable” (N/A). The evaluator must then readjust the score by multiplying the remaining checklist items by .80 to determine the number correct required. For example, a performance test requires that 12 out of 15 items be successfully completed and 2 of the 15 items are marked N/A then the evaluator must multiply the remaining 13 items by .80 ( $13 \times .80 = 10.4$  or 11). The new required minimum passing score is now 11 out 13 items.

There are a total of 24 performance tests in this course. Candidates must successfully complete (minimum score of 80%) and pass 20 of these tests.

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# 1. Administration

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## Skills Test 1 - Administration

### Performance Test Summary Sheet

**Objectives:** NFPA Standard 1031, Chapters 1 & 4, paragraphs 1.3.14, 1.3.15, 4.2.1, 4.2.2, 4.2.3, 4.2.4, 4.2.5 and 4.2.6

- Tasks**
1. Prepare written correspondence to communicate fire protection and prevention requirements
  2. Maintain records and related documents
  3. Prepare inspection reports
  4. Recognize the need for a permit
  5. Recognize the need for a plans review
  6. Investigate a common complaint
  7. Identify applicable codes and standards
  8. Participate in a legal proceeding



# 1. Administration

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## Performance Test Item – Preparing Written Correspondence

**Personnel Classification:** Fire Inspector I

**Objective:** NFPA Standard 1031, Chapter 1, paragraph 1.3.14

**Task:** Prepare written correspondence to communicate fire protection and prevention requirements.

**Note:** The fire safety issue should be one that allows the candidate to complete each Element/Step and Standard. Common topics often include, but are not limited to, fire prevention practices in the home or workplace or are written around a seasonal theme.

**Setting:** Fire department facility (classroom or office).

**Tools Equipment:** Codes/Standards and a scenario involving a fire safety issue and a computer.

**Attainment Standard:** Successful completion of at least 13 out of 16 checklist items within 90 minutes.

# 1. Administration

ELEMENTS/STEPS	STANDARDS	YES	NO
1. Prepare written correspondence to communicate fire protection and prevention requirements.	1. In accordance with NFPA standards, IFSTA Manuals and local policies and procedures.		
	A. Determined the most appropriate topic based on the:		
	1. Operation	___	___
	2. Occupancy	___	___
	3. Life hazard	___	___
	4. Property hazard	___	___
	5. Environmental impact	___	___
	B. Determined the recipients of the correspondence		
	1. Background	___	___
	2. Detail	___	___
	3. Level	___	___
	C. Determined the required format	___	___
	1. Operational Instruction		
	2. Standard Operating Procedure		
	3. Policy Letter		
	4. Newspaper article		
	D. Outlined the issue		
	1. Most to least serious	___	___
	2. Contributing factors	___	___
	3. Corrective action	___	___
	E. Drafted the paper using the:		
	1. Correct codes/standards	___	___
	2. Education level necessary	___	___
	3. Correct format	___	___
	4. Addressed the issues	___	___

# 1. Administration

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## Performance Test Item – Maintaining Records and Documents

**Personnel Classification:** Fire Inspector I

**Objective:** NFPA Standard 1031, Chapter 1, paragraph 1.3.15

**Task:** Maintain records and related documents.

**Note:** The evaluator should provide a sufficient number and types of fire inspection documents to the candidate to cause the candidate to demonstrate fully their ability to maintain the associated files.

**Setting:** Fire department training room or office.

**Tools Equipment:** Department policies and procedures, applicable codes, and standards, and a computer.

**Attainment Standard:** Successful completion of at least 4 out of 4 checklist items within 1 hour. (100% accuracy).

# 1. Administration

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ELEMENTS/STEPS	STANDARDS	YES	NO
1. Maintain records and related documents.	1. In accordance with NFPA standards, IFSTA Manuals and local policies and procedures.  A. Maintained files		
	1. Reviewed documents to determine the type	___	___
	2. Reviewed the file plan or authority having jurisdiction's policies for filing	___	___
	3. Filed the document(s) in accordance with the established guidance	___	___
	4. Filed multiple types of documents	___	___

# 1. Administration

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## Performance Test Item – Preparing Inspection Reports

**Personnel Classification:** Fire Inspector I

**Objective:** NFPA Standard 1031, Chapter 4, paragraph 4.2.1

**Task:** Prepare inspection reports.

**Note:** Most fire departments have checklists and forms for inspection purposes. The intent of this performance test is for the candidate to demonstrate their ability to complete these items or those that would meet the authority having jurisdiction's report process.

**Setting:** Fire department facility (classroom or office).

**Tools Equipment:** Department policies and procedures, applicable codes and standards and a computer.

**Attainment Standard:** Successful completion of at least 11 out of 13 elements/steps within 90 minutes.

# 1. Administration

ELEMENTS/STEPS	STANDARDS	YES	NO
1. Prepare an inspection report.	1. In accordance with NFPA standards, IFSTA Manuals and local policies and procedures.		
	A. Prepared an inspection report to include but not limited to:		
	1. Determined the type of building construction	___	___
	2. Determined the type of occupancy	___	___
	3. Determined the type of fire detection system available a. Local alarm b. Supervised c. Unsupervised	___	___
	4. Determined the type of fire suppression system a. Deluge b. Sprinkler 1. Dry 2. Wet c. CO <sub>2</sub> d. Special	___	___
	5. Determined if there were special fire hazards a. Process b. Storage	___	___
	6. Annotated the correct date and time of appointment/inspection	___	___
	7. Printed or typed the inspector's information a. Name b. Phone number	___	___
	8. Printed or typed the building owner or occupants information a. Name b. Phone number	___	___

# 1. Administration

ELEMENTS/STEPS	STANDARDS	YES	NO
9. Printed or typed the information on the person who accompanied the inspector a. Name b. Phone number		___	___
10. Applied the correct code/standard (date/edition) for the write-ups		___	___
11. Listed the discrepancies/violations		___	___
12. Recommended corrective action(s)		___	___
13. Specified the date for a follow-up inspection		___	___

# 1. Administration

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## Performance Test Item – Recognizing the Need for a Permit

**Personnel Classification:** Fire Inspector I

**Objective:** NFPA Standard 1031, Chapter 4, paragraph 4.2.2

**Task:** Recognize the need for a permit.

**Note:** The candidate must demonstrate the ability to recognize the need for a permit either through a customer request or field visit to such operational areas. The candidate must consider the items in the Element/Steps and Standards section. If the process and form are identical for each item then the candidate must only complete the process for one situation. During the practice and official performance test evaluation, the candidate must follow the policies and procedures prescribed by the authority having jurisdiction.

**Setting:** Fire department training room or office.

**Tools Equipment:** Department policies and procedures, applicable codes, and standards, and a computer.

**Attainment Standard:** Successful completion of at least 11 out of 14 checklist items within 90 minutes.



# 1. Administration

ELEMENTS/STEPS	STANDARDS	YES	NO
1. Recognize the need for a permit.	1. In accordance with NFPA standards, IFSTA Manuals and local policies and procedures.		
<p><b>Note:</b> At the Fire Inspector I level candidates are only required to recognize the need for a permit. Completing the permit process is a Fire Inspector II requirement.</p>	A. Determined the hazards associated with the task to be performed	___	___
	1. Welding 2. Cutting (only where sparks or high heat would be produced) 3. Burning (campfires, trash, or land clearing) 4. Other hazardous operations as determined by the authority having jurisdiction		
	B. Identified the correct process for the applicant to complete the task		
	1. Minimized the fire risk. 2. Identified the possible hazards 3. Briefed the individual(s) performing the task a. Do's and Don'ts b. Operation of fire extinguishers c. Fire reporting	___	___
	2. Identified the possible hazards	___	___
	3. Briefed the individual(s) performing the task a. Do's and Don'ts b. Operation of fire extinguishers c. Fire reporting	___	___
	C. Required the person requesting the permit to complete the permit so that the work to be performed and the safety briefing were documented (local requirements dictate)		
	1. Name of individual being briefed	___	___
	2. The exact task to be accomplished	___	___
	3. The hazards identified and how they will be minimized	___	___
	4. The safety briefing topics	___	___
	5. The time the task will start and estimated completion time	___	___
	6. Posted or filed the paperwork per local requirements	___	___

# 1. Administration

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<b>ELEMENTS/STEPS</b>	<b>STANDARDS</b>	<b>YES</b>	<b>NO</b>
	D. Made the necessary notifications		
	1. Notified the central communications center (fire-control)	___	___
	2. Notified the fire department operations shift leader	___	___
	3. Notified the building occupants or building manager (as required)	___	___
	4. Notified other agencies or personnel as required by local directives	___	___

# 1. Administration

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## Performance Test Item – Recognizing the Need for a Plans Review

**Personnel Classification:** Fire Inspector I

**Objective:** NFPA Standard 1031, Chapter 4, paragraph 4.2.3

**Task:** Recognize the need for a plans review.

**Note:** Most fire departments have procedures in place for plans review for facility upgrades, renovations or new construction. The candidate must be familiar with the process and be capable of recognizing the need for a plans review.

**Setting:** Fire department training room or office.

**Tools Equipment:** Department policies and procedures, applicable codes, and standards, word processor or computer.

**Attainment Standard:** Successful completion of at least 6 out of 8 checklist items within 90 minutes.

# 1. Administration

ELEMENTS/STEPS	STANDARDS	YES	NO
1. Recognize the need for a plans review.	1. In accordance with NFPA standards, IFSTA Manuals and local policies and procedures.		
	A. Determined the best course of action	___	___
	1. Customers point of view 2. Inspectors point of view 3. Local policy limitations		
	B. Described to the customer the data they will need to collect	___	___
	C. Described the method the jurisdiction uses for collecting changes to plans	___	___
	1. Surveys 2. Personal interviews 3. Telephone interviews		
	D. Determined if the data collected supported the change or did other changes need to be made		
	1. Positive results a. Time b. Money c. Customer satisfaction	___	___
	2. Negative results a. Time b. Money c. Customer satisfaction	___	___
	3. Made minor adjustments	___	___
	4. Determined a time for reevaluation	___	___
	5. Maintained a log of all actions	___	___

# 1. Administration

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## Performance Test Item – Investigating a Common Complaint

**Personnel Classification:** Fire Inspector I

**Objective:** NFPA Standard 1031, Chapter 4, paragraph 4.2.4

**Task:** Investigate common complaints.

**Note:** The term “common” is in itself a subjective term. The intent of the evaluator is to select a complaint topic that the candidate is able to process. Examples of complaints might be housing occupants complaining of unsafe conditions at a neighbor’s house, patrons of a public assembly facility complaining of locked exits, or workers in an unsafe work environment. The “complainant” and “facility manager” can either provide information in writing as part of the scenario developed by the evaluator or can be “role players” selected by the evaluator. Role players should not play a part that in and of itself causes the candidate to fail nor can they assist beyond that of their role. The evaluator must coach or prepare the role players so that they are prepared to participate with meaningful input.

**Setting:** Fire department training room or office.

**Tools Equipment:** Department policies and procedures, applicable codes, and standards, computer.

**Attainment Standard:** Successful completion of at least 8 out of 10 checklist items within 2 hours.

# 1. Administration

ELEMENTS/STEPS	STANDARDS	YES	NO
1. Investigate common complaints.	1. In accordance with NFPA standards, IFSTA Manuals and local policies and procedures.		
	A. Initiated the complaint process		
	1. Received the complaint	___	___
	a. Orally		
	b. In writing		
	2. Properly documented and logged the receipt of the complaint	___	___
	B. Researched the complaint		
	1. Checked validity of the complaint	___	___
	a. Interviewed complainants		
	b. Interviewed facility manager		
	2. Reviewed codes and standards	___	___
	C. Constructed a response		
	1. Drafted a written document	___	___
	a. Stated the complaint		
	b. Identified the facts		
	c. Recommended a proposed corrective action		
	2. Reviewed and edited the document	___	___
	3. Obtained a third party review for edit purposes	___	___
	D. Responded and resolved the complaint		
	1. Brokered a resolution that was within the code and standard at the same time trying to appease both parties involved	___	___
	2. Submitted the completed document to both parties	___	___
	3. Filed a copy of the complaint report	___	___

# 1. Administration

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## Performance Test Item – Identifying Applicable Codes and Standards

**Personnel Classification:** Fire Inspector I

**Objective:** NFPA Standard 1031, Chapter 4, paragraph 4.2.5

**Task:** Identify an applicable code or standard.

**Note:** The evaluator is to provide the candidate with a fire protection, fire prevention, or life safety issue so that the candidate can locate the proper document, edition, and section.

**Setting:** Fire department training room or office.

**Tools Equipment:** Department policies and procedures, applicable codes, and standards, word processor or computer.

**Attainment Standard:** Successful completion of at least 4 out of 5 checklist items within 90 minutes.

# 1. Administration

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ELEMENTS/STEPS	STANDARDS	YES	NO
1. Identify an applicable code or standard.	1. In accordance with NFPA standards, IFSTA Manuals and local policies and procedures.		
	A. Identified the applicable code or standard		
	1. Recognized the fire protection, fire prevention, or life safety issue	___	___
	2. Correctly located the appropriate standard or code	___	___
	3. Used the correct edition	___	___
	4. Found the correct section	___	___
	5. Used the appropriate reference for the fire protection, fire prevention, or life safety issue	___	___



# 1. Administration

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## Performance Test Item – Participate in a Legal Proceeding

**Personnel** Fire Inspector I

**Classification:**

**Objective:** NFPA Standard 1031, Chapter 4, paragraph 4.2.6

**Task:** Participate in a legal proceeding.

**Note:** It is recognized that most departments do not have cases or issues that require legal testimony or proceedings. It is also understood that the re-creation or development of such an event is daunting. However, in order to meet the intent of the standard some steps must be taken to illustrate the candidate's ability to testify in a legal proceeding. To that end, this performance test requires the candidate to research the requirements of a deposition, write a deposition on a simulated scenario developed by the evaluator, and finally interview with an installation legal representative on the accuracy of the deposition and on the aspects of conduct by a fire inspector in a courtroom setting. It is imperative that the evaluator visit the installation legal office in advance and brief those individuals who will serve as legal advisors. The evaluator must explain the purpose and intent of both the NFPA Standard and the performance test. The following is the job performance requirement from the NFPA Standard:

“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.

a. Requisite Knowledge: The legal requirements pertaining to evidence rules in the legal system and knowledge of types of legal proceedings.

b. Requisite Skills: The ability to maintain an appropriate courtroom demeanor, communicate, listen and differentiate facts from opinions.”

The legal representative's signature required on the checklist is for evaluator use only and does not need to be submitted to the DoD Administrative Center for the candidate to be certified. Additionally, the evaluator does not need to accompany the candidate to the installation legal office, the signature serves as proof that the candidate met with counsel.

**Setting:** Fire department training room, office or formal legal setting if available.

**Tools  
Equipment:** Department policies and procedures, applicable codes and standards and a computer.

**Attainment  
Standard:** Successful completion of at least 7 out of 9 checklist items within 60 minutes (The interview with the legal representative is not included in the time limit).

# 1. Administration

ELEMENTS/STEPS	STANDARDS	YES	NO
1. Participate in a legal proceeding.	1. In accordance with NFPA standards, IFSTA Manuals and local policies and procedures.		
	A. Researched requirements for the deposition		
	1. Format	___	___
	2. Contents	___	___
	3. Certification	___	___
	B. Prepared the deposition		
	1. Format	___	___
	2. Contents	___	___
	3. Certification	___	___
	C. Coordinated the deposition		
	1. Scheduled an appointment with the installation legal staff	___	___
	2. Conducted the interview	___	___
	3. The deposition was reviewed by the legal staff	___	___

**Note:** This document is for local use only and does not have to be provided to the DoD Administrative Center.

\_\_\_\_\_  
Legal Representative Signature

\_\_\_\_\_  
Legal Representative Printed Name

### Skills Test 2 – Field Inspection

#### Performance Test Summary Sheet

**Objectives:** NFPA Standard 1031, Chapter 4, paragraphs 4.3.1, 4.3.2, 4.3.3, 4.3.4, 4.3.5, 4.3.6, 4.3.7, 4.3.8, 4.3.9, 4.3.10, 4.3.11, 4.3.12, 4.3.13, 4.3.14, 4.3.15 and 4.3.16

- Tasks
1. Identify the occupancy classification of a single-use building.
  2. Compute the allowable occupant load of a single-use building.
  3. Inspect means of egress elements.
  4. Verify the type of construction in an addition or remodeling project.
  5. Determine the operational readiness of existing fixed fire suppression systems.
  6. Determine the operational readiness of existing fire detection and alarm systems.
  7. Determine the operational readiness of existing portable fire extinguishers.
  8. Recognize hazardous conditions involving equipment, processes, and operations.
  9. Compare an approved plan to an existing fire protection system.
  10. Verify that emergency planning and preparedness measures are in place and have been practiced.
  11. Inspect emergency access for an existing site.
  12. Verify code compliance for incidental storage, handling, and use of flammable and combustible liquids and gases.
  13. Evaluating code compliance for incidental storage, handling, and use of hazardous materials.
  14. Recognize fire growth potential in a building or space.
  15. Determine code compliance.
  16. Verify fire flows for a site.

## 2. Field Inspection

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### Performance Test Item – Identifying Occupancy Classification

**Personnel Classification:** Fire Inspector I

**Objective:** NFPA Standard 1031, Chapter 4, paragraph 4.3.1

**Task:** Identify the occupancy classification of a single use facility.

**Note:** The candidate shall have access to the applicable codes preferably the current edition of the *Life Safety Code*®. The evaluator shall select several facilities on the installation or in the local community and provide sufficient information about each facility to allow the candidate to determine the correct occupancy classification.

**Setting:** Fire department training room or office.

**Tools Equipment:** Department policies and procedures, applicable codes, and standards, and a computer.

**Attainment Standard:** Successful completion of at least 4 out of 5 checklist items within 60 minutes.

## 2. Field Inspection

ELEMENTS/STEPS	STANDARDS	YES	NO
1. Identify the occupancy classification of a single-use facility.	1. In accordance with NFPA standards, IFSTA Manuals and local policies and procedures.		
	A. Properly determined the occupancy		
	1. Determined each use within the facility	___	___
	2. Evaluated the means of egress	___	___
	3. Determined the facility construction type	___	___
	4. Evaluated the facility protection	___	___
	5. Identified other safeguards	___	___

## 2. Field Inspection

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### Performance Test Item – Computing Occupant Load

**Personnel Classification:** Fire Inspector I

**Objective:** NFPA Standard 1031, Chapter 4, paragraph 4.3.2

**Task:** Compute the allowable occupant load for a single-use occupancy.

**Note:** The intent of this task does not include the candidate memorizing the various occupant load factors for various occupancies but rather the actual calculations. For this purpose the evaluator must allow the candidate access to the applicable codes (*Life Safety Code*®) for the purpose of researching the occupant load factors for the various types of occupancies. In lieu of actually providing the entire *Life Safety Code*®, a copy of the table with occupant load factors is sufficient. The evaluator is responsible for providing the candidate with a simulated single use facility requiring the calculation of occupancy load. The candidate should show all work for the single-use facility and determine the total occupant load for the structure. Ideal types of facilities for this type of evaluation are the BX/PX, Commissary, installation theatre, education facility or an office building.

**Setting:** Fire department training room or office.

**Tools Equipment:** Department policies and procedures, applicable codes, and standards, and a computer.

**Attainment Standard:** Successful completion of at least 4 out of 5 checklist items within 30 minutes.

## 2. Field Inspection

ELEMENTS/STEPS	STANDARDS	YES	NO
1. Compute the allowable occupant load and provide a field sketch for a single-use occupancy.	1. In accordance with NFPA standards, IFSTA Manuals and local policies and procedures.		
	A. Properly determine the occupant load for a single-use facility		
	1. Determined the use of each area in a facility	___	___
	2. Calculated the square footage for each of the areas identified	___	___
	3. Researched the occupant load factor for each of these areas	___	___
	4. Calculated the occupant load for each area	___	___
	B. Properly determined the total occupant load	___	___

## 2. Field Inspection

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### Performance Test Item – Inspecting a Means of Egress

**Personnel Classification:** Fire Inspector I

**Objective:** NFPA Standard 1031, Chapter 4, paragraph 4.3.3

**Task:** Inspect means of egress elements.

**Note:** The evaluator must select a building on the installation that contains the egress elements listed in the standards section of the checklist. The candidate may use the *Life Safety Code*® while evaluating the buildings egress elements. The evaluator may choose to create a worksheet that the candidate may fill in to annotate the answers to the checklist questions. Under no circumstances shall the candidate have access to the answer sheet or have advance information on the facility that would allow them to complete work ahead of the evaluation visit to the facility.

**Setting:** Building/facility on the installation with the required egress elements.

**Tools Equipment:** The authority having jurisdiction's facility inspection folder/information, paper, pen or pencil, the *Life Safety Code*®, service component or other service and installation level codes, standards, or policies pertaining to building/facility egress.

**Attainment Standard:** Successful completion of at least 8 out of 10 checklist items within 90 minutes.





## 2. Field Inspection

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<b>ELEMENTS/STEPS</b>	<b>STANDARDS</b>	<b>YES</b>	<b>NO</b>
	8. Emergency lighting	—	—
	a. Battery		
	b. Auxiliary power		
	9. Marking of	—	—
	a. Size of signs		
	b. Illumination of signs		
	c. Specific requirements		
	10. Special provisions	—	—

## 2. Field Inspection

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### Performance Test Item – Verifying the Type of Construction

**Personnel Classification:** Fire Inspector I

**Objective:** NFPA Standard 1031, Chapter 4, paragraph 4.3.4

**Task:** Verify the type of construction for an addition or remodeling project.

**Note:** The evaluator must select at least two buildings/facilities for the candidate. Actual building observations must be made available to the candidate. The candidate should make the construction type determination on more than one type of building.

**Setting:** Fire department training room or office.

**Tools Equipment:** Department policies and procedures, applicable codes and standards and calculator or computer.

**Attainment Standard:** Successful completion of at least 5 out of 7 checklist items within 60 minutes.

## 2. Field Inspection

ELEMENTS/STEPS	STANDARDS	YES	NO
1. Verify the type of construction for an addition or remodeling project.	1. In accordance with NFPA standards, IFSTA Manuals and local policies and procedures.		
	A. Verified the type of construction for an addition or remodeling project		
	1. Observed the area of remodeling or proposed addition of building/facility		
	a. Description of the building	___	___
	b. Height	___	___
	c. Area	___	___
	d. Occupancy	___	___
	e. Construction features	___	___
	2. Properly classified construction type according to applicable codes and standards	___	___
	B. Evaluated more than one facility for type of construction	___	___

## 2. Field Inspection

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### Performance Test Item – Determining the Operational Readiness of Existing Fixed Fire Suppression Systems

**Personnel Classification:** Fire Inspector I

**Objective:** NFPA Standard 1031, Chapter 4, paragraph 4.3.5

**Task:** Determine the operational readiness of existing fire suppression systems.

**Note:** The evaluator should select a facility or facility's on the installation to ensure a wide variety of fire protection systems are evaluated. If a single facility has multiple systems that allows the evaluator to complete this checklist, it may be used.

**Setting:** Various buildings/facilities on the installation with installed fire suppression systems.

**Tools Equipment:** Authority having jurisdiction facility inspection folder/information, paper, pen or pencil, NFPA 10, 12A, 13, 13D, 13R, 14, 16, 17, 17A and 2001 (use the appropriate code for the systems being evaluated), service component or other service and installation level codes, standards, or policies pertaining to installed systems.

**Attainment Standard:** Successful completion of at least 6 out of 8 checklist items within 90 minutes.

## 2. Field Inspection

ELEMENTS/STEPS	STANDARDS	YES	NO
1. Determine the operational readiness of existing fire suppression systems.	1. In accordance with NFPA standards, IFSTA Manuals and local policies and procedures.		
	A. Determined the operational readiness of existing fire suppression system		
	1. Obtained a copy of the test documentation	___	___
	2. Made field observations	___	___
	3. Determined if the correct type of system was installed in the facility	___	___
	4. Determined if the correct type of agent was being used for the hazards present	___	___
	5. Determined the sufficient amount of agent supply for the fire load	___	___
	6. Determined the sufficient coverage of a. Heads b. Nozzles	___	___
	7. Ensured that the notification system was functioning a. Local b. Supervised	___	___
	8. Determined if all hazards were protected appropriately	___	___

## 2. Field Inspection

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### Performance Test Item – Determining the Operational Readiness of Existing Fire Detection and Alarm Systems

<b>Personnel Classification:</b>	<b>Fire Inspector I</b>
<b>Objective:</b>	<b>NFPA Standard 1031, Chapter 4, paragraph 4.3.6</b>
<b>Task:</b>	Determine the operational readiness of existing fire detection and alarm systems.  <b>Note:</b> The evaluator should select a facility or facilities on the installation to ensure a wide variety of fire detection and alarm systems are evaluated. If a single facility has multiple systems that allows the evaluator to complete this checklist, it may be used.
<b>Setting:</b>	Various buildings/facilities on the installation with installed fire detection and alarm systems.
<b>Tools Equipment:</b>	The authority having jurisdiction facility inspection folder/information, paper, pen or pencil, NFPA 72, service component or other service and installation level codes, standards, or policies pertaining to fire detection and alarm systems.
<b>Attainment Standard:</b>	Successful completion of at least 8 out of 10 checklist items within 90 minutes.

## 2. Field Inspection

ELEMENTS/STEPS	STANDARDS	YES	NO
1. Determine the operational readiness of existing fire detection and alarm systems.	1. In accordance with NFPA standards, IFSTA Manuals and local policies and procedures.		
	A. Determined the operational readiness of existing fire detection and alarm systems		
	1. Obtained a copy of the test documentation	___	___
	2. Made field observations	___	___
	3. Determined the correct type of system for the facility	___	___
	4. Determined the correct placement of all components	___	___
	5. Determined the sufficient coverage		
	a. Detectors	___	___
	b. Pull stations	___	___
	6. Ensured that the notification system was functioning		
	a. Local	___	___
	b. Supervised	___	___
	7. Determined that all hazards were protected appropriately	___	___
	8. Ensured maintenance properly documented	___	___



## 2. Field Inspection

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### Performance Test Item – Determining the Operational Readiness of Existing Portable Fire Extinguishers

**Personnel Classification:** Fire Inspector I

**Objective:** NFPA Standard 1031, Chapter 4, paragraph 4.3.7

**Task:** Determine the operational readiness of existing portable fire extinguishers.

**Note:** It is recognized that many installations have contracted out the service and maintenance of portable fire extinguishers. It is still the responsibility of the Fire Inspector I to understand the full spectrum of portable extinguisher selection, use, and maintenance. The evaluator should select a facility on the installation that ensures a wide variety of portable fire extinguisher types and placement.

**Setting:** Various buildings/facilities on the installation with portable fire extinguishers.

**Tools Equipment:** The authority having jurisdiction facility inspection folder/information, paper, pen or pencil, NFPA 10, service component or other service and installation level codes, standards, or policies pertaining to portable fire extinguishers.

**Attainment Standard:** Successful completion of at least 8 out of 10 checklist items within 90 minutes.

## 2. Field Inspection

ELEMENTS/STEPS	STANDARDS	YES	NO
1. Determine the operational readiness of existing portable fire extinguishers.	1. In accordance with NFPA standards, IFSTA Manuals and local policies and procedures.		
	A. Determined the operational readiness of portable fire extinguishers		
	1. Determined the correct use of extinguishers for facility	___	___
	2. Determined the correct type of agent for the hazards present	___	___
	3. Determined the amount of extinguishers required for the facility	___	___
	4. Determined the appropriate travel distance requirements for the hazards present	___	___
	5. Determined that the fire extinguishers were properly being maintained		
	a. Charged	___	___
	b. Sealed	___	___
	c. Tagged	___	___
	d. Inspected	___	___
	e. Tested	___	___
	6. Ensured that maintenance records were properly maintained	___	___

## 2. Field Inspection

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### Performance Test Item – Recognizing Hazardous Conditions Involving Equipment, Processes and Operations

**Personnel Classification:** Fire Inspector I

**Objective:** NFPA Standard 1031, Chapter 4, paragraph 4.3.8

**Task:** Recognize hazardous conditions involving equipment, processes, and operations.

**Note:** The evaluator should select a building on the installation that has at least one hazardous condition but preferably more than one of the hazardous conditions involving equipment, processes, or operations. Such facilities are normally industrial in nature such as public utility or civil engineering complexes, transportation or vehicle maintenance locations, and aircraft maintenance or repair facilities. The evaluator may consult the NFPA Standards listed in Tools/Equipment to gain an idea of the types of equipment, processes, or operations that should be selected for this evaluation.

**Setting:** Building/facility on the installation with a hazardous condition involving, equipment, processes, or operation.

**Tools Equipment:** Authority having jurisdiction facility inspection folder/information, paper, pen or pencil, NFPA 55, 70, 86, 96, 312, and 495 (use the appropriate code for the hazard, process, or operation being evaluated) service component or other service and installation level codes, standards, or policies pertaining to hazardous conditions involving equipment, processes, or operations.

**Attainment Standard:** Successful completion of at least 4 out of 5 checklist items within 60 minutes.

## 2. Field Inspection

ELEMENTS/STEPS	STANDARDS	YES	NO
1. Recognize hazardous conditions involving equipment, processes, and operations.	1. In accordance with NFPA standards, IFSTA Manuals and local policies and procedures.		
	A. Recognized hazardous conditions involving equipment, processes, or operations		
	1. Personnel safety	___	___
	2. Fire safety	___	___
	3. Chemicals being used (if applicable)	___	___
	4. Equipment	___	___
	5. Other hazardous conditions	___	___

## 2. Field Inspection

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### Performance Test Item – Comparing a Set of Plans to an Existing Installed Fire Protection System

**Personnel Classification:** Fire Inspector I

**Objective:** NFPA Standard 1031, Chapter 4, paragraph 4.3.9

**Task:** Compare an approved plan to an existing fire protection system.

**Note:** A Fire Inspector I must have the ability to identify requirements on a set of plans or blueprints and then compare those written documents to the actual installed system to make sure everything was installed as required. The fire inspector candidate must be capable of identifying, documenting, and reporting deficiencies.

**Setting:** A facility that contains an installed fire protection system and its plans/blueprints.

**Tools Equipment:** Authority having jurisdiction's facility plans, blueprints, inspection folder/information, paper, pen or pencil.

**Attainment Standard:** Successful completion of at least 6 out of 8 checklist items within 90 minutes.

## 2. Field Inspection

ELEMENTS/STEPS	STANDARDS	YES	NO
1. Compare an approved plan to an installed fire protection system.	1. In accordance with NFPA standards, IFSTA Manuals and local policies and procedures.		
	A. Compared an approved plan to an installed fire protection system		
	1. Obtained plans and blueprints for the facility with an installed fire protection system	___	___
	2. Obtained records or reports of any modifications to the facility's installed fire protection system	___	___
	3. Reviewed the plans and blueprints	___	___
	4. Visited the facility and inspected the installed fire protection system	___	___
	5. Verified the system to the drawings	___	___
	6. Identified any variations or modifications	___	___
	7. Documented discrepancies	___	___
	8. Reported discrepancies in accordance with the authority having jurisdiction	___	___

## 2. Field Inspection

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### Performance Test Item – Verifying Emergency Planning and Preparedness Measures

**Personnel Classification:** Fire Inspector I

**Objective:** NFPA Standard 1031, Chapter 4, paragraph 4.3.10

**Task:** Verify that emergency planning and preparedness measures are in place and have been practiced.

**Note:** The intent of this NFPA line item is for the Fire Inspector I candidate to verify that occupants of a facility are aware of the facility's emergency plan and preparedness procedures should an emergency occur. The evaluator should provide the candidate a facility on the installation that would potentially have a large loss of life or a significant impact on the mission. The candidate should review documentation and interview facility occupants to determine if they are aware of the plan and have practiced implementing parts or the entire plan.

**Setting:** Building/facility on the installation that presents a challenging emergency planning and preparedness procedure. See the note to evaluator/candidate for additional information.

**Tools Equipment:** Authority having jurisdiction's facility inspection folder/information, paper, pen or pencil and service component or other service/installation level codes, standards, and policies pertaining to emergency planning and preparedness.

**Attainment Standard:** Successful completion of at least 5 out of 6 checklist items within 60 minutes.

## 2. Field Inspection

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ELEMENTS/STEPS	STANDARDS	YES	NO
1. Verify that emergency planning and preparedness measures are in place and have been practiced.	1. In accordance with NFPA standards, IFSTA Manuals and local policies and procedures.		
	A. Verified that the emergency planning and preparedness measures were in place and have been practiced		
	1. Reviewed the plan	___	___
	2. Verified that the plan is complete		
	a. Required revisions have been made	___	___
	b. Revisions have made improvements	___	___
	3. Verified that the plan has been tested		
	a. All conditions	___	___
	b. Different scenarios	___	___
	4. Reviewed the exercise and test documentation	___	___



## 2. Field Inspection

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### Performance Test Item – Inspecting Emergency Access for an Existing Site

**Personnel Classification:** Fire Inspector I

**Objective:** NFPA Standard 1031, Chapter 4, paragraph 4.3.11

**Task:** Inspect emergency access for an existing site.

**Note:** As the evaluator you should select a facility that may require unique access requirements or that at least contains issues and concerns requiring research into the applicability of emergency vehicle access. Given today's force protection initiatives involving the blocking of roads, drives, and parking spaces, access to a structure by emergency vehicles is often affected. Do any of these force protection initiatives cause a disconnect amongst the various codes, standards, or policies for this type of facility.

**Setting:** Facility on the installation.

**Tools Equipment:** The authority having jurisdiction's facility inspection folder/information, paper, pen or pencil, NFPA codes, service component or installation level codes, standards and policies pertaining to emergency access to a site.

**Attainment Standard:** Successful completion of at least 13 out of 16 checklist items within 2 hours.

## 2. Field Inspection

ELEMENTS/STEPS	STANDARDS	YES	NO
1. Inspect emergency access for a site.	1. In accordance with NFPA standards, IFSTA Manuals and local policies and procedures.		
	A. Inspected emergency access for a site		
	1. Determined emergency vehicle access to outside area of structure		
	a. Figured the driveway width and curve designed with the turning radius of the largest vehicle in mind	---	---
	b. Established access close enough for an aerial apparatus if applicable	---	---
	c. Determined if fire lanes were available and properly marked if applicable	---	---
	d. Determined if the surfaces for emergency vehicle access can support the apparatus expected to respond	---	---
	e. Ensured that the overhead obstructions did not interfere with emergency vehicle access to the site	---	---
	f. Determined if snow removal procedures were in affect where applicable	---	---
	g. Reviewed applicable codes, standards and policies	---	---
	h. Noted discrepancies and planned for corrective actions	---	---
	2. Determined access to the interior of a structure		
	a. Determined that interior and exterior finishes did not interfere with access to the structure	---	---
	b. Determined if the finishes interfered with access to the interior structure	---	---
	c. Determined if windows were present when required	---	---

## 2. Field Inspection

ELEMENTS/STEPS	STANDARDS	YES	NO
	d. Established when windows were not required if sprinklers were installed IAW codes	___	___
	e. Permanent interior structure changes had been coordinated on by the fire department or they had been notified	___	___
	f. Ensured that exits, stairways, were not impeded or blocked.	___	___
	g. Consulted codes, standards, and policies	___	___
	h. Noted discrepancies and noted planned corrective actions	___	___

## 2. Field Inspection

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### Performance Test Item – Verifying Code Compliance for Storage, Handling, and Use of Flammable Liquids and Gases

**Personnel Classification:** Fire Inspector I

**Objective:** NFPA Standard 1031, Chapter 4, paragraph 4.3.12

**Task:** Verify code compliance for storage, handling, and use of flammable and combustible liquids and gases.

**Note:** This performance test is identical to the next performance with the exception of the material involved. The candidate should have available all resources needed to research the proper storage, handling and use of a flammable or combustible liquid or gas. The candidate is to determine and verify that the materials storage, handling, and use of flammable and combustible liquids and gases are in accordance with all applicable codes, standards, and policies.

**Setting:** Facility or location on the installation that stores, handles, or uses flammable/combustible liquids or gases and training room or office.

**Tools Equipment:** NFPA codes or standards, manufacturer's data in the form of Material Safety Data Sheets (MSDS) as well as the authority having jurisdiction's facility inspection folder/information, paper, pen or pencil calculator, word processor or computer and service component or other service/installation level codes, standards, and policies pertaining to the storage, handling and use of flammable/combustible liquids and gases.

**Attainment Standard:** Successful completion of at least 12 out of 14 checklist items within 2 hours.

## 2. Field Inspection

ELEMENTS/STEPS	STANDARDS	YES	NO
1. Verify code compliance for storage, handling, and use of flammable and combustible liquids and gases.	1. In accordance with NFPA standards, IFSTA Manuals and local policies and procedures.  A. Verified code compliance for the storage, handling, and use of flammable and combustible liquids and gases		
	1. Materials used		
	a. Determined if used correctly	___	___
	b. Determined amounts being used	___	___
	c. Determined the amounts being stored	___	___
	d. Verified that MSDS were available	___	___
	2. Personnel safety		
	a. Verified proper handling practices	___	___
	b. Verified the availability of safety equipment	___	___
	c. Verified that the employees were educated on the process	___	___
	3. Equipment used		
	a. Met manufacturer recommendations	___	___
	b. Met fire/safety requirements	___	___
	4. Evacuation plans		
	a. Verified that personnel were aware of the plan	___	___
	b. Determined if the plan permitted total evacuation	___	___
	5. Fire/incident notification		
	a. Verified automatic activation	___	___
	b. Verified manual activation	___	___
	6. Determined other requirements listed by local codes or policies	___	___

## 2. Field Inspection

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### Performance Test Item – Evaluating Code Compliance for Storage, Handling, and Use of Hazardous Materials

**Personnel Classification:** Fire Inspector I

**Objective:** NFPA Standard 1031, Chapter 4, paragraph 4.3.13

**Task:** Evaluate code compliance for the storage, handling, and use of hazardous materials.

**Note:** This performance test is identical to the preceding performance except for the material involved. The candidate should have available all resources needed to research the storage, handling and use of a hazardous material other than a flammable/combustible liquid or gas. The candidate is to determine and illustrate that the materials storage, handling, and use is in accordance with all applicable codes, standards, and policies. Explosives, poisons, radioactive are all examples of the type of material suitable for this evaluation.

**Setting:** Facility or location on the installation that stores, handles, or uses a hazardous material other than a flammable/combustible liquid or gas and training room or office.

**Tools Equipment:** NFPA codes or standards, manufacturer's data in the form of Material Safety Data Sheets (MSDS) as well as the authority having jurisdiction's facility inspection folder/information, paper, pen or pencil calculator, word processor or computer and service component or other service/installation level codes, standards, and policies pertaining to the storage, handling and use of hazardous materials other than a flammable/combustible liquid and gas.

**Attainment Standard:** Successful completion of at least 12 out of 14 checklist items within 2 hours.

## 2. Field Inspection

ELEMENTS/STEPS	STANDARDS	YES	NO
1. Verify code compliance for the storage, handling, and use of hazardous materials.	1. In accordance with NFPA standards, IFSTA Manuals and local policies and procedures.		
	A. Verified code compliance for the storage, handling, and use of flammable and combustible liquids and gases		
	1. Materials used		
	a. Determined if used correctly	___	___
	b. Determined amounts being used	___	___
	c. Determined amounts being stored	___	___
	d. Verified MSDS are available	___	___
	2. Personnel safety		
	a. Verified proper handling practices	___	___
	b. Verified that the required safety equipment was available	___	___
	c. Verified employees were educated in process	___	___
	3. Equipment used		
	a. Meets manufacturer's recommendations	___	___
	b. Meets fire/safety requirements	___	___
	4. Evacuation plans		
	a. Verified that the building occupants were aware of the plan	___	___
	b. Determined if the plan permits total evacuation	___	___
	5. Fire/incident notification		
a. Verified automatic activation	___	___	
b. Verified manual activation	___	___	
6. Determined other requirements listed by local codes, standards or policies	___	___	

## 2. Field Inspection

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### Performance Test Item – Recognizing Fire Growth Potential

**Personnel Classification:** Fire Inspector I

**Objective:** NFPA Standard 1031, Chapter 4, paragraph 4.3.14

**Task:** Recognize a fire growth potential in a building or space.

**Note:** A dorm room or billeting facility would work well for this evaluation. The candidate shall research the items within the facility or room to ensure they are in compliance with NFPA and local standards. The candidate should then compare the information found in the NFPA standards against the National Institute of Standards and Technology's fire load classification (found in IFSTA's "Fire Inspection and Code Enforcement" Chapter 3) and place the facility or room into one of the classifications.

**Setting:** A facility or room that contains the items listed in the standards section.

**Tools Equipment:** NFPA Codes and standards, service component and/or local standards and policies, paper, pen or pencil, calculator, or computer.

**Attainment Standard:** Successful completion of at least 16 out of 19 checklist items within 2 hours.



## 2. Field Inspection

ELEMENTS/STEPS	STANDARDS	YES	NO
1. Recognize a hazardous fire growth potential in a building or space.	1. In accordance with NFPA standards, IFSTA Manuals and local policies and procedures.		
	A. Determined fire growth potential of a facility or room		
	1. Predicted the fire development of a facilities contents		
	a. Identified furnishings		
	1. Tables	—	—
	2. Chairs	—	—
	3. Mattresses	—	—
	4. Counters	—	—
	5. Couches	—	—
	6. Others not listed	—	—
	b. Identified interior finish		
	1. Curtains	—	—
	2. Wall paper	—	—
	3. Paint	—	—
	4. Sheets and spreads	—	—
	5. Others not listed	—	—
	c. Identified construction materials		
	1. Roof coverings	—	—
	2. Fire wall and partitions	—	—
	3. Fire doors and door assemblies	—	—
	4. Draft curtains	—	—
	5. Smoke and heat vents	—	—
	6. Fire and smoke dampers	—	—
	7. Fire stops	—	—
d. Placed the facility or room in the proper “fire load” classification (only one)			
1. Slight	—	—	
2. Moderate			
3. Moderately Severe			
4. Severe			
5. Very Severe			

## 2. Field Inspection

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### Performance Test Item – Determining Code Compliance

**Personnel Classification:** Fire Inspector I

**Objective:** NFPA Standard 1031, Chapter 4, paragraph 4.3.15

**Task:** Determine code compliance.

**Note:** The candidate must have access to the applicable codes to determine compliance given a fire protection, fire prevention, or life safety issue.

**Setting:** Fire department training room or office.

**Tools Equipment:** Department policies and procedures, applicable codes and standards and a computer.

**Attainment Standard:** Successful completion of at least 4 out of 4 checklist items within 90 minutes.

## 2. Field Inspection

ELEMENTS/STEPS	STANDARDS	YES	NO
1. Determine code compliance.	1. In accordance with NFPA standards, IFSTA Manuals and local policies and procedures.  A. Determined compliance of a fire protection, fire prevention or life safety issue		
	1. Recognized the fire protection, fire prevention or life safety issue	___	___
	2. Correctly identified the deficiency	___	___
	3. Correctly located the appropriate code and/or standard	___	___
	4. Determined the corrective action	___	___

## 2. Field Inspection

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### Performance Test Item – Verifying Fire Flow Requirements

**Personnel Classification:** Fire Inspector I

**Objective:** NFPA Standard 1031, Chapter 4, paragraph 4.3.16

**Task:** Verify fire flows for a facility.

**Note:** Verify fire flows for a facility, given the fire flow test results and water supply data, so that required fire flows are IAW applicable codes and standards. The candidate shall have access to the applicable codes and standards to determine compliance given fire flow data. Candidate must show calculations as part of the performance test.

**Setting:** Fire department training room or office.

**Tools Equipment:** Department policies and procedures, applicable codes and standards, calculator, computer and water distribution map and flow data.

**Attainment Standard:** Successful completion of at least 5 out of 6 checklist items within 90 minutes.

## 2. Field Inspection

ELEMENTS/STEPS	STANDARDS	YES	NO
1. Verify fire flows for a facility.	1. In accordance with NFPA standards, IFSTA Manuals and local policies and procedures.		
	A. Given flow data for a site		
	1. Correctly identified the type of water distribution system	___	___
	2. Described other water systems	___	___
	3. Described steps in conducting a water flow test	___	___
	4. Verified flow data was correct	___	___
	5. Documented test results on a water flow test summary sheet	___	___
	6. Verified the fire flow met or did not meet the code requirement	___	___

# Performance Test Record

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## Fire Inspector I

**INSTRUCTIONS:** This form must be completed and kept on file. A copy of this form is also required to be submitted with the candidate's certification package.

Date of Evaluation \_\_\_\_\_

Candidate's Name \_\_\_\_\_ SSAN \_\_\_\_\_

Evaluator's Name \_\_\_\_\_ SSAN \_\_\_\_\_

The candidate has PASSED/FAILED the Fire Inspector I Performance Tests for the stations marked below:

Performance Test Station	Passed	Failed
Administration		
Field Inspection		

If candidate has failed the performance evaluation, provide the following information:  
(Use additional sheets, if necessary)

Objective: \_\_\_\_\_

Reason for failure:

Candidate Signature \_\_\_\_\_

Evaluator Signature \_\_\_\_\_

***"FOUO. This document contains information exempt from mandatory disclosure under the FOIA. Exemption 5 U.S.C. 552(b)(6) applies. This information is also protected by the Privacy Act of 1974 and must be safeguarded from unauthorized disclosure."***