

Utah Fire Service Certification System

FIRE INSPECTOR I / II / III



CERTIFICATION STANDARD

SEPTEMBER 2015

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Fire Inspector

Technical Committee

The Certification Council would like to recognize and extend a voice of appreciation to the following fire service professionals for their work on the Inspector I/II/III certification standard. These individuals devoted many hours to reviewing the National Fire Protection Association (NFPA) 1031 standard, Certification Test Bank, and developing the skills for this standard.

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INTRODUCTION

Our world is rapidly changing and many phases of the Fire Service are becoming so technical and complex that fire service training must be utilized to its maximum potential. Any overlap, fragmentation, and lack of basic structure must be eliminated. Standardization is the natural complement and necessity.

The Fire Service in Utah, through a state certification program, can meet the needs of future growth and establish uniformity by certification. We will then have more effective and efficient utilization of resources so as to provide the best possible fire protection service for all the citizens throughout the state of Utah.

The following certification requirements are based on the objectives listed in the National Fire Protection Association (NFPA) 1031 standard for Fire Inspector, 2014 Edition, as verified and adopted by the Utah Fire Service Certification Council (UFSCC).

Through these national standards and certification, firefighters and fire departments have a tool to measure specific levels of skills, abilities and knowledge. The UFSCC believes that by participating in the certification program firefighters and fire departments will be better prepared to provide quality life safety and fire protection for their communities.

**In Memoriam,
September 11, 2001**

We pay tribute to the 343 members of FDNY who gave their lives to save civilian victims on September 11, 2001, at the World Trade Center. They are true American heroes in death, but they were also American heroes in life. We will keep them in our memory and in our hearts. They are the embodiment of courage, bravery, and dedication. May they rest in peace.

CERTIFICATION REQUIREMENTS FIRE INSPECTOR I

Entrance Requirements

The skill level for the Fire Inspector I, as determined by the Utah Fire Service Certification Council, is focused at the Engine Co. Fire Inspector I level. It is believed that an officer at the company level should have the basic knowledge and skills to conduct company inspections to identify problems or deficiencies. If more detailed inspection is needed then the company officer of Fire Inspector I would contact the Chief or the inspection bureau of the department.

In order to certify in the Utah Fire Inspector I program, departments/firefighters must fulfill the following requirements:

- 1- Complete Entrance Requirements
- 2- Be certified Haz/Mat Awareness from UFSCC
- 3- Set up and maintain training records.
- 4- Train on the required written and practical objectives
- 5- Pass a department “in-House” practical skill examination.
- 6- Meet any other training requirements/prerequisites as defined by the certification Council as outlined in this standard.
- 7- Pass both the written and practical skills examination administered by the certification Council.
- 8- Request Fire Inspector I certification

The UFSCC acknowledges the importance of and need for entrance requirements as listed in the NFPA 1001, standard on *Fire Fighter Professional Qualifications*. Many agencies and departments have existing policies, regulations, etc. already in place regarding these requirements. The handling of entrance requirements is a **LOCAL MATTER**, outside the authority and jurisdiction of the UFSCC. The Council will not check, test, evaluate or determine how individual agencies meet these requirements. Some departments have found it necessary to waive any type of entrance requirements due to their own special needs. Since this is a local decision, this is permitted. However, due to the amount of physical, mental and emotional stress inherent in this profession, **the Utah Fire Service Certification Council strongly recommends very careful evaluation before altering or doing away with any entrance requirements.**

Physical Fitness Requirements

The requirements listed in NFPA 1001, 2013 Ed., Chapter 4 are:

- 1- Meet the minimum educational requirements established by the authority having jurisdiction.
- 2- The Utah Fire Service Certification Council Policy 11.3 requires that a candidate must be 18 years of age to test and be certified.
- 3- Meet the medical requirements of NFPA 1582, *Standard on Comprehensive Occupational Medical Program for Fire Departments*, chapter 5, subsection 5.1.1, as determined by the medical authority of the AHJ.
- 4- Physical fitness requirements for entry-level personnel shall be developed and validated by the authority having jurisdiction.

*Department Training
Officers*

Physical fitness requirements shall be in compliance with applicable Equal Employment Opportunity regulations and other legal requirements

In order for departments to enroll in the certification process, it is necessary for the department to assign training officers. It is recommended that the department assign at least two personnel as training officers to coordinate and provide certification training.

Department training officers shall be state certified at the level they are teaching. In addition, the certification Council strongly recommends that training officers be state certified at the Instructor I level.

Department training officers should be qualified one level above the level they are teaching. Department training officer will be responsible for certification training. Their primary responsibility will be to teach, evaluate and in-house test department personnel on the manipulative skill requirements for each level of certification training.

Departments who **do not** have qualified personnel to act as training officers for certification training should contact the Utah Fire And Rescue Academy at 1-888-548-7816 for assistance in setting up and monitoring certification training.

Remember, participation in the certification process is **VOLUNTARY**. Once you have enrolled, you can withdraw if desired.

DEPARTMENT TRAINING

Participants in the Utah Fire Inspector I program must successfully complete one of the following training courses or requirements to qualify to take the state examination. A certificate of completion, grade transcript or other proof of successful course completion must accompany the written examination request. Participants must complete one of the following methods to become eligible for the examination process:

- 1 – Inspector I class sponsored by the Utah Fire & Rescue Academy.
- 2 – EFSO 2030 – Inspector I course as taught by: Utah Valley University or Utah Fire & Rescue Academy.
- 3 – R0220 – Fire Inspection Principles, Conducted at the National Fire Academy.
- 4 – Departments can create their own Fire Inspector I course which meets the requirements as outlined in NFPA 1031, 2014 edition, Chapter 4. The skills and training record as given in this standard must be completed for each person and a completed training record must exist for each participant. Testing will be conducted at the conclusion of the course upon request from the department training officer.

Written Objectives

The course material should be referenced to the following textbook(s) to prepare the candidate to successfully pass the State Certification examination.

Written objectives for Fire Inspector I are covered in the following texts:

- **IFSTA, Fire Inspection and Code Enforcement, 7th Edition, 1st Printing**
- **International Fire Code – 2012 Edition**
- **National Fire Protection Association, NFPA 1031, Standard for Professional Qualifications for Fire Inspector and Plan Examiner, 2014 Edition**

These textbooks are available from various fire service bookstores or on the Internet. A current list of IFSTA textbook sources is available by calling the certification office at 1-888-548-7816.

There are numerous methods departments have used to help prepare their personnel for the written examination. Considering the high level of skill and knowledge that is required of a Fire Inspector I, the Council recommends that the candidate participate in a comprehensive class and receive instruction on both manipulative skills and written requirements.

Manipulative Objectives

Each participant **must** be trained and evaluated in the performance of **all** manipulative skills as found in this certification standard. Each of the manipulative skill objectives shall be completed swiftly, safely and with competence as defined below:

- **Swiftly** - Each manipulative skill objective must be completed within the allotted time.
- **Safely** - Each manipulative skill objective must be completed safely. Conduct that could injure an individual or damage equipment is unacceptable. Equipment should be checked prior to skill testing or training to see that it is safe and functional.
- **Competence** - Each manipulative skill objective is performed in accordance with the Utah Standard. This includes performing the proper steps in sequence. Competence will be measured in accordance with the UFSCS manipulative skill objectives.

Department Training Record

Each participant shall have a current training record on file with the department which indicates that he/she has trained on all manipulative skill objectives. Training records must have the date and Instructors original signature and/or initials for each line. Departments may set up their own training records or use the one provided in Appendix A.

Department "In-House" Manipulative Skills Examination

At the completion of the department's manipulative skills training, the department is required to hold an "in-house" skills examination for the level being trained. This is a comprehensive "in house" skill test conducted by the department training officers. This test is to ensure that skill mastery has been obtained from the beginning to the end of the training process, and to prepare participants for the state examination. Training officers may utilize other personnel to assist in administering the exam; however, all personnel assisting with the testing should be certified at the level they are in-house testing.

Proctor instructions for the examination are in Appendix B. In-house testers shall follow the proctor instruction sheet to provide for uniformity and fairness during the exam. It is recommended that participants be given two attempts at any skill. If they fail on the second try, then they have failed the evaluation and are required to go through additional training by the department trainer. No training, teaching, or coaching is allowed during the test. After the evaluation, using the test to teach and train is recommended.

If manipulative skill weaknesses are evident, the department shall conduct additional training and hold a new department "in house" manipulative skills examination. Only those participants who successfully pass the department's skills and "in-house" test will be allowed to participate in the state certification exam. Department training records must show that all participants have successfully passed the "in-house" examination.

CERTIFICATION EXAMINATIONS

Written Examinations

After completion of the training process, the Chief/Administrator can request testing for the candidate using the "Request for Examination" form in Appendix C. The candidate will then have three attempts to pass the written examination. A separate application must be sent to the Certification Council for each attempt. Request forms must reach the Certification Council no later than **30 days** prior to the examination date. The entire examination process must be completed within one year of the first written exam date.

The written examination is a randomly generated 100-question test covering the written objectives of the Fire Inspector I standard. The examination shall be open book*, utilizing **only** the International Fire Code 2012 edition, International Code Council Fire Inspectors Guide or the Utah Fire and Rescue Academy's Fire Inspector's Guide. No computers allowed during the exam.

***Participants must bring a copy of the 2012 International Fire Code book to the examination.**

A minimum score of 70% is required to pass the certification exam. Firefighters failing the first attempt of the written exam will be permitted to retest no sooner than **30 days** from the date of the last exam. Three attempts are given to pass the exam. If a participant fails the written examination three times, he/she has failed the certification process and must wait **1 year** from the date of the last failed exam before re-entering testing. Exam results are forwarded to the Chief/Administrator within 30 days following the receipt of the completed examination.

SAMPLE WRITTEN EXAMINATION QUESTIONS:

There are three general types of drawings used to show building information: the plot, the floor plan, and the _____ plan.

- a. Mechanical
- b. Sprinkler
- c. Elevation**
- d. Electrical

A continuous and unobstructed way of exit travel from any point in a building or structure to a public way is called a:

- a. means of egress
- b. fire escape
- c. exit discharge
- d. exit access

Manipulative Skill "Spot Check" Examination

This is a two-step examination. The first step is a department records check and the second step is a manipulative skill "spot check" examination. A Certification Tester appointed by the Utah Fire Service Certification Council conducts the examination.

Training records are checked. If records are inadequate, corrective action must be taken before proceeding to the next step. The records must meet minimum requirements and are checked for the following:

- 1- Participant has been trained in each manipulative skill for the level being evaluated.
- 2- A department training officer has signed off each manipulative skill.
- 3- Each participant has passed a department "in-house" manipulative skills examination.

The manipulative skills "spot check" examination is graded on a 100% pass/fail basis. The test is graded in the following three areas:

- **Swiftly** - Each manipulative skill objective must be completed within the allotted time.
- **Safely** - Each manipulative skill objective must be completed safely. Conduct that could injure an individual or damage equipment is unacceptable. Equipment should be checked prior to skill testing or training to see that it is safe and functional.
- **Competence** - Each manipulative skill objective is performed in accordance with the Utah Standard. This includes performing the proper steps in sequence. Competence will be measured in accordance with the UFSCS manipulative skill objectives.

Participants are "spot checked" on three (3) manipulative skills. No prior notification of the skills being tested will be given. Participants who fail on their first attempt must wait 30 days before their second attempt. If they fail their second attempt, they must wait an additional 30 days to take their third and final attempt. Participants taking third attempts will test on the skill they failed plus **ONE** additional skill from the section of the standard they failed in the previous two attempts. **No training, teaching, or coaching is allowed during this state test.**

Participants who have failed the third attempt of the written examination or the manipulative skills examination have failed the certification process and must wait **1 year** from the date of the failed third attempt to re-enter state testing.

The manipulative examination is randomly generated from the skills covering the Fire Inspector I standard. The skills are identified and outlined in the skills section of this standard.

Competency of these skills is obtained during attendance at the courses outlined in this standard or as taught within a course at a department. The examination will consist of three (3) skills referenced from the 2012 International Fire Code. Participants must bring a copy of the International Fire Code, 2012 edition, to the examination and may use a calculator provided by the certification office during the test.

FIRE INSPECTOR I CERTIFICATION

When all requirements for certification have been met, applicants are eligible to be certified. The Chief/Administrator may apply to the Utah Fire Service Certification Council for certification for those participants who have successfully completed the certification training/testing process. Request for state certification will be submitted to the Council using the "Request for Certification" form provided in Appendix C. The names are then checked against the official state records to ensure that each individual listed has met all requirements.

Those applicants who have met the requirements are issued a wallet card and certificate. These are sent to the Chief/Administrator for disbursement. There is no cost for testing/certification if the candidate passes their written examination on the first attempt. A \$40 testing/certification fee will be assessed if the candidate passes their written exam on the 2nd attempt, and a \$60 fee will be assessed if the candidate passes their written exam on the 3rd attempt. This fee schedule is applicable as of July 1, 2013.

***The above fee table applies to Utah Fire Departments only. All other agencies will be assessed a testing/certification fee of \$40.00 per level.**

Prerequisites for Certification

Applicants for certification at the Fire Inspector I level must be state certified through the Utah Fire Service Certification System at the Haz/Mat Awareness level found in NFPA 472. Fire Inspector I Level of certification **will not** be issued until participants have fulfilled this requirement.

Re-certification

Certification at Fire Inspector I Level is valid for a three-year (3) period. Each certified Fire Inspector I may renew certification by having the Chief/Administrator of the Participating Agency submit an "Application for Certification/Re-certification" provided in Appendix C.

Each certified Fire Inspector I shall participate in at least 36 hours of structured class and manipulative training per year. A total of 108 hours of training is required during the previous certification period.

*For more information on
Utah Firefighter
Certification contact the:*

**Utah Fire Service Certification Council
Utah Fire & Rescue Academy
3131 Mike Jense Parkway
Provo, UT 84601
1-888-548-7816
www.uvu.edu/ufra**

**FIRE INSPECTOR I
CERTIFICATION
CHECKLIST**

ENTRANCE REQUIREMENTS:

- Each participant has met requirements listed in NFPA 1031, Chapter 4 plus those established by the authority having jurisdiction if required.
- Department has filed an "Intent to Participate" form with the UFSCC.

DEPARTMENT TRAINING RECORDS:

- Each participant has a training record on file with the department that shows:
 - 1- A learning experience in each manipulative skill objective.
 - 2- Dates of training.
 - 3- Initials of instructors.
 - 4- Completion of an approved course.
- Each participant has successfully completed a training record.
- Results of exam are documented in department training records or with UFRA/UVU.

**ADDITIONAL TRAINING /PREREQUISITE
REQUIREMENTS:**

- Each participant is state certified through the UFSCC at the Hazardous Materials Awareness level.

CERTIFICATION EXAMINATIONS:

- Each participant has passed the UFSCC written examination.
- Each participant has passed the UFSCC manipulative skill "Spot Check" examination administered by an approved Certification Tester.

INSPECTOR I - CERTIFICATION:

- Chief/Administrator request certification for participants using the "Request for Certification" form.

FIRE INSPECTOR I MANIPULATIVE SKILL OBJECTIVES

ADMINISTRATION

1. Prepare and complete an inspection report.

REFERENCE: NFPA 1031, 2014 Edition, 4.2.1, 4.2.2, 4.2.3, 4.2.5
IFSTA, Fire Inspection and Code Enforcement, 7th Edition
International Fire Code, 2012 Edition

CONDITION: Given observations from a field inspection.

COMPETENCE:

- Report is clear, concise, and complete
- Report is accurate and reflects the findings of the inspection.
- Report is referenced to the applicable codes and standards.

TIME: 30:00 Minutes

2. Prepare written correspondence to communicate fire protection and prevention practices. Recognize the need for a permit and/or plan review.

REFERENCE: NFPA 1031, 2014 Edition, 4.2.2, 4.2.3, 4.2.5
IFSTA, Fire Inspection and Code Enforcement, 7th Edition
International Fire Code, 2012 Edition

CONDITION: Given a common fire hazard issue, a sheet of paper, and the applicable codes and standards.

COMPETENCE:

- Letter is concise and written to its intended audience
- Letter is written using correct grammar and punctuation
- Letter reflects applicable codes and standards.

TIME: 20:00 Minutes

3. Investigate and document a common complaint.

REFERENCE: NFPA 1031, 2014 Edition, 4.2.4, 4.2.5
IFSTA, Fire Inspection and Code Enforcement, 7th Edition
International Fire Code, 2012 Edition

CONDITION: Given a reported situation or condition that requires an inspection.

COMPETENCE:

- Receive complaint and record all information with regards to the complaint.
- Appropriate process or action is initiated following department policy.
- Actions taken reflect proper code enforcement for the authority having jurisdiction.
- Appropriate records and files are maintained to document actions taken to resolve complaint.

TIME: 20:00 Minutes

4. Participate in a legal proceeding.

REFERENCE: NFPA 1031, 2014 Edition, 4.2.6
IFSTA, Fire Inspection and Code Enforcement, 7th Edition
International Fire Code, 2012 Edition

CONDITION: Given the findings of a field inspection or complaint and proper counsel provided from the authority having jurisdiction.

COMPETENCE:

- Prepare prior to the court proceedings proper documentation and other information that would be required for the hearing process.
- Dress appropriately for the type of hearing or court.
- Maintain proper hearing/court demeanor both in action and during the communication process.
- Differentiate between facts and opinions.

TIME: 20:00 Minutes

FIELD INSPECTIONS

5. Identify the occupancy classification of a single use structure.

- REFERENCE: NFPA 1031, 2014 Edition, 4.3.1
IFSTA, Fire Inspection and Code Enforcement, 7th Edition
International Fire Code, 2012 Edition
- CONDITION: Given a description of occupancy, its use, and appropriate reference materials
- COMPETENCE:
- Identify occupancy classification types.
 - Identify applicable codes and standards for various occupancies.
 - Determine the occupancy and locate appropriate reference.
- TIME: 10:00 Minutes

6.(a)(b) Compute the allowable occupant load of a single-use occupancy.

- REFERENCE: NFPA 1031, 2014 Edition, 4.3.2, 4.3.15
IFSTA, Fire Inspection and Code Enforcement, 7th Edition
International Fire Code, 2012 Edition
- CONDITION: Given a description of the occupancy, its use, and appropriate reference materials
- COMPETENCE:
- Identify occupancy classification
 - Identify the occupant load factor
 - Identify applicable codes and standards
 - Use measuring tools
 - Calculate occupant load of a structure or portion thereof
- TIME: 10:00 Minutes

7.(a)(b) Inspect the means of egress elements in an existing building.

REFERENCE: NFPA 1031, 2014 Edition, 4.3.3, 4.3.15
IFSTA, Fire Inspection and Code Enforcement, 7th Edition
International Fire Code, 2012 Edition

CONDITION: Given a description of the occupancy, its use, and appropriate reference materials.

COMPETENCE: • Identify occupancy type
• Identify the occupant load
• Identify applicable codes and standards
• Identify egress requirements
• Use measuring tools.
• Maintenance requirements of egress elements-exit access, exit enclosures, exit discharges, exit travel distances, stairways, ramps, doors, hardware, exit markings, and illumination.

TIME: 20:00 Minutes

8. Verify the type of construction for an addition or remodeling project so that it is done in accordance with applicable codes and standards.

REFERENCE: NFPA 1031, 2014 Edition, 4.3.4, 4.3.15

CONDITION: Given a field observation or a description of a project and appropriate reference materials.

COMPETENCE: • Identify and classify the construction type.
• Identify the types of materials being used
• Determine that the materials meet applicable codes and standards.
• Document that the project meets code and record it.

TIME: 20:00 Minutes

9. Determine the operational readiness of an existing fixed fire suppression system.

REFERENCE: NFPA 1031, 2014 Edition, 4.3.5, 4.3.15
IFSTA, Fire Inspection and Code Enforcement, 7th Edition
International Fire Code, 2012 Edition

CONDITION: Given a fire suppression system and appropriate reference material.

COMPETENCE: • Identify each type of fire protection system:
-fixed fire suppression system; dry chemical, CO2.
-automatic and booster pump systems
-sprinkler system: wet-pipe, dry-pipe, deluge, foam, pre-action.
• Identify if a system is operational.
• Inspection tags are in place
• Identify if maintenance records for a given system are properly documented.
• Deficiencies are noted and documented.

TIME: 15:00 Minutes

10. Determine the operational readiness of an existing fire detection and alarm system.

REFERENCE: NFPA 1031, 2014 Edition, 4.3.6, 4.3.15,
IFSTA, Fire Inspection and Code Enforcement, 7th Edition
International Fire Code, 2012 Edition

CONDITION: Given a fire alarm system main control panel, and appropriate reference material.

COMPETENCE: • Identify each type of fire detection and alarm system
• Verify that valves are open and secure
• Control panel is on with no trouble indications.
• Inspection tags are in place
• Identify if maintenance records for a given system are properly documented;
• Deficiencies are noted and documented.

TIME: 10:00 Minutes

11. Determine the operational readiness of an existing portable fire extinguisher.

REFERENCE: NFPA 1031, 2014 Edition, 4.3.7, 4.3.15,
IFSTA, Fire Inspection and Code Enforcement, 7th Edition
International Fire Code, 2012 Edition

CONDITION: Given a fire extinguisher and appropriate reference materials.

COMPETENCE: • Identify type of fire extinguisher.
• Verify that extinguisher gauge has correct reading.
• Hose, nozzle, and safety pin are in working order.
• Extinguisher is tagged and hydrostatically tested.
• Extinguisher is located properly and marked.
• Identify if maintenance records are properly documented.
• Deficiencies are noted and documented.

TIME: 10:00 Minutes

12. Recognize and identify hazardous conditions involving equipment, processes, and operations in an industrial or commercial occupancy.

REFERENCE: NFPA 1031, 2014 Edition, 4.3.8, 4.3.15,
IFSTA, Fire Inspection and Code Enforcement, 7th Edition
International Fire Code, 2012 Edition

CONDITION: Given a field inspection of an industrial or commercial operation and appropriate reference material.

COMPETENCE: • Identify acceptable practices while dealing with a dust hazard.
• Identify acceptable practices in the use of kitchen hoods and ducts.
• Identify acceptable practices for the use of dip tanks
• Identify acceptable practices for the use of spray painting.
• Identify and document all deficiencies according to applicable codes and policy of AHJ.

TIME: 15:00 Minutes

13. Compare an approved plan to an existing fire protection system, so that any modifications to the system are identified, documented and reported in accordance with policies of the AHJ.

REFERENCE: NFPA 1031, 2014 Edition, 4.3.9, 4.3.15,
IFSTA, Fire Inspection and Code Enforcement, 7th Edition
International Fire Code, 2012 Edition

CONDITION: Given an approved plan and field observations, and appropriate reference material.

COMPETENCE: • Identify the various types of fire protection symbols used for plans
• Understand various terminologies used for fire protection systems and plans.
• Read plans and determine if fire protection systems are correct.
• Identify any modifications to system and properly document.

TIME: 45:00 Minutes

14. Verify that emergency planning and preparedness measures are in place and have been practiced.

REFERENCE: NFPA 1031, 2014 Edition, 4.3.10, 4.3.15,
IFSTA, Fire Inspection and Code Enforcement, 7th Edition
International Fire Code, 2012 Edition

CONDITION: Given a copy of field questions collected from an occupancy and appropriate reference material.

COMPETENCE: • Identify the type of occupancy.
• Identify emergency evacuation requirements of various occupancies.
• Determine that planning and preparation for fire drills have allowed for proper announcements, response and standby personnel.
• Identify and document all deficiencies according to applicable codes and policy of AHJ.

TIME: 20:00 Minutes

15. Inspect emergency access for emergency responders.

REFERENCE: NFPA 1031, 2014 Edition, 4.3.11, 4.3.15,
IFSTA, Fire Inspection and Code Enforcement, 7th Edition
International Fire Code, 2012 Edition

CONDITION: Given a field observation and appropriate reference material.

COMPETENCE: • Identify type of occupancy and applicable codes standards.
• Identify emergency access requirements to all areas of a structure and property.
• Use measuring devices to determine distance.
• Identify and document all deficiencies according to applicable codes and policy of AHJ.

TIME: 15:00 Minutes

16. Verify code compliance for incidental storage, handling, and use of flammable and combustible liquids and gases.

REFERENCE: NFPA 1031, 2014 Edition, 4.3.12, 4.3.15,
IFSTA, Fire Inspection and Code Enforcement, 7th Edition
International Fire Code, 2012 Edition

CONDITION: Given a field observation and appropriate reference materials.

COMPETENCE: • Identify flammable and combustible liquids and gases by;
-classifications,
-properties,
-labeling,
-storage,
-handling
• Identify proper use of incidental amounts of flammable, combustible liquids and gases.
• Identify and document all deficiencies according to applicable codes and policy of AHJ.

TIME: 15:00 Minutes

17. Verify code compliance for incidental storage handling, and use of hazardous materials.

REFERENCE: NFPA, 1031, 2014 Edition, 4.3.13, 4.3.15
IFSTA, Fire Inspection and Code Enforcement, 7th Edition
International Fire Code, 2012 Edition

CONDITION: Given field observation and appropriate reference materials.

COMPETENCE: • Identify moderate amounts of hazardous materials found in many occupancies (other than in “Hazardous” or Group H).
• Identify and determine appropriate amounts of hazardous materials to be found in:
 -wholesale/retail settings,
 -use for maintenance purposes or operation of equipment.
• Identify and document all deficiencies according to applicable codes and policy of AHJ.

TIME: 15:00 Minutes

18. Recognize a hazardous fire growth potential in a building or space.

REFERENCE: NFPA 1031, 2014 Edition, 4.3.14, 4.3.15
IFSTA, Fire Inspection and Code Enforcement, 7th Edition
International Fire Code, 2012 Edition

CONDITION: Given a field observation and appropriate reference materials.

COMPETENCE: • Identify flame spread and smoke ratings of contents
 -interior finishes,
 -building construction elements
 -decorations,
 -decorative materials,
 -furnishings.
• Identify safe housekeeping practices for an occupancy being inspected.
• Identify and document all deficiencies according to applicable codes and policy of AHJ.

TIME: 15:00 Minutes

19. Verify fire flow for a site.

REFERENCE: NFPA 1031, 2014 Edition, 4.3.16
IFSTA, Essentials Of Fire Fighting, 7th Edition
International Fire Code, 2012 Edition

CONDITION: Given fire flow test results, water supply data, construction type, building area, height, fire flow values chart, and graph paper.

COMPETENCE: • Given test results, calculate available water flow
• Utilizing results calculate and graph fire flow
• Determine fire flow requirements for the building are met
• Identify and document all deficiencies according to applicable codes and policy of AHJ

TIME: 20:00 Minutes

**FIRE
INSPECTOR II
CERTIFICATION
STANDARD**

CERTIFICATION REQUIREMENTS FOR FIRE INSPECTOR II

Entrance Requirements

The skill level for Fire Inspector II, as determined by the Utah Fire Service Certification Council, is focused on the fire service person who is in an inspection bureau or who is striving to be eligible for promotion.

It is with this purpose that the Fire Inspector II level is established within this standard. These requirements reflect the minimum requirements as found in NFPA 1031, 2014, chapter 5.

In order to certify in the Utah Fire Inspector II program, departments/firefighters must fulfill the following requirements:

- 1- Meet pre-requisite requirement of certification at the Haz/Mat Awareness level
- 2- Be certified as an Inspector I
- 3- Successfully complete the Inspector II requirement form and provide documentation to the certification office as required by this standard
- 4- Pass the written examination administered by the certification council
- 5- Request Fire Inspector II certification
- 6- Request re-certification

Training Courses

There is no set course to obtain Inspector II. Due to the nature of the requirements for Inspector II, training is received by on the job experience. This is documented in this standard by completing the Inspector II requirements form (contained within this standard) which will lead to the development of a portfolio.

Process for Receiving Inspector II

Participants in the Utah Fire Inspector II program must successfully complete the Inspector II requirements form contained within this standard. Documentation is required to provide proof that all requirements and skills are met.

This requirement form is self-directing in what is being required by the certification council to become eligible to test for the Inspector II level. Documentation must accompany this form to provide the necessary proof that the candidate has met the requirements as outlined by NFPA 1031, 2014, chapter 5, and as adopted by the UFSCC.

Once the Inspector II requirements form and appropriate documentation has been submitted to the certification office, it will be assigned to a qualified reviewer, approved by the certification council. Once approved, the Inspector II candidate is eligible for the written exam.

Written Examinations

The written examination is a randomly generated 100- questions exam from the IFSTA text “Fire Inspection and Code Enforcement, 7th Edition.” The exam is closed book. A minimum score of 70% is required to pass the certification exam. Participants failing the first attempt of the written exam will be permitted to re-test no sooner than 30 days from the date of the last exam. Three attempts are given to pass the exam. If a participant fails the written examination three times, he/she has failed the certification process and must wait one (1) year from the date of the last failed exam before re-entering testing. Exam results are forwarded to the Chief/Administer within 30 days following the receipt of the completed exam.

SAMPLE WRITTEN EXAMINATION QUESTION:

Which one of the following resources would not be a good source for creating a checklist for the inspection of various occupancies?

- a-NFPA – Fire Protection Handbook
- b-NFPA – Conducting Fire Inspections, A Guide for Field Use
- c-NFPA – Life Safety Code Handbook
- d-NFPA – Field Incident Guide**

There is NO manipulative skills test for Fire Inspector II.

Inspector II Certification

When all requirements for certification have been met, applicants are eligible to be certified. The Chief/Administrator may apply to the UFSCC for certification for those participants who have successfully completed the certification training/testing process. Request for state certification will be submitted to the Council using the “Request for Certification” form provided in Appendix C. The names are then checked against the official state records to ensure that each individual listed has met and completed all testing requirements and meet the pre-requisites.

Those applicants who have met the requirements are issued a wallet card and certificate. These are sent to the Chief/Administrator for disbursement. There is no cost for testing/certification if the candidate passes their written examination on the first attempt. A \$40 testing/certification fee will be assessed if the candidate passes their written exam on the 2nd attempt, and a \$60 fee will be assessed if the candidate passes their written exam on the 3rd attempt. This fee schedule is applicable as of July 1, 2013.

***The above fee table applies to Utah Fire Departments only. All other agencies will be assessed a testing/certification fee of \$40.00 per level.**

Re-Certification

Certification at the Fire Inspector II level is valid for a three year period. Each certified firefighter may renew certification by having the Chief of the participating agency submit an “Application for Re-certification” form provided in appendix C. Each certified firefighter shall participate in at least 36 hours of structured class and manipulative training per year. A total of 108

hours of training is required during the previous certification period.

*For more information on
Utah Firefighter
Certification contact the:*

**Utah Fire Service Certification Council
Utah Fire and Rescue Academy
3131 Mike Jense Parkway
Provo UT 84601
1-888-548-7816**

**FIRE INSPECTOR
II CERTIFICATION
CHECKLIST**

ENTRANCE REQUIREMENTS:

- Each participant has met requirements listed in NFPA 1031, Chapter 3.
- Department has filed an "Intent to Participate" form with the UFSCC.

DEPARTMENT TRAINING RECORDS:

- Each participant has completed the Inspector II criteria form with accompanying documentation.
 - 1 – All requirements met
 - 2 – Appropriate documentation for each item as required.

**ADDITIONAL TRAINING /PREREQUISITE
REQUIREMENTS:**

- Each participant is state certified through the UFSCC at the Hazardous Materials Awareness level and Fire Inspector I level.

CERTIFICATION EXAMINATIONS:

- Each participant has passed the UFSCC written examination.

INSPECTOR II- CERTIFICATION:

- Chief/Administrator request certification for participants using the "Request for Certification" form.

Inspector II Requirement Form

Date of Submission: _____

Name: _____

Department and/or Agency: _____

Present Job Title: _____

Birthdate (mm/dd/yyyy): _____

The skill level for Fire Inspector II, as determined by the Utah Fire Service Certification Council, is focused on the fire service person who is in an inspection bureau or who is striving to be eligible for promotion. The intent of this portfolio is to demonstrate the experience gained by on the job experience.

Instructions to Candidate:

1. To obtain certification as an Inspector II within the Utah Fire Service Certification System, complete the following form and provide documentation as required.
 - a. Address each requirement in the standard and document how you meet the criteria.
 - b. Each requirement must be completed from a separate incident. You may not use one incident, or performed action, for every criterion.
 - c. Each requirement must have a minimum of one (1) submission. Candidates may submit more documentation if desired.
 - d. Each requirement should list the corresponding NFPA reference on the submitted documentation.
2. Documents should be submitted in a binder and in orderly fashion. Items should be tabbed and well documented.
3. Pre-requisites for Fire Inspector II certification is Fire Inspector I. Candidates must meet this requirement before certification will be processed.
4. These requirements for Inspector II certification are based on NFPA 1031, Chapter 5, 2014, Ed.

Appeals Process:

Examinations/Portfolio's may be appealed. If a candidate has an appeal, they should contact the Certification Office in writing within 30 days of taking the exam, listing the reason for the appeal. If resolution does not occur by the Certification Office, the candidate can appeal to the Certification Council. If the Certification Council turns down the appeal, the candidate can appeal to the Standards and Training Council, if that council turns down the appeal, the candidate can appeal to the Fire Prevention Board; if that Board turns down the appeal the candidate can request a judicial review. Judicial review of all final Board actions resulting from informal adjudicative proceedings is available pursuant to UCA, Section 63-46b-15.

NFPA Reference	Description of skill/knowledge	Completed by Candidate	Approved by Evaluator
5.2.1., 5.2.1(B)	<p><u>Description of skill and /or knowledge;</u> Process a permit application, so that the application is evaluated and a permit is issued or denied in accordance with applicable codes, standards, policies and procedures of the jurisdiction.</p> <p><u>Criteria to meet standard</u> Provide one example of issuing or denying a permit application following local jurisdiction policy and cite applicable codes.</p>		
5.2.2., 5.2.2(B)	<p><u>Description of skill and /or knowledge;</u> Process a plan review application, given a specific request, so that the application is evaluated and processed in accordance with applicable policies and procedures of the jurisdiction.</p> <p><u>Criteria to meet standard</u> Provide on example of a completed plan review application from your jurisdiction.</p>		
5.2.3., 5.2.3(B)	<p><u>Description of skill and /or knowledge;</u> Investigate complex complaint, given a reported situation or condition, so that complaint information is recorded, the investigation process is initiated and the complaint is resolved.</p> <p><u>Criteria to meet standard</u> Provide on example of a complaint that you have received, investigated, and resolved following your jurisdictions policies and procedures.</p>		
5.2.4., 5.2.4(B)	<p><u>Description of skill and /or knowledge;</u> Recommend modifications to the adopted codes and standards of the jurisdiction, given a fire safety issue, so that the proposed codes and standards are correctly written and address the problem, need, or deficiency.</p> <p><u>Criteria to meet standard</u> Provide one example of a proposed fire safety modification to the code that addresses a problem, need or deficiency for your jurisdiction.</p>		
5.2.5., 5.2.5(B)	<p><u>Description of skill and /or knowledge;</u> Recommend policies and procedures for delivery of inspection services</p> <p><u>Criteria to meet standard</u> Provide one example of a policy or procedure that you have developed or modified for your jurisdiction whether it was accepted as a policy or not.</p>		
5.3.1., 5.3.1(B)	<p><u>Description of skill and /or knowledge;</u> Compute the occupant load of a multi-use building, so that the maximum allowable occupant load calculation is in accordance with applicable codes and standards.</p> <p><u>Criteria to meet standard</u> Provide one example of a multi-use building within your jurisdiction that you have calculated the occupant loads and identify occupancy factors. Provide a copy of the plans and mathematical calculations.</p>		
5.3.2., 5.3.2(B)	<p><u>Description of skill and /or knowledge;</u> Identify the occupancy classification of a mixed-use building, so that each area is classified in accordance with applicable codes and standards.</p> <p><u>Criteria to meet standard</u> Requirement met during written exam</p>		
5.5.3, 5.3.3(B)	<p><u>Description of skill and /or knowledge;</u> Determine the building's area, height, occupancy classification, and</p>		

	<p>construction type so that they are in accordance with applicable codes and standards.</p> <p><u>Criteria to meet standard</u> Requirement met during written exam</p>		
5.3.4, 5.3.4(B)	<p><u>Description of skill and /or knowledge;</u> Evaluate fire protection systems and equipment provided for the protection of life safety, and property protection, given field observations of the facility and documentation, the hazards protected, and the system specifications, so that the fire protection systems provided are approved for the occupancy or hazard being protected.</p> <p><u>Criteria to meet standard</u> Provided documentation that you have performed an inspection of an existing fire protection system. Documentation must include name, address, occupancy type for building, type of system and a copy of the inspection report for the building.</p>		
5.3.5 5.3.5(B)	<p><u>Description of skill and /or knowledge;</u> Analyze the egress elements of a building or portion of a building so that the means of egress elements are provided and located in accordance with applicable codes and standards and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.</p> <p><u>Criteria to meet standard</u> Provide documentation that you have performed an inspection of a building for the purpose of assessing the egress elements of the building. Documentation must include name, address, occupancy type for building and a copy of the inspection report for the building.</p>		
5.3.6 5.3.6(B)	<p><u>Description of skill and /or knowledge;</u> Evaluate hazardous conditions involving equipment, processes and operations, so that equipment, processes or operations are installed in accordance with applicable codes and standards and all deficiencies are identified, documented, and reported in accordance with the policies of the authority having jurisdiction.</p> <p><u>Criteria to meet standard</u> Provide documentation that you have performed one inspection of a building that has one or more of the following processes: milling, manufacturing, storage, and use of chemicals and/or explosives. Documentation must include name, address, occupancy type for building, type of process observed and a copy of the inspection report for the building.</p>		
5.3.7 5.3.7(B)	<p><u>Description of skill and /or knowledge;</u> Evaluate emergency planning and preparedness procedures to determine their applicability to the facility and their compliance with codes and standards.</p> <p><u>Criteria to meet standard</u> Provide documentation that you have performed a fire drill either at a school, office complex or an industrial facility with the past 12 months. Documentation must include name, address, occupancy type for building and a copy of an assessment of the evacuation.</p>		
5.3.8 5.3.8(B)	<p><u>Description of skill and /or knowledge;</u> Verify code compliance for storage, handling and use of flammable and combustible liquids and gases, so that applicable codes and standards are addressed and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.</p> <p><u>Criteria to meet standard</u> Provide documentation that you have performed the inspection of a</p>		

	facility that stores or uses flammable, combustible liquids or gases as part of associated processes or operations. Documentation must include name, address, type of building, type of system and a copy of the inspection report for the building.		
5.3.9 5.3.9(B)	<p><u>Description of skill and /or knowledge;</u> Evaluate code compliance for storage, handling and use of hazardous materials, given field observations, so that deficiencies are identified, documented, and reported in accordance with the jurisdiction.</p> <p><u>Criteria to meet standard</u> Provide documentation that you have performed the inspection of a facility that stores or uses hazardous materials associated with processes or operations. Documentation must include name, address, occupancy type for building, and a copy of the inspection report for the building.</p>		
5.3.10 5.3.10(B)	<p><u>Description of skill and /or knowledge;</u> Determine fire growth potential in a building or space, so that the contents, interior finish, and construction elements can be evaluated for compliance with applicable codes and standards and all deficiencies are identified, documented, and corrected in accordance with policies of the jurisdiction.</p> <p><u>Criteria to meet standard</u> Requirement met during written test</p>		
5.3.11 5.3.11(B)	<p><u>Description of skill and /or knowledge;</u> Verify compliance with construction documents so that the life safety systems and building services equipment are installed, inspected, and tested to perform as described in the engineering documents, so that deficiencies are identified, documented and reported in accordance with applicable codes and standards and the policies of the jurisdiction.</p> <p><u>Criteria to meet standard</u> Provide documentation that you have performed the inspection and documented tests of a fire protection system and building services equipment Documentation must include name, address and type of building, type of system and a copy of the inspection report for the building.</p>		
5.3.12 5.3.12(B)	<p><u>Description of skill and /or knowledge;</u> Verify code compliance of heating, ventilation, air conditioning, and other building service equipment and operations, so that the systems and other equipment are maintained in accordance with applicable codes and standards and deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.</p> <p><u>Criteria to meet standard</u> Requirement met during written test</p>		
5.4.1 5.4.1(B)	<p><u>Description of skill and /or knowledge;</u> Classify the occupancy type, so that the classification is made according to applicable codes and standards</p> <p><u>Criteria to meet standard</u> Requirement met during written test</p>		
5.4.2 5.4.2(B)	<p><u>Description of skill and /or knowledge;</u> Compute the maximum allowable occupant load of a building or portion of the building based on a floor plan, so that the calculated occupant load is in accordance with applicable codes and standards.</p> <p><u>Criteria to meet standard</u> Requirement met during written test</p>		
5.4.3 5.4.3(B)	<p><u>Description of skill and /or knowledge;</u> Review the proposed installation of a fire protection system, so that the</p>		

	<p>system is reviewed for code compliance and installed in accordance with the approved drawings and all deficiencies are identified, documented, and reported in accordance with policies of the jurisdiction.</p> <p><u>Criteria to meet standard</u> Provide documentation that you have performed the inspection of an installed fire protection system and verify that the plans are what were installed in the structure. Documentation must include name, address, occupancy type for building, type of system and a copy of the inspection report for the building.</p>		
5.4.4 5.4.4(B)	<p><u>Description of skill and /or knowledge;</u> Review the installation of a fire protection system, so that the system is reviewed for code compliance and installed in accordance with the approved drawings and all deficiencies are identified, documented, and reported in accordance with policies of the jurisdiction.</p> <p><u>Criteria to meet standard</u> Provide documentation that you have performed the inspection of an installed fire protection system and verify that the plans are what were installed in the structure. Documentation must include name, address, occupancy type for building, type of system and a copy of the inspection report for the building</p>		
5.4.5 5.4.5(B)	<p><u>Description of skill and /or knowledge;</u> Verify that means of egress elements are provided, so that all elements are identified and checked against applicable codes and standards and deficiencies are discovered and communicated in accordance with the policies of the jurisdiction.</p> <p><u>Criteria to meet standard</u> Provide documentation that you have performed the inspection of the egress elements. Documentation must include name, address, occupancy type for building, a copy of the inspection report for the building.</p>		
5.4.6 5.4.6(B)	<p><u>Description of skill and /or knowledge;</u> Verify the construction type of a building or portion thereof, so that the construction type complies with the approved plans and applicable codes and standards.</p> <p><u>Criteria to meet standard</u> Provide documentation that you have performed the inspection and verification that the construction of a building meets the plans submitted for review. Documentation must include name, address, type of building construction, and a copy of the inspection report for the building.</p>		

By signing below I acknowledge that documents contained in this portfolio are true and accurate documents completed by actual on the job experience.

Applicant Signature: _____

Chief/Training Officer Signature: _____

Certification Office Use Only:

Approved by Certification Council: Yes No

Date approved: _____

Evaluator Instructions

1. Verify each document (letter, inspection sheet, plan review, ordinance, etc.) has the applicants name as the actual inspector or creator of the document. Applicant should not be an assistant or attendee.
2. Documents may not be used to meet the requirements of more than one skill.
3. Each document should be reviewed to make sure it meets the requirements of the NFPA Skill or knowledge.
4. Photo copies or reprints can be used in lieu of original.
5. Review the documents to meet the requirements of NFPA 1031, not if they have the correct formatting or code references.

Evaluator Qualifications:

1. Evaluators of the Inspector II portfolio will be selected from the members of the Certification Council.
2. Evaluators shall be certified to, or above, the Inspector II level.
3. Should a qualified member of the Certification Council not be available, the Certification Program Manager shall assign the portfolio review to a qualified Inspector II within the state.
4. Evaluators shall be fair and impartial.
5. Should the evaluator have any conflict of interest, the evaluator will abstain from reviewing the portfolio and it will be assigned to another qualified evaluator.

**FIRE
INSPECTOR III
CERTIFICATION
STANDARD**

CERTIFICATION REQUIREMENTS FOR FIRE INSPECTOR III

Entrance Requirements

The Fire Inspector III performs all types of fire inspections, plans review duties, and resolves complex code-related issues. The skill level for Fire Inspector III, as determined by the Utah Fire Service Certification Council, is focused on the fire service person who is the senior inspector in an inspection bureau or who is striving to be eligible for promotion.

It is with this purpose that the Fire Inspector III level is established within this standard. These requirements reflect the minimum requirements as found in NFPA 1031, 2014, Chapter 6.

In order to certify in the Utah Fire Inspector III program, firefighters must fulfill the following requirements:

- 1- Be certified as an Inspector II with the UFSCC.
- 2- Successfully complete the Inspector III requirement form and provide documentation to the Certification Office as required by this standard. This completed documentation will constitute the certification portfolio.
- 3- Submit completed portfolio to the Certification for approval.
- 4- Portfolio approved by the Certification Council
- 5- Submit the Request for Certification form
- 6- Submit the Request for Re-certification form

There is no set course to obtain Inspector III. Due to the nature of the requirements for Inspector III, training is received by on the job experience. This is documented in this standard by completing the Inspector III requirements form (contained within this standard) which will lead to the development of a portfolio.

Participants in the Utah Fire Inspector III program must successfully complete the Inspector III requirements form (contained within this standard). Documentation is required to provide proof that all requirements and skills are met.

This requirement form is self-directing in what is being required by the certification council to become eligible to test for the Inspector III level. Documentation must accompany the requirement form to provide the necessary proof that the candidate has met the requirements as outlined by NFPA 1031, 2014, chapter 6, and as adopted by the UFSCC.

Once the Inspector III requirements form and appropriate documentation have been submitted to the certification office, they will be submitted to a qualified reviewer, then approved by the Certification Council. If deficiencies are found, the reviewer will work with the candidate to correct those areas. Once the review is completed, a recommendation will be submitted to the Certification Council for final approval. Once approved by the Certification Council the Inspector III candidate is eligible for certification at the Inspector III level. There are no written or skills examinations for Inspector III certification.

Inspector II Certification

When all requirements for certification have been met, applicants are eligible to be certified. The Chief/Administrator may apply to the UFSCC for certification for those participants who have successfully completed the certification training/testing process. Request for state certification will be submitted to the Council using the "Request for Certification" form provided in Appendix C. The names are then checked against the official state records to ensure that each individual listed has met and completed all testing requirements and meet the pre-requisites.

Those applicants who have met the requirements are issued a willet card and certificate. These are sent to the Chief/Administer for disbursement. The cost for certification is \$40.00 and shall be paid at the time of application for certification.

Re-Certification

Certification at the Fire Inspector III level is valid for a three year period. Each certified firefighter may renew certification by having the Chief of the participating agency submit an "Application for Re-certification" form provided in appendix C. Each certified firefighter shall participate in at least 36 hours of structured class and manipulative training per year. A total of 108 hours of training is required during the previous certification period.

*For more information on
Utah Firefighter
Certification contact the:*

**Utah Fire Service Certification Council
Utah Fire and Rescue Academy
3131 Mike Jense Parkway
Provo UT 84601
1-888-548-7816
www.uvu.edu/ufra**

**FIRE INSPECTOR
III
CERTIFICATION
CHECKLIST**

ENTRANCE REQUIREMENTS:

- Each participant has met requirements listed in NFPA 1031, Chapter 5.

DEPARTMENT TRAINING RECORDS:

- Each participant has completed the Inspector III requirement form with accompanying documentation.

1 – All requirements met

2 – Appropriate documentation for each item as required.

**ADDITIONAL TRAINING /PREREQUISITE
REQUIREMENTS:**

- Each participant is state certified through the UFSCC at the Inspector II level.

INSPECTOR III- CERTIFICATION:

- Chief/Administrator request certification for participants using the "Request for Certification" form.

Inspector III Requirement Form

Date of Submission: _____

Name: _____

Department and/or Agency: _____

Present Job Title: _____

Birthdate (mm/dd/yyyy): _____

To obtain certification as an Inspector III within the Utah Fire Service Certification System, please complete the following form and provide documentation as required. Please address each requirement in the standard and document how you meet the criteria.

*Pre-requisites for certification as Fire Inspector III are: Fire Inspector II, minimum of 5 years in fire prevention and code enforcement, Letter of Recommendation from immediate supervisor or fire chief to include verification of completed skills

*These requirements for Inspector III certification are based on NFPA 1031, Chapter 6, 2014, Ed.

NFPA Reference	Description of skill/knowledge	Completed <input type="checkbox"/>
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6.2.1 6.2.1(B)	<p><u>Description of skill and /or knowledge;</u> Generate written correspondence related to the issuance of appeals so that the resulting document clearly addresses the issue and is appropriate for the intended audience.</p> <p><u>Criteria to meet standard</u> Provide one (1) sample of a correspondence that you have written in regards to an appeal.</p>	
6.2.2 6.2.2.(B)	<p><u>Description of skill and /or knowledge;</u> Facilitate code adoption and modification processes so that the code is correctly written and precisely addresses the identified need to deficiency.</p> <p><u>Criteria to meet standard</u> Provide one (1) example of a code modification that you created for your jurisdiction.</p>	
6.2.3 6.2.3.(B)	<p><u>Description of skill and /or knowledge;</u> Evaluate the impact of proposed codes, ordinances, and other legislation so that the impact of the proposal on fire safety and code enforcement activities are documented.</p> <p><u>Criteria to meet standard</u> Review a proposed code, ordinance, or legislation that has an impact on your agency and provide an assessment of how it will affect your department.</p>	

<p>6.2.4 6.2.4.(B)</p>	<p><u>Description of skill and /or knowledge;</u> Develop policies and procedures for the administration of inspection functions so that the policies are in accordance with the legal obligations of the jurisdiction.</p> <p><u>Criteria to meet standard</u> Provide one (1) example of a management policy that you developed and was adopted for your inspection division.</p>	
<p>6.2.5 6.2.5.(B)</p>	<p><u>Description of skill and /or knowledge;</u> Propose technical reference material acquisition so that resources matching specific needs are acquired</p> <p><u>Criteria to meet standard</u> Provide a budget request and documentation justifying the request.</p>	
<p>6.2.6 6.2.6.(B)</p>	<p><u>Description of skill and /or knowledge;</u> Enforce permit regulations so that enforcement actions are taken in accordance with the policies of the jurisdiction and applicable codes and standards.</p> <p><u>Criteria to meet standard</u> Provide one (1) example of a permit that has been revoked and the accompanying documentation of the revocation.</p>	
<p>6.2.7 6.2.7.(B)</p>	<p><u>Description of skill and /or knowledge;</u> Initiate legal action related to a fire code violation so that the action taken is in accordance with the policies of the jurisdiction and due process of the law is followed.</p> <p><u>Criteria to meet standard</u> Provide one (1) example of a violation of a code or enforcement issue and a legal opinion and how it was resolved.</p>	
<p>6.2.8 6.2.8.(B)</p>	<p><u>Description of skill and /or knowledge;</u> Recommend a program budget so that overall program needs are addressed.</p> <p><u>Criteria to meet standard</u> Provide a sample of a budget that you helped prepare and propose</p>	
<p>6.2.9 6.2.9.(B)</p>	<p><u>Description of skill and /or knowledge;</u> Evaluate inspection reports and completed forms and checklists so that the information contained in the report forms and checklists is correct, clear, and concise..</p> <p><u>Criteria to meet standard</u> Describe the process used by your agency to review inspection forms to ensure quality assurance.</p>	
<p>6.3.1 6.3.1.(B)</p>	<p><u>Description of skill and /or knowledge;</u> Assess alternative methods to adjust occupant loads so that the permitted occupant load is in accordance with applicable codes and standards.</p> <p><u>Criteria to meet standard</u> Provide one (1) example where you have permitted occupant loads to be adjusted and still remain in compliance with code and legal requirements.</p>	

<p>6.3.2 6.3.2.(B)</p>	<p><u>Description of skill and /or knowledge;</u> Evaluate corrective measures so that each deficiency and its proposed correction are evaluated for compliance with applicable codes and standards and all deficiencies are identified, documented, and reported in accordance with policies of the jurisdiction.</p> <p><u>Criteria to meet standard</u> Provide one (1) sample of an inspection report with deficiencies listed and how the deficiencies were corrected.</p>	
<p>6.3.3 6.3.3.(B)</p>	<p><u>Description of skill and /or knowledge;</u> Evaluate the construction type required for an addition or remodeling project so that the construction type is evaluated based on applicable codes and standards and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.</p> <p><u>Criteria to meet standard</u> Provide one (1) sample of a proposed construction project and your evaluation of the construction type with regards to applicable codes.</p>	
<p>6.3.4 6.3.4.(B)</p>	<p><u>Description of skill and /or knowledge;</u> Evaluate alternative protection measures of equipment, operations, and processes so that the equipment, process, or operation is provided with a level of protection that is in compliance with the intent of applicable codes and standards.</p> <p><u>Criteria to meet standard</u> Provide one (1) example of an inspection report with a deficiency and explain how the issue was resolved.</p>	
<p>6.3.5 6.3.5.(B)</p>	<p><u>Description of skill and /or knowledge;</u> Evaluate fire protection plans and practices so that the fire growth potential for all areas are determined, the level of protection is appropriate to the hazard, and applicable codes and standards are met.</p> <p><u>Criteria to meet standard</u> Provide one (1) sample of an inspection report of a process or operations that required additional fire protection and what your recommendation was.</p>	
<p>6.3.6 6.3.6.(B)</p>	<p><u>Description of skill and /or knowledge;</u> Recommend criteria for the development of emergency planning and procedures so that plans and procedures are in compliance with applicable codes and standards and policies of jurisdiction.</p> <p><u>Criteria to meet standard</u> Provide one (1) sample of a recommendation to a business or customer regarding emergency planning procedures.</p>	
<p>6.3.7 6.3.7.(B)</p>	<p><u>Description of skill and /or knowledge;</u> Evaluate alternative compliance measures for the storage, handling and use of hazardous materials, so that storage, handling, and use are provided with a level of safety that are in compliance with the intent of applicable codes and standards.</p> <p><u>Criteria to meet standard</u> Provide one (1) sample of a recommendation to allow an alternative choice in regards to a compliance issue, involving a hazardous material, for a business in your jurisdiction.</p>	

6.3.8 6.3.8.(B)	<u>Description of skill and /or knowledge;</u> Evaluate alternative compliance measures for the storage, handling and use of flammable or combustible liquids and gases so that the storage, handling, and use is provided with a level of safety that is in accordance with the intent of applicable codes and standards. <u>Criteria to meet standard</u> Provide one (1) sample of a recommendation to allow an alternative choice in regards to a compliance issue, involving flammable or combustible liquids, for a business in your jurisdiction.	
6.3.9 6.3.9.(B)	<u>Description of skill and /or knowledge;</u> Witness an acceptance test for an integrated fire protection system so that the test is conducted in accordance with applicable codes and standards and the system performance can be evaluated for compliance and all deficiencies are identified, documented and reported in accordance with the policies of the jurisdiction. <u>Criteria to meet standard</u> Provide one (1) sample of an acceptance test, that you witnessed, for a building and system in your jurisdiction. Provide a copy of the test results or evaluation form.	
6.3.10 6.3.10.(B)	<u>Description of skill and /or knowledge;</u> Develop emergency access criteria so that fire suppression services can be delivered in accordance with the policies of the jurisdiction. <u>Criteria to meet standard</u> Provide one (1) sample of an evaluation you have completed for emergency fire apparatus access to a building.	
6.3.11 6.3.11.(B)	<u>Description of skill and /or knowledge;</u> Evaluate compliance with construction documents so that life safety systems and building services equipment are installed, inspected, and tested to perform as described in the engineering documents and the operations and maintenance manual that accompanies the design and all deficiencies are identified, documented and reported in accordance with policies of the jurisdiction. <u>Criteria to meet standard</u> Provide one (1) sample of an evaluation you have completed for fire protection systems and building services equipment acceptance test for a building in your jurisdiction.	

By signing below I acknowledge that documents contained in this portfolio are true and accurate documents completed by actual on the job experience.

Applicant Signature: _____

Chief/Training Officer Signature: _____

Certification Office Use Only:

Approved by Certification Council: Yes No

Date approved: _____

**APPENDIX – A
TRAINING RECORD**

**FIRE INSPECTOR I
INSPECTOR I - TRAINING RECORD / IN-HOUSE COMPREHENSIVE EXAM**

NAME: _____ **DEPARTMENT:** _____

Training Records must have the date and instructor's original signature and/or initials for each line.

SECTION	TRAINING RECORD		COMPLETED ASSIGNMENTS			MANIPULATIVE SKILL DEMONSTRATE
	DATE	INST	DATE	INSTR	PASS	
ADMINISTRATION						1. Prepare and complete an inspection report.
						2. Prepare written correspondence to communicate fire protection and prevention practices.
						3. Investigate and document a common complaint.
						4. Participate in a legal proceeding.
FIELD INSPECTION						5. Identify the occupancy classification of a single use structure.
						6. Compute the allowable occupant load of a single use occupancy.
						7. Inspect the means of egress elements in an existing building.
						8. Verify the type of construction, exiting requirements, and fire protection system requirements for the project illustrated so that it is constructed in accordance with the 2012 IFC.
						9. Determine the operational readiness of an existing fixed fire suppression system.
						10. Determine the operational readiness of an existing fire detection and alarm system.
						11. Determine the operational readiness of an existing portable fire extinguisher.
						12. Recognize and identify hazardous conditions involving equipment, process and operation in an industrial or commercial occupancy.
						13. Compare an approved plan to an installed fire protection system.

FIELD INSPECTION, cont.						14. Verify that emergency planning and preparedness measures are in place and have been practiced.
						15. Inspect emergency access for emergency responders.
						16. Verify code compliance for incidental storage, handling, and use of flammable and combustible liquids and gases.
						17. Verify code compliance for incidental storage, handling, and use of hazardous materials.
						18. Recognize a hazardous fire growth potential in a building or space.
						19. Verify fire flow for a site.

APPENDIX – B
PROCTOR INSTRUCTION FOR IN-HOUSE EXAM

Proctor Instructions for “IN-HOUSE” Comprehensive Examination

As the training officers for your department you are authorized by the Certification Council to conduct the 100% skills test for this level of certification. You must be certified to the level that you are testing, i.e....If you're FF2 you can test both FF1 and 2, Awareness and Operations.

***PRIOR TO CONDUCTING THE TEST, REVIEW TRAINING RECORDS**

It is important that before doing this “IN-HOUSE” exam that the candidate has completed training in all areas for the level being tested.

***SAFETY OFFICER SELECTED AND BRIEFED**

Select a Safety Officer to assist you during the test. This person, if possible, should not be taking the same test that is being given. The Safety Officer will not assist with the testing process. The Safety Officer is there to protect the Candidates from injury during the testing process.

By using the following instructions you will be able to evaluate the skills being tested and determine the candidate's readiness for the State “Spot Check” exam.

1 - Keep in mind that this is a TEST and there should be NO COACHING or TRAINING during the testing process. If a candidate fails to perform a skill, that skill will count as a first attempt failure and they will be given a second attempt. If they fail a second attempt, time they need to be retrained on that skill and tested again. Only **qualified** candidates that have passed with **100%** should be allowed to take the state SPOT CHECK Exam.

2 - Before beginning that testing process conduct a meeting with all candidates and review the testing process. Explain that this is a test and that the same process being used for the “In-House” will be used during the state exam.

3 - If possible, designate two separate areas for students testing. One area for those who are in the testing process and one area for those who have not yet begun the testing process. If separate areas are not available, make sure someone is in the room to ensure that students do not discuss the testing material. Make sure these areas have no training manuals, or other reference materials for students to look at while waiting testing.

4 - To evaluate a candidate's performance use the following as a guide.

- a. The skill is completed in the allotted time,
- b. Competence is shown by completing all performance criteria,
- c. Safety is shown while completing the skill

5 - At each test station the Tester will read the Skill to be demonstrated, the Condition to be met and the Time limit to complete each skill. This information is contained in the skill section of each standards packet. Do this with each student as they come to each testing stations. Ask for any questions. As each skill is tested and completed, sign it off in the section provided on the candidates training record.

By conducting the “In-House” test in the manner, you will prepare your candidates to successfully pass the State “Spot Check” exam. This will also assure that training records are current and that only those who are truly prepared take the Certification Examination.

APPENDIX - C
CERTIFICATION FORMS



INTENT TO PARTICIPATE

Organization Information

The following organization intends to participate in the Utah Fire Service Certification Program:

Department/Organization Name: _____

Department/Organization Type: Fire EMS Other _____

Address: _____ **Dept/Org Phone Number:** _____

City: _____ **State:** _____ **Zip Code:** _____

Chief/Administrator: _____ **Email:** _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Daytime Phone #: _____ **Evening Phone #:** _____

Training Officer: _____ **Email:** _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Daytime Phone #: _____ **Evening Phone #:** _____

Chief/Administrator Signature

By signing below, I certify that the information listed is true and correct. I also certify that the above listed department/organization will follow all policies and procedures of the Utah Fire Service Certification system.

Chief/Administrator Signature: _____

Utah Fire Service Certification Council
C/O Utah Fire and Rescue Academy
3131 Mike Jense Parkway
Provo UT 84601
Fax: 801-374-0681

Certification Office Use Only

Utah Fire Service Certification Council EXAMINATION REQUEST

Department/Agency Name(s): _____ Date: _____

Check this box if there is more than one department testing. List each candidate and department on reverse side of form.

Please complete all information on **both** sides/pages of this form and submit it to the certification office **at least 30 days prior to the requested examination date**. A separate request **MUST** be made for each level of certification exam desired and for each exam date.

EXAM TYPE (Place an "X" in the boxes that apply)

Certification exam level requested: _____

*** Departments who choose not to use an authorized, in-house tester will be required to conduct the written examination two (2) hours before the manipulative examination. If an in-house tester tests their own department's written exams, the written and manipulative exams can be taken on different days.**

<input type="checkbox"/> WRITTEN	<input type="checkbox"/> 1 ST ATTEMPT	<input type="checkbox"/> 2 ND ATTEMPT	<input type="checkbox"/> 3 RD ATTEMPT	_____ / _____ Exam Date Exam Time
				*Please allow 2 hours for each written exam

<input type="checkbox"/> MANIPULATIVE	<input type="checkbox"/> 1 ST ATTEMPT	<input type="checkbox"/> 2 ND ATTEMPT	<input type="checkbox"/> 3 RD ATTEMPT	_____ / _____ Exam Date Exam Time
---------------------------------------	--	--	--	---

Number of persons taking **WRITTEN** Exam _____

Number of persons taking **MANIPULATIVE** Exam _____

EXAM LOCATION

Examination requested to be conducted at (location): _____

Street Address: _____ City: _____ Zip: _____

AUTHORIZATION

By signing below I acknowledge that each candidate is currently affiliated with an agency approved by the UFSCC. I also acknowledge that completed training records exist for each candidate testing. The record states that each candidate testing has received a learning experience in each subject area required for testing and has met all other requirements as specified in the Certification Policy and Procedures. For manipulative (skills) testing to occur, the completed training record(s) **must** be present at the test site.

Department/Agency requesting the above exam will have appropriate space and safe accommodations and equipment for all written and manipulative skills.

Chief or Administrator Signature _____ Training Officer Signature _____

Chief or Administrator Name (typed or printed) _____ Training Officer Name (typed or printed) _____

Department/Agency Mailing Address _____ Chief/Training Officer Daytime Telephone # _____

City _____ State _____ Zip _____ Chief/Training Officer Email Address _____

ACCOMMODATIONS

If a candidate needs reasonable accommodations for learning disabilities or other conditions affecting the candidate's ability to complete the written examination, accommodations can be made. Please contact the certification office if accommodations are necessary.

Utah Fire Service Certification Council
~REQUEST FOR CERTIFICATION / RECERTIFICATION~

Department/Organization Name _____

Date _____

Please type or print names as they should appear on each applicant's card and/or certificate. If this is for recertification, print "RECERT" on the level requested line.

Applicant Name	Social Security # (last four digits)	Date of Birth (mm/dd/yyyy)	Level Requested
1 _____	_____	____/____/____	_____
2 _____	_____	____/____/____	_____
3 _____	_____	____/____/____	_____
4 _____	_____	____/____/____	_____
5 _____	_____	____/____/____	_____
6 _____	_____	____/____/____	_____
7 _____	_____	____/____/____	_____
8 _____	_____	____/____/____	_____
9 _____	_____	____/____/____	_____
10 _____	_____	____/____/____	_____
11 _____	_____	____/____/____	_____
12 _____	_____	____/____/____	_____
13 _____	_____	____/____/____	_____
14 _____	_____	____/____/____	_____
15 _____	_____	____/____/____	_____
16 _____	_____	____/____/____	_____
17 _____	_____	____/____/____	_____
18 _____	_____	____/____/____	_____
19 _____	_____	____/____/____	_____
20 _____	_____	____/____/____	_____