

Inspector II Portfolio 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.
 - e. Each requirement must be completed during the current NFPA standard rotation schedule. NFPA 1031 is updated every 5 years.
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
PR #1 5.2.1	<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>		
PR #2 5.2.2	<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>		
PR #3 5.2.3	<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>		
PR #4 5.2.4	<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>		
PR #5 5.2.5	<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>		
PR #6 5.3.1	<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>		
<p>PR #7 5.3.2</p>	<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>		
<p>PR #8 5.5.3</p>	<p><u>Description of skill and /or knowledge;</u> Determine the building's area, height, occupancy classification, and 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>		
<p>PR #9 5.3.4</p>	<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>		
<p>PR #10 5.3.5</p>	<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>		

<p>PR #11 5.3.6</p>	<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>		
<p>PR #12 5.3.7</p>	<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>		
<p>PR #13 5.3.8</p>	<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 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.</p>		
<p>PR #14 5.3.9</p>	<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>		
<p>PR #15 5.3.10</p>	<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</p>		

	<p>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>		
<p>PR #16 5.3.11</p>	<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>		
<p>PR #17 5.3.12</p>	<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>		
<p>PR #18 5.4.1</p>	<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>		
<p>PR #19 5.4.2</p>	<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>		
<p>PR #20 5.4.3</p>	<p><u>Description of skill and /or knowledge;</u> Review the proposed 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,</p>		

	occupancy type for building, type of system and a copy of the inspection report for the building.		
PR #21 5.4.4	<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>		
PR #22 5.4.5	<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>		
PR #23 5.4.6	<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.