

Inspector III Portfolio Requirement Form

Date of Submission: _____

Name: _____

Department and/or Agency: _____

Present Job Title: _____

Birthdate (mm/dd/yyyy): _____

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.

1. To obtain certification as an Inspector III 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 III certification are Fire Inspector II, a minimum of 5 years in fire prevention and code enforcement, and a Letter of Recommendation from immediate supervisor or fire chief to include verification of completed skills. Candidates must meet these requirement before certification will be processed.
4. These requirements for Inspector III certification are based on NFPA 1031, Chapter 6, 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.

NFA Reference	Description of skill/knowledge	Completed by Candidate	Approved by Evaluator
PR #1 6.2.1	<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>		
PR #2 6.2.2	<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>		
PR #3 6.2.3	<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>		
PR #4 6.2.4	<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>		
PR #5 6.2.5	<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>PR #6 6.2.6</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>PR #7 6.2.7</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>PR #8 6.2.8</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>PR #9 6.2.9</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>PR #10 6.3.1</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>PR #11 6.3.2</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>PR #12 6.3.3</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>PR #13 6.3.4</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>PR #14 6.3.5</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>PR #15 6.3.6</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>PR #16 6.3.7</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>		
<p>PR #17 6.3.8</p>	<p><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.</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 flammable or combustible liquids, for a business in your jurisdiction.</p>		
<p>PR #18 6.3.9</p>	<p><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.</p> <p><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.</p>		
<p>PR #19 6.3.10</p>	<p><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.</p> <p><u>Criteria to meet standard</u> Provide one (1) sample of an evaluation you have completed for emergency fire apparatus access to a building.</p>		

PR #20 6.3.11	<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.		
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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 III portfolio will be selected from the members of the Certification Council.
2. Evaluators shall be certified to, or above, the Inspector III 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 III 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.