

NFPA 1031

Standard for Professional Qualifications for Fire Inspector and Plan Examiner

2003 Edition



NFPA, 1 Batterymarch Park, PO Box 9101, Quincy, MA 02269-9101
An International Codes and Standards Organization

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NFPA 1031

Standard for

Professional Qualifications for Fire Inspector and Plan Examiner

2003 Edition

This edition of NFPA 1031, *Standard for Professional Qualifications for Fire Inspector and Plan Examiner*, was prepared by the Technical Committee on Fire Inspector Professional Qualifications, released by the Technical Correlating Committee on Professional Qualifications, and acted on by NFPA at its May Association Technical Meeting held May 18–21, 2003, in Dallas, TX. It was issued by the Standards Council on July 18, 2003, with an effective date of August 7, 2003, and supersedes all previous editions.

This edition of NFPA 1031 was approved as an American National Standard on July 18, 2003.

Origin and Development of NFPA 1031

In 1972, the Joint Council of National Fire Service Organizations (JCNFSO) created the National Professional Qualifications Board (NPQB) for the fire service to facilitate the development of nationally applicable performance standards for uniformed fire service personnel. The initial committees addressed the following career areas: fire fighter, fire officer, fire service instructor, and fire inspector and investigator.

The original concept of the professional qualification standards, as directed by the JCNFSO and the NPQB, was to develop an interrelated set of performance standards specifically for the uniformed fire service. The various levels of achievement in the standards were to build upon each other within a strictly defined career ladder.

The Committee on Fire Inspector and Investigator Professional Qualifications met from 1973 through 1977 and produced the first edition of NFPA 1031, *Professional Qualifications for Fire Inspector, Fire Investigator, and Fire Prevention Education Officer*. The Association adopted that document in May of 1977.

In 1986, the joint council directed the committee to develop separate documents for each of the job functions the original document addressed. This direction was coupled with the decision to remove the job of fire inspector from the strict career path previously followed and allow for civilian entry. The first edition of this new document, NFPA 1031, *Standard for Professional Qualifications for Fire Inspector*, was adopted by the NFPA in June of 1987.

In 1990, responsibility for the appointment of professional qualifications committees and the development of the professional qualifications standards was assumed by the NFPA.

The NFPA Standards Council established the Technical Committee on Fire Inspector Professional Qualifications in 1990 based on a recommendation by the Professional Qualifications Correlating Committee. This recommendation addressed the need for specific expertise in the area of fire inspector to review and revise the existing document. This committee completed a job task analysis and developed specific job performance requirements that are applicable to fire inspectors, both public and private. Those requirements were published in the 1993 edition of this document.

In the 1998 edition of the standard, the committee reviewed and updated the job performance requirements for Fire Inspector I, II, and III and added job performance requirements for plan examiner at levels I and II. The title of the standard was changed to *Standard for Professional Qualifications for Fire Inspector and Plan Examiner*.

In the 2003 edition of the standard, the committee has added material on performance-based codes and made changes to bring it into conformance with the new NFPA *Manual of Style*.

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.

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Committee Scope: This Committee shall have primary responsibility for the management of the NFPA Professional Qualifications Project and documents related to professional qualifications for fire service, public safety, and related personnel.

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Committee Scope: This Committee shall have primary responsibility for documents on professional competence required of fire inspectors.

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NFPA 1031**Standard for****Professional Qualifications for Fire Inspector
and Plan Examiner****2003 Edition**

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A reference in brackets [] following a section or paragraph indicates material that has been extracted from another NFPA document. As an aid to the user, Annex F lists the complete title and edition of the source documents for both mandatory and nonmandatory extracts. Editorial changes to extracted material consist of revising references to an appropriate division in this document or the inclusion of the document number with the division number when the reference is to the original document. Requests for interpretations or revisions of extracted text shall be sent to the technical committee responsible for the source document.

Information on referenced publications can be found in Chapter 2 and Annex F.

Chapter 1 Administration

1.1 Scope. This standard shall identify the professional levels of performance required for fire inspectors and plan examiners, specifically identifying the job performance requirements necessary to perform as a fire inspector or a plan examiner.

1.2 Purpose. The purpose of this standard shall be to specify in terms of job performance requirements the minimum standards for professional competence for fire inspectors and plan examiners.

1.2.1 This standard shall define three levels of progression for fire inspectors and two levels of progression for plan examiners.

1.2.2* This standard shall not address management responsibility, nor is it the intent of this standard to restrict any jurisdiction from exceeding or combining these minimum requirements.

1.3 General.

1.3.1* The Fire Inspector I or Plan Examiner I candidate shall provide evidence of knowledge of characteristics and behavior of fire, fire prevention principles, written and oral communications, public relations, and basic mathematics.

1.3.2 The job performance requirements for each level of progression shall be completed in accordance with recognized practices and procedures or as defined by law or the authority having jurisdiction.

1.3.3 The job performance requirements need not be mastered in the order in which they appear. The local, state/provincial, or federal training programs shall establish the instructional priority and the training program content to prepare individuals to meet the job performance requirements of this standard.

1.3.4* Evaluation of job performance requirements shall be by individuals approved by the authority having jurisdiction.

1.3.5 A person assigned the duties of Fire Inspector shall meet all of the requirements defined in Chapter 4 prior to being certified as a Fire Inspector I.

1.3.6 A person assigned the duties of Fire Inspector I shall meet all of the requirements defined in Chapter 5 prior to being certified as a Fire Inspector II.

1.3.7* A person assigned the duties of Fire Inspector II shall meet all of the requirements defined in Chapter 6 prior to being certified as a Fire Inspector III.

1.3.8 A person assigned the duties of Plan Examiner shall meet all of the requirements defined in Chapter 7 prior to being certified as a Plan Examiner I.

1.3.9 A person assigned the duties of Plan Examiner I shall meet all of the requirements defined in Chapter 8 prior to being certified as a Plan Examiner II.

1.3.10* The fire inspector and plan examiner at all levels of progression shall remain current with the origins and limits of their authority, fire protection technology, fire prevention practices, inspection methods, and applicable codes and standards by attending workshops and seminars, undergoing certification testing, or accessing professional publications, journals, and web sites.

1.3.11* The fire inspector and plan examiner at all levels shall perform assigned duties in accordance with applicable safety standards. The authority having jurisdiction shall provide personal protective clothing and the equipment necessary to conduct assigned inspections and plan review.

1.3.12* The fire inspector and plan examiner at all levels shall be provided with codes, standards, policies, and procedures applicable to the jurisdiction and the assignment.

1.3.13 The fire inspector and plan examiner at all levels shall complete inspections, plan review duties, and other related activities, so that available time is used efficiently.

1.3.14* The fire inspector and plan examiner at all levels shall be able to develop written correspondence to communicate fire protection and fire and life safety code requirements, so that the correspondence provides an accurate interpretation of applicable codes and standards and is for the intended audience.

1.3.15* The fire inspector and plan examiner at all levels shall maintain records and related documents, so that information can be retrieved and is filed in compliance with the record-keeping policies of the organization.

1.3.16 The fire inspector and plan examiner at all levels shall be able to read plans.

Chapter 2 Referenced Publications

2.1 General. The documents or portions thereof listed in this chapter are referenced within this standard and shall be considered part of the requirements of this document.

2.2 NFPA Publication. National Fire Protection Association, 1 Batterymarch Park, P.O. Box 9101, Quincy, MA 02269-9101.

NFPA 472, *Standard for Professional Competence of Responders to Hazardous Materials Incidents*, 2002 edition.

2.3 Other Publications. (Reserved)

Chapter 3 Definitions

3.1* General. The definitions contained in this chapter shall apply to the terms used in this standard. Where terms are not included, common usage of the terms shall apply.

3.2 NFPA Official Definitions.

3.2.1* Approved. Acceptable to the authority having jurisdiction.

3.2.2* Authority Having Jurisdiction (AHJ). An organization, office, or individual responsible for enforcing the requirements of a code or standard, or for approving equipment, materials, an installation, or a procedure.

3.2.3 Labeled. Equipment or materials to which has been attached a label, symbol, or other identifying mark of an organization that is acceptable to the authority having jurisdiction and concerned with product evaluation, that maintains periodic inspection of production of labeled equipment or materials, and by whose labeling the manufacturer indicates compliance with appropriate standards or performance in a specified manner.

3.2.4* Listed. Equipment, materials, or services included in a list published by an organization that is acceptable to the authority having jurisdiction and concerned with evaluation of products or services, that maintains periodic inspection of production of listed equipment or materials or periodic evaluation of services, and whose listing states that either the equipment, material, or service meets identified standards or has been tested and found suitable for a specified purpose.

3.2.5 Shall. Indicates a mandatory requirement.

3.2.6 Should. Indicates a recommendation or that which is advised but not required.

3.2.7 Standard. A document, the main text of which contains only mandatory provisions using the word “shall” to indicate requirements and which is in a form generally suitable for mandatory reference by another standard or code or for adoption into law. Nonmandatory provisions shall be located in an appendix or annex, footnote, or fine-print note and are not to be considered a part of the requirements of a standard.

3.3 General Definitions.

3.3.1 Applicable Codes and Standards. Those codes and standards that are legally adopted and enforced by a jurisdiction at the time of construction of an occupancy or installation of a system or of equipment. These applicable codes and standards can include ordinances, statutes, regulations, or other legal documents adopted by the jurisdiction.

3.3.2 Building Service Equipment. The items or components which provide lighting, heating, ventilation, air conditioning along with elevators and escalators.

3.3.3 Candidate. A person who has applied to become a fire inspector or plan examiner.

3.3.4 Construction Documents. See 3.3.12, Plan.

3.3.5 Fire Growth Potential. The potential size or intensity of a fire over a period of time based on the available fuel and the fire's configuration.

3.3.6 Fire Inspector I. An individual at the first level of progression who has met the job performance requirements specified in this standard for Level I. The Fire Inspector I conducts basic fire inspections and applies codes and standards.

3.3.7 Fire Inspector II. An individual at the second or intermediate level of progression who has met the job performance requirements specified in this standard for Level II. The Fire Inspector II conducts most types of inspections and interprets applicable codes and standards.

3.3.8 Fire Inspector III. An individual at the third and most advanced level of progression who has met the job performance requirements specified in this standard for Level III. The Fire Inspector III performs all types of fire inspections, plans review duties, and resolves complex code-related issues.

3.3.9 Job Performance Requirement. A statement that describes a specific job task, lists the items necessary to complete the task, and defines measurable or observable outcomes and evaluation areas for the specific task.

3.3.10* Means of Egress. A continuous and unobstructed way of exit travel from any point in a building or structure to a public way, consisting of three separate and distinct parts: (a) the exit access, (b) the exit, and (c) the exit discharge. [101:3.3]

3.3.11 Personal Protective Clothing. Clothing provided for the fire inspector's personal protection, including a helmet/hard hat, safety glasses, safety shoes/boots, gloves, and coveralls.

3.3.12* Plan. A graphic representation of a building structure or portion of a building structure, fire protection system, or fire assembly or equipment.

3.3.13 Plan Examiner I. An individual at the first level of progression who has met the job performance requirements specified in this standard for Level I. The Plan Examiner I conducts basic plan reviews and applies codes and standards.

3.3.14 Plan Examiner II. An individual at the second or most advanced level of progression who has met the job performance requirements specified in this standard for Level II. The Plan Examiner II conducts plan reviews and interprets applicable codes and standards.

3.3.15 Process and Operations. Include the manufacture, storage, and transportation of goods and chemicals; the storage and dispensing of flammable and combustible liquids, solids, and gases; and the manufacture, use, storage, and transportation of explosives, spray painting, milling, and the like.

3.3.16 Requisite Knowledge. Fundamental knowledge one must have in order to perform a specific task.

3.3.17 Requisite Skills. The essential skills one must have in order to perform a specific task.

3.3.18 Shop Drawings. Scaled working drawings, equipment cutsheets, and design calculations. (See 3.3.12, Plan.)

3.3.19 Systems.

3.3.19.1 Fire Protection Systems. Systems, devices, and equipment used to detect a fire and its by-products, actuate an alarm, or suppress or control a fire and its by-products, or any combination thereof.

3.3.19.2* Life Safety Systems. Those systems that enhance or facilitate evacuation smoke control, compartmentalization, and/or isolation.

3.3.19.3 Security Systems. Several items of equipment, processes, design features and actions or behaviors intended to discover, report, deter, or delay criminal acts from being perpetrated against persons or property.

3.3.20 Task. A specific job behavior or activity.

3.3.21 Third Party. A professional qualified as a result of training, education, and experience who can perform a compliance and hazard analysis.

Chapter 4 Fire Inspector I

4.1* General. The Fire Inspector I shall meet the job performance requirements defined in Sections 4.2 through 4.4. In addition, the Fire Inspector I shall meet the requirements of Section 4.2 of NFPA 472.

4.2* Administration. This duty involves the preparation of correspondence and inspection reports, handling of complaints, and maintenance of records, as well as participation in legal proceedings and maintenance of an open dialogue with the plan examiner and emergency response personnel according to the following job performance requirements.

4.2.1 Prepare inspection reports, given observations from a field inspection, so that the report is clear and concise and accurately reflects the findings of the inspection in accordance with applicable codes and standards.

(A) Requisite Knowledge. Applicable codes and standards adopted by the jurisdiction and policies of the jurisdiction.

(B) Requisite Skills. The ability to interpret codes and standards.

4.2.2 Recognize the need for a permit, given a situation or condition, so that requirements for permits are communicated in accordance with the policies of the jurisdiction.

(A) Requisite Knowledge. Permit policies of the jurisdiction and the rationale for the permit.

(B) Requisite Skills. The ability to communicate orally and in writing.

4.2.3 Recognize the need for plan review, given a situation or condition, so that requirements for plan reviews are communicated in accordance with the policies of the jurisdiction.

(A) Requisite Knowledge. Plan review policies of the jurisdiction and the rationale for the plan review.

(B) Requisite Skills. The ability to communicate orally and in writing.

4.2.4 Investigate common complaints, given a reported situation or condition, so that complaint information is recorded, the AHJ-approved process is initiated, and the complaint is resolved.

(A) Requisite Knowledge. Applicable codes and standards adopted by the jurisdiction and policies of the jurisdiction.

(B) Requisite Skills. The ability to interpret codes and standards, communicate orally and in writing, recognize problems, and refer complaints.

4.2.5* Identify the applicable code or standard, given a fire protection, fire prevention, or life safety issue, so that the applicable document, edition, and section are referenced.

(A) Requisite Knowledge. Applicable codes and standards adopted by the jurisdiction.

(B) Requisite Skills. The ability to interpret codes.

4.2.6 Participate in legal proceedings, given the findings of a field inspection or a complaint and consultation with legal counsel, so that all information is presented accurately and the inspector's demeanor is professional.

(A) Requisite Knowledge. The legal requirements pertaining to evidence rules in the legal system and types of legal proceedings.

(B) Requisite Skills. The ability to maintain a professional courtroom demeanor, communicate, listen, and differentiate facts from opinions.

4.3 Field Inspection. This duty involves fire safety inspections of new and existing structures and properties for construction, occupancy, fire protection, and exposures, according to the following job performance requirements.

4.3.1 Identify the occupancy classification of a single-use occupancy, given a description of the occupancy and its use, so that an accurate classification is made according to the applicable codes and standards.

(A) Requisite Knowledge. Occupancy classification types; applicable codes, regulations, and standards adopted by the jurisdiction; operational features; and fire hazards presented by various occupancies.

(B) Requisite Skills. The ability to make observations and correct decisions.

4.3.2 Compute the allowable occupant load of a single-use occupancy or portion thereof, given a detailed description of the occupancy, so that the calculated allowable occupant load is established in accordance with applicable codes and standards.

(A) Requisite Knowledge. Occupancy classification types; applicable codes, regulations, and standards adopted by the jurisdiction; operational features; fire hazards presented by various occupancies; and occupant load factors.

(B) Requisite Skills. The ability to calculate accurate occupant loads, identify occupancy factors related to various occupancy types, use measuring tools, and make field sketches.

4.3.3* Inspect means of egress elements, given observations made during a field inspection of an existing building, so that means of egress elements are maintained in compliance with applicable codes and standards and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

(A) Requisite Knowledge. Applicable codes and standards adopted by the jurisdiction related to means of egress elements, maintenance requirements of egress elements, types of construction, occupancy egress requirements, and the relationship of fixed fire protection systems to egress requirements

and to approved means of egress, including, but not limited to, doors, hardware, and lights.

(B) Requisite Skills. The ability to observe and recognize problems, calculate, make basic decisions related to means of egress, use measuring tools, and make field sketches.

4.3.4* Verify the type of construction for an addition or remodeling project, given field observations or a description of the project and the materials being used, so that the construction type is classified and recorded in accordance with the applicable codes and standards and the policies of the jurisdiction.

(A) Requisite Knowledge. Applicable codes and standards adopted by the jurisdiction, types of construction classification, rated construction components, and accepted building construction methods and materials.

(B) Requisite Skills. The ability to read plans, make decisions, and interpret codes.

4.3.5* Determine the operational readiness of existing fixed fire suppression systems, given test documentation and field observations, so that the systems are in an operational state, maintenance is documented, and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

(A) Requisite Knowledge. A basic understanding of the components and operation of fixed fire suppression systems and applicable codes and standards.

(B) Requisite Skills. The ability to observe, make decisions, recognize problems, and read reports.

4.3.6* Determine the operational readiness of existing fire detection and alarm systems, given test documentation and field observations, so that the systems are in an operational state, maintenance is documented, and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

(A) Requisite Knowledge. A basic understanding of the components and operation of fire detection and alarm systems and devices and applicable codes and standards.

(B) Requisite Skills. The ability to observe, make decisions, recognize problems, and read reports.

4.3.7* Determine the operational readiness of existing portable fire extinguishers, given field observations and test documentation, so that the equipment is in an operational state, maintenance is documented, and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

(A) Requisite Knowledge. A basic understanding of portable fire extinguishers, including their components and placement, and applicable codes and standards.

(B) Requisite Skills. The ability to observe, make decisions, recognize problems, and read reports.

4.3.8* Recognize hazardous conditions involving equipment, processes, and operations, given field observations, so that the equipment, processes, or operations are conducted and maintained in accordance with applicable codes and standards and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

(A) Requisite Knowledge. Practices and techniques of code compliance inspections, fire behavior, fire prevention practices, ignition sources, safe housekeeping practices, and classification of hazardous materials.

(B) Requisite Skills. The ability to observe, communicate, interpret codes, recognize problems, and make decisions.

4.3.9 Compare an approved plan to an existing fire protection system, given approved plans and field observations, so that any modifications to the system are identified, documented, and reported in accordance with the policies of the jurisdiction.

(A) Requisite Knowledge. Fire protection symbols and terminology.

(B) Requisite Skills. The ability to read and comprehend plans for fire protection systems, observe, communicate, interpret codes, recognize problems, and make decisions.

4.3.10* Verify that emergency planning and preparedness measures are in place and have been practiced, given field observations, copies of emergency plans, and records of exercises, so that plans are prepared and exercises have been performed in accordance with applicable codes and standards and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

(A) Requisite Knowledge. Requirements relative to emergency evacuation drills that are required within the jurisdiction, ways to conduct and/or evaluate fire drills in various occupancies, and human behavior during fires and other emergencies.

(B) Requisite Skills. The ability to identify the emergency evacuation requirements contained in the applicable codes and standards and interpret plans and reports.

4.3.11 Inspect emergency access for an existing site, given field observations, so that the required access for emergency responders is maintained or so that deficiencies are identified, documented, and corrected in accordance with the applicable codes, standards, and policies of the jurisdiction.

(A) Requisite Knowledge. Applicable codes and standards, the policies of the jurisdiction, and emergency access and accessibility requirements.

(B) Requisite Skills. The ability to identify the emergency access requirements contained in the applicable codes and standards, observe, make decisions, and use measuring tools.

4.3.12* Verify code compliance for incidental storage, handling, and use of flammable and combustible liquids and gases, given field observations and inspection guidelines from the authority having jurisdiction, so that applicable codes and standards are addressed and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

(A) Requisite Knowledge. Classification, properties, labeling, storage, handling, and use of incidental amounts of flammable and combustible liquids and gases.

(B) Requisite Skills. The ability to observe, communicate, interpret codes, recognize problems, and make decisions.

4.3.13* Verify code compliance for incidental storage, handling, and use of hazardous materials, given field observations, so that applicable codes and standards for each hazardous material encountered are addressed and all deficiencies

are identified, documented, and reported in accordance with the policies of the jurisdiction.

(A) Requisite Knowledge. Classification, properties, labeling, transportation, storage, handling, and use of hazardous materials.

(B) Requisite Skills. The ability to observe, communicate, interpret codes, recognize problems, and make decisions.

4.3.14 Recognize a hazardous fire growth potential in a building or space, given field observations, so that the hazardous conditions are identified, documented, and reported in accordance with the policies of the jurisdiction.

(A) Requisite Knowledge. Basic fire behavior, flame spread and smoke development ratings of contents, interior finishes, building construction elements, decorations, decorative materials, and furnishings, and safe housekeeping practices.

(B) Requisite Skills. The ability to observe, communicate, interpret codes, recognize hazardous conditions, and make decisions.

4.3.15* Determine code compliance, given the codes, standards, and policies of the jurisdiction and a fire protection issue, so that the applicable codes, standards, and policies are identified and compliance determined.

(A) Requisite Knowledge. Basic fire behavior, flame spread and smoke development ratings of contents, interior finishes, building construction elements, decorations, decorative materials, and furnishings, and safe housekeeping practices.

(B) Requisite Skills. The ability to observe, communicate, interpret codes, recognize hazardous conditions, and make decisions.

4.3.16 Verify fire flows for a site, given fire flow test results and water supply data, so that required fire flows are in accordance with applicable codes and standards and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

(A) Requisite Knowledge. Types of water distribution systems and other water sources in the local community, water distribution system testing, characteristics of public and private water supply systems, and flow testing procedures.

(B) Requisite Skills. The ability to use Pitot tubes and gauges as well as calculate and graph fire flow results.

4.4 Plans Review. There are no plan review job performance requirements for Fire Inspector I.

Chapter 5 Fire Inspector II

5.1* General. The Fire Inspector II shall meet the job performance requirements defined in Chapter 4 and Sections 5.2 through 5.4.

5.2* Administration. This duty involves conducting research, interpreting codes, implementing policy, testifying at legal proceedings, and creating forms and job aids, according to the following job performance requirements.

5.2.1 Process a permit application, given a specific request, so that the application is evaluated and a permit is issued or denied in accordance with the applicable codes, standards, policies, and procedures of the jurisdiction.

(A) Requisite Knowledge. Permit application process and applicable codes, standards, policies, and procedures of the jurisdiction.

(B) Requisite Skills. The application of the requisite knowledge.

5.2.2 Process a plan review application, given a specific request, so that the application is evaluated and processed in accordance with the applicable policies and procedures of the jurisdiction.

(A) Requisite Knowledge. Plan review application process, code requirements of the jurisdiction, and policies and procedures of the jurisdiction.

(B) Requisite Skills. The ability to communicate orally and in writing on matters related to code requirements, policies, and procedures of the jurisdiction.

5.2.3* Investigate complex complaints, given a reported situation or condition, so that complaint information is recorded, the investigation process is initiated, and the complaint is resolved.

(A) Requisite Knowledge. Applicable codes and standards adopted by the jurisdiction and policies of the jurisdiction.

(B) Requisite Skills. The ability to interpret codes and standards, recognize problems, and refer complaints to other agencies when required.

5.2.4* Recommend modifications to 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.

(A) Requisite Knowledge. State statutes or local ordinances establishing or empowering the agency to adopt, enforce, and revise codes and standards; the legal instruments establishing or adopting codes and standards; and the development and adoption process for fire and life safety legislation or regulations.

(B) Requisite Skills. The ability to recognize problems, collect and develop potential solutions, and identify cost/risk benefits.

5.2.5* Recommend policies and procedures for the delivery of inspection services, given management objectives, so that inspections are conducted in accordance with the policies of the jurisdiction and due process of the law is followed.

(A) Requisite Knowledge. Policies and procedures of the jurisdiction related to code enforcement as well as sources of detailed and technical information relating to fire protection and life safety.

(B) Requisite Skills. The ability to identify approved construction methods and materials related to fire safety, read and interpret construction plans and specifications, educate, conduct research, make decisions, recognize problems, and resolve conflicts.

5.3 Field Inspection. This duty involves code enforcement inspections and analyses of new and existing structures and properties for construction, occupancy, fire protection, and exposures, according to the following job performance requirements.

5.3.1 Compute the maximum allowable occupant load of a multi-use building, given field observations or a description of its uses, so that the maximum allowable occupant load calculation is in accordance with applicable codes and standards.

(A) **Requisite Knowledge.** How to calculate occupant loads for an occupancy and for building use; and code requirements, regulations, operational features, and fire hazards presented by various occupancies.

(B) **Requisite Skills.** The ability to calculate accurate occupant loads, identify occupancy factors related to various occupancy types, use measuring tools, read plans, and use a calculator.

5.3.2* Identify the occupancy classifications of a mixed-use building, given a description of the uses, so that each area is classified in accordance with applicable codes and standards.

(A) **Requisite Knowledge.** Occupancy classification types, applicable codes and standards, operational features, and fire hazards presented by various occupancies.

(B) **Requisite Skills.** The ability to interpret code requirements and recognize building uses that fall into each classification of occupancy types.

5.3.3 Determine the building's area, height, occupancy classification, and construction type, given an approved plan, a description of a building, or observations of construction features, so that they are in accordance with the applicable codes and standards.

(A) **Requisite Knowledge.** Building construction with emphasis on fire-rated construction, evaluation of methods of construction and assemblies for fire rating, analysis of test results, and manufacturer's specifications.

(B) **Requisite Skills.** The ability to identify characteristics of each type of building construction.

5.3.4* Evaluate fire protection systems and equipment provided for the protection of life safety, a building, or a facility, 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. Evaluate installation for compliance with applicable codes and standards so that deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

(A) **Requisite Knowledge.** Applicable codes and standards for fire protection systems, basic physical science as it relates to fire behavior and fire suppression, implications and hazards associated with system operation, installation techniques and acceptance inspection, testing and reports of maintenance of completed installations, and use and function of various systems.

(B) **Requisite Skills.** The ability to recognize problems, use codes and standards, and read reports, plans, and specifications.

5.3.5 Analyze the egress elements of a building or portion of a building, given observations made during a field inspection, so that 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.

(A) **Requisite Knowledge.** Acceptable means of egress devices.

(B) **Requisite Skills.** The ability to calculate egress requirements, read plans, and make decisions related to the adequacy of egress.

5.3.6* Evaluate hazardous conditions involving equipment, processes, and operations, given field observations and documentation, so that the 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 jurisdiction.

(A) **Requisite Knowledge.** Applicable codes and standards, accepted fire protection practices, fire behavior, ignition sources, safe housekeeping practices, and additional reference materials related to code enforcement.

(B) **Requisite Skills.** The ability to observe, communicate, interpret codes, recognize problems, and make decisions.

5.3.7 Evaluate emergency planning and preparedness procedures, given copies of existing or proposed plans and procedures, to determine their applicability to the facility and their compliance with codes and standards.

(A) **Requisite Knowledge.** Occupancy requirements for emergency evacuation plans, fire safety programs for crowd control, roles of agencies and individuals in implementation and development of emergency evacuation plans, and information sources for emergency evacuation plans.

(B) **Requisite Skills.** The ability to compare submitted plans and procedures with applicable codes and standards adopted by the jurisdiction.

5.3.8 Verify code compliance for storage, handling, and use of flammable and combustible liquids and gases, given field observations and inspection guidelines from the authority having jurisdiction, so that applicable codes and standards are addressed and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

(A) **Requisite Knowledge.** Flammable and combustible liquids properties and hazards, material safety data sheet, safe handling practices, applicable codes and standards, fire protection systems and equipment approved for the material, fire behavior, safety procedures, and storage compatibility.

(B) **Requisite Skills.** The ability to identify typical fire hazards associated with processes or operations utilizing flammable and combustible liquids and observe, communicate, interpret codes, recognize problems, and make decisions.

5.3.9 Evaluate code compliance for the storage, handling, and use of hazardous materials, given field observations, so that applicable codes and standards for each hazardous material encountered are properly addressed and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

(A) **Requisite Knowledge.** Hazardous materials properties and hazards, material safety data sheet, safe handling practices, applicable codes and standards, fire protection systems and equipment approved for the material, fire behavior, safety procedures, chemical reactions, and storage compatibility.

(B) **Requisite Skills.** The ability to identify fire hazards associated with processes or operations utilizing hazardous materials and observe, communicate, interpret codes, recognize problems, and make decisions.

5.3.10* Determine fire growth potential in a building or space, given field observations or plans, 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 the policies of the jurisdiction.

(A) **Requisite Knowledge.** Basic fire behavior; flame spread and smoke development ratings of contents, interior finishes, building construction elements, decorations, decorative materials, and furnishings; and safe housekeeping practices.

(B) **Requisite Skills.** The ability to observe, communicate, interpret codes, recognize hazardous conditions, and make decisions.

5.3.11* Inspect emergency access for a site, given field observations, so that the required access for emergency responders is provided, approvals are issued, or deficiencies are identified, documented, and corrected in accordance with the applicable codes, standards, and policies of the jurisdiction.

(A) **Requisite Knowledge.** Applicable codes and standards, policies of the jurisdiction, and emergency access and accessibility requirements.

(B) **Requisite Skills.** The ability to identify emergency access requirements contained in the applicable codes and standards and observe, make decisions, and use measuring tools.

5.3.12 Verify compliance with construction documents, given a performance-based design, 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, so that all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

(A) **Requisite Knowledge.** Applicable codes and standards for installation and testing of fire protection systems, means of egress, and building services equipment.

(B) **Requisite Skills.** Ability to witness and document tests of fire protection systems and building services equipment.

5.4 Plans Review. This duty involves field verification of shop drawings, plans, and construction documents to ensure that they meet the intent of applicable codes and standards for fire and life safety, according to the following job performance requirements.

5.4.1* Classify the occupancy type, given a set of plans, specifications, and a description of a building, so that the classification is made according to applicable codes and standards.

(A) **Requisite Knowledge.** Occupancy classification types, applicable codes and standards, regulations, operational features, and fire hazards presented by various occupancies.

(B) **Requisite Skills.** The ability to read plans.

5.4.2* Compute the maximum allowable occupant load, given a floor plan of a building or portion of the building, so that the calculated occupant load is in accordance with applicable codes and standards.

(A) **Requisite Knowledge.** How to calculate occupant loads for an occupancy and building use, code requirements, regulations, operational features such as fixed seating, and fire hazards presented by various occupancies.

(B) **Requisite Skills.** The ability to calculate accurate occupant loads, identify occupancy factors related to various occupancy types, use measuring tools, read plans, and use a calculator.

5.4.3* Review the proposed installation of fire protection systems, given shop drawings and system specifications for a process or operation, 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 the policies of the jurisdiction.

(A) **Requisite Knowledge.** Proper selection, distribution, location, and testing of portable fire extinguishers; methods used to evaluate the operational readiness of water supply systems used for fire protection; evaluation and testing of automatic sprinkler, water spray, and standpipe systems and fire pumps; evaluation and testing of fixed fire suppression systems; and evaluation and testing of automatic fire detection and alarm systems and devices.

(B) **Requisite Skills.** The ability to read basic floor plans or shop drawings and identify symbols used by the jurisdiction.

5.4.4 Verify that means of egress elements are provided, given a floor plan of a building or portion of a building, so that all elements are identified and checked against applicable codes and standards and any deficiencies are discovered and communicated in accordance with the policies of the jurisdiction.

(A) **Requisite Knowledge.** Applicable codes and standards adopted by the jurisdiction, the identification of standard symbols used in plans, and field verification practices.

(B) **Requisite Skills.** The ability to read plans and research codes and standards.

5.4.5* Verify the construction type of a building or portion thereof, given a set of approved plans and specifications, so that the construction type complies with the approved plans and applicable codes and standards.

(A) **Requisite Knowledge.** Building construction with emphasis on fire-rated construction, evaluation of methods of construction and assemblies for fire rating, analysis of test results, and manufacturer's specifications.

(B) **Requisite Skills.** The ability to identify characteristics of each type of building construction.

Chapter 6 Fire Inspector III

6.1* General. The Fire Inspector III shall meet the job performance requirements defined in Chapter 5 and Sections 6.2 and 6.3.

6.2* Administration. This duty involves the recommendation, creation, and evaluation of policies and procedures for fire safety inspections and code enforcement activities, according to the following job performance requirements.

6.2.1* Generate written correspondence related to the issuance of appeals, given a request for an appeal, so that the resulting document clearly addresses the issue and is appropriate for the intended audience.

(A) **Requisite Knowledge.** The established procedure for modification of applicable codes and standards, the judicial review process, and the established appeals procedure for the jurisdiction.

(B) **Requisite Skills.** The ability to interpret codes and standards, communicate requirements, make decisions, listen, read reports and plans, evaluate, and issue written reports.

6.2.2* Facilitate code adoption and modification processes, given fire loss data and a demonstrated need or deficiency, so that the code is correctly written and precisely addresses the identified need or deficiency.

(A) **Requisite Knowledge.** The development and adoption process for fire safety legislation or regulations.

(B) **Requisite Skills.** The ability to compose legally adoptable language, recognize problems, make observations, and communicate to legislative authority.

6.2.3 Assess the impact of proposed codes, ordinances, and other legislation, given draft documents, so that the impact of the proposal on fire safety and code enforcement activities is documented.

(A) **Requisite Knowledge.** The process for the development of codes and standards at the local, state/provincial, and national level, and sources that can provide information and technical assistance in the development of fire safety legislation.

(B) **Requisite Skills.** The ability to recognize problems, communicate, and identify cost/risk benefit.

6.2.4 Develop policies and procedures for the administration of inspection functions, given management objectives, so that the policies are clearly defined and concise and in accordance with the legal obligations of the jurisdiction.

(A) **Requisite Knowledge.** Legal precedence and the various systems of government that affect the performance of the fire inspector's duties, how to read blueprints and identify symbols related to construction plans and specifications, policies and procedures of the jurisdiction related to code enforcement and plans review, sources of detailed and technical information relative to plans and specifications.

(B) **Requisite Skills.** The ability to identify acceptable construction methods and materials related to fire safety, read and interpret construction plans and specifications, communicate verbally and in writing, and educate, research, make decisions, recognize problems, and resolve conflicts.

6.2.5* Suggest technical reference material acquisition, given a scope of responsibility, budget limitations, and specific code-related issues, so that resources matching specific needs are acquired within budget limitations.

(A) **Requisite Knowledge.** Types and sources of publications, including approval and listings guides, codes and standards, and technical references.

(B) **Requisite Skills.** The ability to recognize the need for materials, identify correct materials, calculate budget impact, and make decisions regarding priorities.

6.2.6* Enforce permit regulations, given a report of a violation, so that enforcement actions are in accordance with the policies of the jurisdiction and applicable codes and standards.

(A) **Requisite Knowledge.** Legal authority for permit issuance and revocation, and applicable codes and standards adopted by the jurisdiction.

(B) **Requisite Skills.** The ability to communicate, make decisions, evaluate consequences of improper enforcement, and evaluate skills of others.

6.2.7* Initiate legal action related to a fire code violation, given a description of a violation and a legal opinion, so that the action taken is in accordance with the policies of the jurisdiction and due process of law is followed.

(A) **Requisite Knowledge.** Legal procedure for fire code enforcement and authority and limitations of police powers.

(B) **Requisite Skills.** The ability to apply the requisite knowledge.

6.2.8* Recommend a program budget, given organizational goals, budget guidelines, and organizational needs, so that overall program needs are addressed within budget guidelines.

(A) **Requisite Knowledge.** Budget procedures of the jurisdiction, revenue sources, and funding mechanisms.

(B) **Requisite Skills.** The ability to recognize problems, measure cost/benefit, and identify additional resources.

6.2.9* Evaluate the completion and correctness of inspection reports and completed forms and checklists, given applicable codes, standards, policies, and procedures of the jurisdiction, so that the information contained in the reports, forms, and checklists is correct, clear, and concise and key issues are addressed in compliance with applicable codes, standards, and policies.

(A) **Requisite Knowledge.** Applicable codes and standards adopted by the jurisdiction and their interrelationships and various sources for additional reference materials related to code enforcement.

(B) **Requisite Skills.** Familiarity with code-related research and the ability to compare code requirements of a jurisdiction with prepared reports and provide corrective information or correction where necessary.

6.3* **Field Inspection.** This duty involves analysis of code compliance alternatives; evaluation of construction, occupancy, fire protection, and exposures; and emergency planning, according to the following job performance requirements.

6.3.1 Assess alternative methods to adjust occupant loads, given a description of an area, building, or portion of a building and its intended use, so that the occupant load is in accordance with applicable codes and standards.

(A) **Requisite Knowledge.** Applicable codes and standards adopted by the jurisdiction, construction types, occupancy requirements, means of egress requirements, and the evaluation of evacuation plan procedures.

(B) **Requisite Skills.** The ability to evaluate evacuation plan procedures, make decisions, read plans and reports, interpret codes and standards, and analyze performance-based reports.

6.3.2 Evaluate corrective measures, given a list of means of egress deficiencies in a building and the proposed correction, 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 the policies of the jurisdiction.

(A) **Requisite Knowledge.** Applicable codes and standards adopted by the jurisdiction, construction types, occupancy requirements, and means of egress requirements.

(B) **Requisite Skills.** The ability to make decisions, read plans and reports, interpret codes and standards, and analyze performance-based reports.

6.3.3 Evaluate the construction type required for an addition or remodeling project, given a description of the building and its use, 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.

(A) Requisite Knowledge. Applicable codes and standards adopted by the jurisdiction, construction types, occupancy requirements, construction methods, policies, and procedures.

(B) Requisite Skills. The ability to recognize problems and read reports and plans.

6.3.4* Evaluate alternative protection measures of equipment, operations, and processes, given deficiencies noted during a field inspection of a facility and proposed alternative methods, 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.

(A) Requisite Knowledge. Applicable codes and standards adopted by the jurisdiction, hazards of the process or operation, fire protection systems required, inherent hazards, and safety precautions necessary.

(B) Requisite Skills. The ability to make observations, recognize problems, and resolve conflicts.

6.3.5* Evaluate fire protection plans and practices, given a field report describing a facility housing a complex process or operation, so that the fire growth potential for all areas is determined, the level of protection is appropriate to the hazard, and applicable codes and standards are met.

(A) Requisite Knowledge. Fire behavior, fire growth potential, protection, scenarios, and evacuation procedures.

(B) Requisite Skills. The ability to observe, recognize problems, and evaluate hazards.

6.3.6* Recommend criteria for the development of emergency planning and procedures, given a description of a building and its use, so that plans and procedures are in compliance with applicable codes and standards.

(A) Requisite Knowledge. Applicable codes and standards adopted by the jurisdiction; purpose, use, and applicability of evacuation plans; and human behavior.

(B) Requisite Skills. The ability to read plans and reports and recognize problems.

6.3.7 Evaluate alternative compliance measures for the storage, handling, and use of hazardous materials, given field inspection reports and proposed alternative compliance measures, so that the hazardous materials are provided with a level of safety that is in compliance with the intent of applicable codes and standards.

(A) Requisite Knowledge. Other agencies that have requirements and jurisdiction related to hazardous materials.

(B) Requisite Skills. The ability to observe, recognize problems, communicate, read plans and reports, and read material safety data sheets.

6.3.8 Evaluate alternative compliance measures for the storage, handling, and use of flammable or combustible liquids and gases, given field inspection reports and proposed alternative compliance measures, so that the storage, handling, and use is provided with a level of safety that is in compliance with the intent of applicable codes and standards.

(A) Requisite Knowledge. Properties and hazards of flammable and combustible liquids and gases, material safety data sheet, safe handling practices, appropriate codes and standards, fire protection systems and equipment appropriate for the material, fire behavior, safety procedures, and

other agencies that have requirements and jurisdiction related to flammable and combustible liquids and gases, chemical reactions, and storage compatibility.

(B) Requisite Skills. The ability to observe, recognize problems, communicate, read plans and reports, and read material safety data sheets.

6.3.9* Verify code compliance of heating, ventilation, air conditioning, and other building service equipment and operations, given field observations, so that the systems and other equipment are maintained in accordance with applicable codes and standards and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

(A) Requisite Knowledge. Types, installation, maintenance, and use of building service equipment; operation of smoke and heat vents; installation of kitchen cooking equipment (including hoods and ducts), laundry chutes, elevators, and escalators; and applicable codes and standards adopted by the jurisdiction.

(B) Requisite Skills. The ability to observe, recognize problems, interpret codes and standards, and write reports.

6.3.10* Witness an acceptance test for an integrated fire protection system, given an installed system, so that the test is conducted in accordance with the approved design, 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.

(A) Requisite Knowledge. Acceptance test procedures and appropriate codes and standards.

(B) Requisite Skills. The ability to supervise the performance of acceptance tests.

6.3.11 Develop emergency access criteria, given the jurisdiction's emergency fire apparatus and fire suppression practices, so that fire suppression services can be delivered in accordance with the policies of the jurisdiction.

(A) Requisite Knowledge. Emergency access and accessibility requirements and performance specifications related to access of emergency vehicles of the jurisdiction.

(B) Requisite Skills. The ability to identify emergency access requirements contained in the applicable codes and standards, observe, make decisions, and use measuring tools.

6.3.12 Evaluate compliance with construction documents, given a performance-based design, 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 the policies of the jurisdiction.

(A) Requisite Knowledge. Applicable codes and standards for installation and testing of fire protection systems, means of egress, and building services equipment.

(B) Requisite Skills. Ability to witness and document tests of fire protection systems and building services equipment.

Chapter 7 Plan Examiner I

7.1 General. The Plan Examiner I shall meet the job performance requirements defined in Sections 7.2 and 7.3.