

CDC 10312W

Fire Inspector II

Performance Test



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

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Performance Test Instructions

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

Performance tests should not be conducted until the candidate has successfully completed the academic portion of the CDC. However, it is strongly encouraged that this supplement and the checklist it contains be used during the normal course of study.

Candidates may practice the performance evaluations at anytime during study and up until performance testing is conducted. Practice is highly encouraged.

This particular course uses three workstations. Within each workstation there are several tasks and objectives (NFPA line items). A “Performance Summary Sheet” precedes each workstation or group of evaluated tasks. This sheet lists the NFPA line items evaluated and the specific tasks to be accomplished. Each performance test lists the setting and tools/equipment needed for the listed tasks.

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

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

Remember, the Performance Test Notification must be made ten days prior to the actual performance test or the candidate’s results will not be accepted by the administrative center. For specific guidance consult DoD Manual 6055.06. Performance test notifications may be made at <http://www.dodffcert.com/performance/notify.cfm>.

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

Grading Criteria

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

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

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

There are a total of 23 performance tests in this course. Candidates must successfully complete (minimum score of 80%) and pass 19 of these tests.

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SKILLS TEST # 1: Administration

Performance Test Summary Sheet

Objectives: NFPA Standard 1031, Chapter 5, paragraphs 5.1, 5.2, 5.2.1, 5.2.2, 5.2.3, 5.2.4 and 5.2.5

Tasks:

1. Process a permit application
2. Process a plans review application
3. Investigate complex complaints
4. Recommend modifications to codes and standards
5. Recommend policies and procedures for the delivery of inspection services

1. Administration

Performance Test Item – Process a Permit Application

**Personnel
Classification:** Fire Inspector II

Objective: NFPA Standard 1031, Chapter 5, paragraph 5.2.1

Task: Process a permit application.

Note to Evaluator: The candidate must demonstrate the capability to complete a permit request for each of the items in Element/Step “A”. If the process and form are identical for each then the candidate must only complete the evaluation once. During both practice and evaluation particular attention must be paid to authority having jurisdiction’s policies and procedures.

Setting: Fire department training room or office.

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

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

1. Administration

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

1. Administration

ELEMENTS/STEPS	STANDARDS	YES	NO
	D. Made the necessary notifications		
	1. The central communications center (fire-control)	—	—
	2. The fire department operations shift leader	—	—
	3. Building occupants or manager (if necessary)	—	—
	4. Other personnel as required by local directives	—	—

Performance Test Item - Process a Plans Review Application

**Personnel
Classification:** Fire Inspector II

Objective: NFPA Standard 1031, Chapter 5, paragraph 5.2.2

Task: Process a plans review application.

Note: Most fire departments have procedures in place for plans review for facility upgrades, renovations or new construction. The candidate must be familiar with the process and be capable of processing and tracking a request for review from beginning to end.

Setting: Fire department training room or office.

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

**Attainment
Standard:** Successful completion of at least 7 out of 8 checklist items within 90 minutes.

1. Administration

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

Performance Test Item - Investigate Complex Complaints

**Personnel
Classification:** Fire Inspector II

Objective: NFPA Standard 1031, Chapter 5, paragraph 5.2.3

Task: Investigate complex complaints.

Note to Evaluator/Candidate: The term “complex” is in itself is a subjective term. The intent of the evaluator is to select a complaint topic with enough to it that the candidate is able to process the complaint from receipt to resolution. Examples of complaints might be housing occupants complaining of unsafe conditions at a neighbors, patrons of a public assembly facility complaining of locked exits, or workers in an unsafe work environment. Conversely, the issue should not be so complex that hours or days of research are needed. The “complainant” and “facility manager” can either provide information in writing as part of the scenario developed by the evaluator or can be “role players” selected by the evaluator. Role players should not play a part that in and of itself causes the candidate to fail nor can they assist beyond that of their role. The evaluator must coach or prepare the role players so that they are prepared to participate with meaningful input.

Setting: Fire department training room or office.

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

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

1. Administration

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

Performance Test Item – Recommend Modifications to Codes or Standards

**Personnel
Classification:** Fire Inspector II

Objective: NFPA Standard 1031, Chapter 5, paragraph 5.2.4

Task: Using the sample NFPA Report on Proposals form provided at Attachment I the candidate must recommend modifications to codes and standards on a fire safety related issue applicable to the authority having jurisdiction.

Note to Evaluator/Candidate: The candidate should select a code that has a topic or NFPA line item that the candidate feels needs to be modified. A new condition, situation or technological change in fire protection could necessitate the need for a change. For example, when carbon monoxide detectors became available, many agencies adopted fire and life safety code language requiring them to be installed. **A completed copy of the sample NFPA Report on Proposal form must be included in the candidate's certification package that is submitted to the DoD Administration Center for certification.**

Setting: Fire department training room or office.

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

**Attainment
Standard:** Successful completion of at least 7 out of 8 checklist items within 2 hour.

1. Administration

ELEMENTS/STEPS	STANDARDS	YES	NO
1. Recommend modifications to codes and standards of the jurisdiction.	1. In accordance with NFPA standards, IFSTA Manuals and local policies and procedures.		
	A. Used and followed the guidelines provided at Attachment I	_____	_____
	B. Evaluated the draft code		
	1. Reviewed the code for accuracy	_____	_____
	2. Reviewed the code for omissions	_____	_____
	3. Reviewed the code for excess requirements	_____	_____
	C. Made recommendations		
	1. Followed the NFPA report of comments format criteria	_____	_____
	2. Prepared a submission for item(s) found during the evaluation	_____	_____
	D. Justified recommendations		
	1. Included in item C above, a justification for the recommended changes	_____	_____
	2. Included in the justification, the result if the recommendation was not accepted	_____	_____

Performance Test Item – Recommend Policies and Procedures

Personnel **Fire Inspector II**
Classification:

Objective: **NFPA Standard 1031, Chapter 5, paragraph 5.2.5**

Task: Using the guidance provided in Attachment II the candidate must recommend policies and procedures for the delivery of inspection services.

Note: The candidate is required to develop a department policy or procedure for the delivery of inspection services incorporating all eleven management objectives provided in Attachment II. The format must follow the authority having jurisdiction's guidelines for developing policies and/or procedures.

A copy of this department policy/procedure document must be included in the candidate's certification package that is submitted to the DoD Administration Center for certification.

Setting: Fire department training room or office.

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

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

1. Administration

ELEMENTS/STEPS	STANDARDS	YES	NO
1. Recommend policies and procedures for the delivery of inspection services.	1. In accordance with NFPA standards, IFSTA Manuals and local policies and procedures.		
	A. Used and followed the management objectives provided at Attachment II	___	___
	B. Developed a policy letter or standard operating procedure		
	1. Followed the authority having jurisdiction's format	___	___
	2. Included all eleven objectives	___	___
	C. Provided an explanation for the policy or procedure approval process		
	1. Included the coordination steps	___	___
	2. Explained the approval timeline	___	___
	D. Provided an explanation of the policy or procedure publication or distribution process	___	___

SKILLS TEST # 2: Field Inspection

Performance Test Summary Sheet

Objectives: NFPA Standard 1031, Chapters 5, paragraphs 5.3, 5.3.1, 5.3.2, 5.3.3, 5.3.4, 5.3.5, 5.3.6, 5.3.7, 5.3.8, 5.3.9, 5.3.10, 5.3.11 and 5.3.12

- Tasks:**
1. Compute the occupant load of a multi-use building.
 2. Identify the occupancy classification of a mixed-use building.
 3. Determine the type of occupancy classification and construction type in a building.
 4. Evaluate fire protection systems and equipment provided for the protection of life safety, a building, or a facility.
 5. Analyze the egress elements of a building or portion of a building.
 6. Evaluate hazardous conditions involving equipment, processes, and operations.
 7. Evaluate emergency planning and preparedness procedures.
 8. Verify code compliance for storage, handling, and use of flammable and combustible liquids and gases.
 9. Evaluate code compliance for the storage, handling, and use of hazardous materials.
 10. Determine fire growth potential in a building or space.
 11. Verify compliance with construction documents, given a performance-based design.
 12. Verify compliance of heating, ventilation, air conditioning (HVAC) and other building service equipment.

2. Field Inspection

Performance Test Item – Compute the Occupant Load

Personnel **Fire Inspector II**
Classification:

Objective: **NFPA Standard 1031, Chapter 5, paragraph 5.3.1**

Task: Compute the occupant load of a multi-use building.

Note to Evaluator: The intent of this task does not include the candidate memorizing the various occupant load factors for various occupancies but rather the actual calculations. For this purpose the evaluator must allow the candidate access to the applicable codes (*Life Safety Code*®) for the purpose of researching the occupant load factors for the various types of occupancies. The evaluator is responsible for providing the candidate with a simulated facility requiring the calculation of occupancy load. The candidate should show all work for each area of the multi-use facility and ultimately determine the total occupant load for the structure. Ideal types of facilities for this type of evaluation are Officer's or Enlisted Clubs, recreation or community activity centers, industrial facilities with a mix of offices, work center and storage areas may also be used.

Setting: Fire department training room or office.

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

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

2. Field Inspection

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

2. Field Inspection

Performance Test Item – Identify Occupancy Classification

**Personnel
Classification:** Fire Inspector II

Objective: NFPA Standard 1031, Chapter 5, paragraph 5.3.2

Task: Identify the occupancy classification of a mixed-use facility.

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

Setting: Fire department training room or office.

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

**Attainment
Standard:** Successful completion of at least 6 out of 7 checklist items within 60 minutes.

2. Field Inspection

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

2. Field Inspection

Performance Test Item – Determine Type of Construction

**Personnel
Classification:** Fire Inspector II

Objective: NFPA Standard 1031, Chapter 5, paragraph 5.3.3

Task: Determine the type of occupancy classification and construction type in a new building.

Note: The evaluator must select at least two buildings/facilities for the candidate. Plans reviews, actual building observations or a combination of both needs to be made available to the candidate. The candidate should make the construction type determination on more than one building.

Setting: Fire department training room or office.

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

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

2. Field Inspection

ELEMENTS/STEPS	STANDARDS	YES	NO
1. Determine the type of construction in a new building.	1. In accordance with NFPA standards, IFSTA Manuals and local policies and procedures.		
	A. Determined the type of construction in a building		
	1. Obtained a plans review and/or observations of building/facility		
	a. Description of the building		
	b. Height	___	___
	c. Area	___	___
	d. Occupancy	___	___
	e. Construction features	___	___
	2. Properly classified the type of construction type according to applicable codes and standards	___	___
	B. Evaluated more than one facility for the type of construction	___	___

2. Field Inspection

Performance Test Item – Evaluate Fire Protection Systems

Personnel Fire Inspector II
Classification:

Objective: NFPA Standard 1031, Chapter 5, paragraph 5.3.4

Task: Evaluate fire protection systems and equipment provided for the protection of life safety and property.

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

Setting: Various buildings/facilities on the installation with installed fire detection/protection systems.

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

Attainment Successful completion of at least 7 out of 9 checklist items within 90
Standard: minutes.

2. Field Inspection

ELEMENTS/STEPS	STANDARDS	YES	NO
1. Evaluate fire protection systems and equipment provided for the protection of life safety, a building, or a facility.	<p>1. In accordance with NFPA standards, IFSTA Manuals and local policies and procedures.</p> <p>A. Evaluated fire protection systems and equipment provided for the protection of life safety, a building, or a facility</p> <p>1. Determined if the correct type system was installed in the facility</p> <p>2. Determined if the correct type agent was being used for the hazards present</p> <p>3. Determined the sufficient amount of agent supply for fire load</p> <p>4. Determined the sufficient coverage of</p> <p>a. Heads</p> <p>b. Nozzles</p> <p>5. Ensured that the notification system was functioning</p> <p>a. Local</p> <p>b. Supervised</p> <p>6. Determined if all hazards were protected appropriately</p> <p>B. Multiple but varied systems or equipment evaluated</p>	<p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p>	<p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p>

2. Field Inspection

Performance Test Item – Analyze the Egress Elements

Personnel Classification: Fire Inspector II

Objective: NFPA Standard 1031, Chapter 5, paragraph 5.3.5

Task: Analyze the egress elements of a building or portion of a building.

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

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

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

Attainment Standard: Successful completion of at least 9 out of 11 checklist items within 90 minutes.

2. Field Inspection

ELEMENTS/STEPS	STANDARDS	YES	NO
1. Analyze the egress elements of a building or portion of a building.	1. In accordance with NFPA standards, IFSTA Manuals and local policies and procedures.		
	A. Inspected the egress elements		
	1. Components	—	—
	a. Doors		
	b. Stairs		
	c. Horizontal exits		
	d. Ramps		
	e. Passageways		
	f. Fire escape stairs		
	g. Access		
	h. Fire escape ladders		
	i. Slide Escapes		
	j. Alternating tread devices		
	k. Areas of refuge		
	2. Capacity	—	—
	a. Occupant load		
	b. Measurement		
	c. Minimum width		
	3. Number of means of egress	—	—
	4. Arrangement of	—	—
	a. General		
	b. Impediments		
	c. Exterior ways		
	d. Accessible means		
	5. Measurement of travel distance	—	—
	a. Limitations		
	6. Discharge	—	—
	a. Primary		
	b. Secondary		
	7. Illumination of	—	—
	a. General		
	b. Sources		

2. Field Inspection

ELEMENTS/STEPS	STANDARDS	YES	NO
	8. Emergency lighting	—	—
	a. Battery		
	b. Auxiliary power		
	9. Marking of	—	—
	a. Size of signs		
	b. Illumination of signs		
	c. Specific requirements		
	10. Special provisions	—	—
	11. Mechanical, equipment, boiler, and furnace rooms	—	—

2. Field Inspection

Performance Test Item – Evaluate Hazardous Conditions

Personnel Classification: Fire Inspector II

Objective: NFPA Standard 1031, Chapter 5, paragraph 5.3.6

Task: Evaluate hazardous conditions involving equipment, processes, and operations.

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

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

Tools Equipment: Authority having jurisdiction facility inspection folder/information, paper, pen or pencil, NFPA 55, 70, 86, 96, 329, and 495 (Use the appropriate code for the hazard, process, or operation being evaluated) service component or other service and installation level codes, standards, or policies pertaining to hazardous conditions involving equipment, processes, or operations.

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

2. Field Inspection

ELEMENTS/STEPS	STANDARDS	YES	NO
1. Evaluate hazardous conditions involving equipment, processes, and operations.	1. In accordance with NFPA standards, IFSTA Manuals and local policies and procedures. A. Assessed a complex industrial process or operation using the following key areas		
	1. Personnel safety	___	___
	a. Equipment		
	b. Met standards		
	2. Fire Safety	___	___
	a. Extinguishing equipment available		
	b. Notification system		
	c. Evacuation plan		
	3. Chemicals being used (if applicable)	___	___
	a. Amounts in area		
	b. Handling		
	c. Storage		
	d. Handling		
	4. Equipment	___	___
	a. Manufacturer's specifications		
	b. Working order		
	5. Other hazardous conditions	___	___

Performance Test Item – Evaluate Emergency Planning and Preparedness

Personnel Classification: Fire Inspector II

Objective: NFPA Standard 1031, Chapter 5, paragraph 5.3.7

Task: Evaluate emergency planning and preparedness procedures.

Note: The intent of this NFPA line item is for the Fire Inspector II candidate to demonstrate the ability to facilitate the development of an emergency plan and preparedness procedures for building occupants to implement should an emergency occur. To illustrate this, the evaluator should provide the candidate a facility on the installation that would potentially have a large loss of life or a significant impact on the mission.

Setting: Building/facility on the installation that presents a challenging emergency planning and preparedness procedure.

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

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

2. Field Inspection

ELEMENTS/STEPS	STANDARDS	YES	NO
1. Evaluate emergency planning and preparedness procedures.	1. In accordance with NFPA standards, IFSTA Manuals and local policies and procedures.		
	A. Evaluated emergency planning and preparedness procedures		
	1. Organized a planning team	___	___
	a. Fire		
	b. Security		
	c. Building occupants		
	d. Other agencies		
	2. Defined major task(s) of team	___	___
	a. Determined their applicability of the existing plan to the facility		
	b. Decided to update or rewrite the plan		
	3. Implemented the task (update or rewrite)	___	___
	4. Revised the plan	___	___
	a. How many revisions		
	b. Were improvements made		
	c. Was it reverting back to old plans		
	5. Tested the plan	___	___
	a. All conditions		
	b. Different scenarios		
	6. Maintained the plan (updated the plan as necessary)	___	___

Performance Test Item – Verify Code Compliance for Flammable and Combustibles

Personnel Classification: Fire Inspector II

Objective: NFPA Standard 1031, Chapter 5, paragraph 5.3.8

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

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

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

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

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

2. Field Inspection

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

Performance Test Item – Evaluate Code Compliance

Personnel **Fire Inspector II**
Classification:

Objective: **NFPA Standard 1031, Chapter 5, paragraph 5.3.9**

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

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

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

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

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

2. Field Inspection

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

Performance Test Item – Determine Fire Growth Potential

**Personnel
Classification:** Fire Inspector II

Objective: NFPA Standard 1031, Chapter 5, paragraph 5.3.10

Task: Determine fire growth potential in a building or space.

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

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

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

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

2. Field Inspection

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

Performance Test Item – Verify Compliance with Construction Documents

Personnel **Fire Inspector II**
Classification:

Objective: **NFPA Standard 1031, Chapter 5, paragraph 5.3.11**

Task: Verify compliance with construction documents, given a performance-based design.

Note: The evaluator should select a facility designed and constructed with performance based criteria, 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 manuals that accompanies the design and all deficiencies are identified, documented, and reported in accordance with the policies of the authority having jurisdiction.

Setting: Fire department training room or office, facility constructed with performance-based designs.

Tools
Equipment: Authority having jurisdiction's facility inspection folder/information, paper, pen or pencil and NFPA, service component or other service/installation level codes, standards, and policies pertaining to design review and acceptance testing.

Attainment Successful completion of at least 4 out of 6 checklist items within 2 hours.
Standard:

2. Field Inspection

ELEMENTS/STEPS	STANDARDS	YES	NO
1. Verify compliance with construction documents, given a performance-based design.	1. In accordance with NFPA standards, IFSTA Manuals and local policies and procedures. A. Verified compliance with construction documents given performance-based design		
	1. Obtained plans and performance-based design documents for a facility	___	___
	2. Reviewed plans and operations and maintenance manuals that accompanied the design for compliance	___	___
	3. Visited the facility and inspect the life safety systems and building service equipment	___	___
	4. Verified systems were installed in accordance with the drawings	___	___
	5. Confirmed acceptance tests were conducted correctly as required by codes and standards	___	___
	6. Identified any items that did not conform to the drawings and/or codes and standards in accordance with the policies of the authority having jurisdiction	___	___

2. Field Inspection

Performance Test Item – Verify Code Compliance for Heating, Ventilation, Air Conditioning (HVAC) Equipment

Personnel Classification: Fire Inspector II

Objective: NFPA Standard 1031, Chapter 5, paragraph 5.3.12

Task: Verify code compliance of HVAC equipment and operations.

Note: The evaluator must select a building or buildings on the installation that contain the elements listed in the standards section of this performance test. The candidate must use the *Life Safety Code*® and other applicable NFPA codes while evaluating the building elements. The evaluator shall ensure the deficiencies are identified, documented and reported in accordance with the policies of the jurisdiction.

Setting Facility/Facilities on the installation, training room or office.

Tools Equipment: Authority having jurisdiction's facility inspection folder/information, paper, pen or pencil, NFPA, service component or other service/installation level codes, standards, and policies pertaining to HVAC equipment and operations.

Attainment Standard: Successful completion of at least 7 out of 8 checklist items within 2 hours.

2. Field Inspection

ELEMENTS/STEPS	STANDARDS	YES	NO
1. Verify compliance of HVAC and other building services equipment and operations given a field observation.	<p>1. In accordance with NFPA standards, IFSTA Manuals and local policies and procedures.</p> <p>A. Verified compliance of HVAC and other building services equipment given a field observation</p> <p>1. Determined proper installation, maintenance and use of building service equipment:</p> <p>a. Ensured operation of smoke and heat vents</p> <p>b. Determined proper installation and operation of cooking equipment</p> <p>c. Determined proper installation and operation of cooking hoods and ducts</p> <p>d. Determined proper installation and operation of vertical shafts (i.e., linen chutes, refuse chutes, light shafts and material shafts)</p> <p>e. Determined proper installation and operation of elevators</p> <p>f. Determined proper installation and operation of escalators</p> <p>2. Identified discrepancies in accordance with local policies</p> <p>3. Documented discrepancies in accordance with local policies</p>	<p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p>	<p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p>

SKILLS TEST # 3: Plans Review

Performance Test Summary Sheet

Objectives: NFPA Standard 1031, Chapter 5, paragraphs 5.4, 5.4.1, 5.4.2, 5.4.3, 5.4.4, 5.4.5 and 5.4.6

Tasks:

1. Classify an occupancy type.
2. Compute maximum allowable occupant load.
3. Review drawings for the proposed installation of a fire protection system.
4. Review the installation of a fire protection system.
5. Verify that means of egress elements are provided.
6. Verify the construction type of a building or portion of a building.

3. Plans Review

Performance Test Item - Classify an Occupancy Type

Personnel **Fire Inspector II**
Classification:

Objective: **NFPA Standard 1031, Chapter 5, paragraph 5.4.1**

Task: Classify an occupancy type.

Note: The difference between this performance and that in the field inspection skills test is that previously you were required to actually visit a structure and identify the occupant type. This performance test requires the use of a plans review without actually visiting the facility. It could be said that this performance requires you to read the “blue prints” to determine occupancy type by properly reading labels and identification elements, quite often simply the knowledge of the use of the structure is all that is needed. The most difficult review of plans would be that for a mixed facility. The evaluator should select a set of plans preferably for a soon to be built facility but in lieu of that, one that was recently constructed will work.

Setting: Fire department training room or office.

Tools Blue prints and/or plans, authority having jurisdiction’s facility inspection
Equipment: folder/information, paper, pen or pencil and NFPA, service component or
other service/installation level codes, standards, and policies.

Attainment Successful completion of at least 6 out of 8 checklist items within 30
Standard: minutes.

3. Plans Review

ELEMENTS/STEPS	STANDARDS	YES	NO
1. Classify an occupancy type.	1. In accordance with NFPA standards, IFSTA Manuals and local policies and procedures.		
	A. Classified the occupancy type		
	1. Obtained a set of plans	_____	_____
	2. Determined each use within the facility	_____	_____
	3. Determined the most hazardous	_____	_____
	4. Evaluated the means of egress	_____	_____
	5. Determined the facility construction type	_____	_____
	6. Evaluated the facility protection	_____	_____
	7. Determined other safeguards	_____	_____
	B. Correctly identified the occupancy classification	_____	_____

3. Plans Review

Performance Test Item – Compute Occupant Load

Personnel **Fire Inspector II**
Classification:

Objective: **NFPA Standard 1031, Chapter 5, paragraph 5.4.2**

Task: Compute the maximum allowable occupant load.

Note: The difference between this performance and that in the field inspection skills test is that previously you were required to actually visit a structure and identify the occupant load. This performance test requires the use of a plans review without actually visiting the facility. However, the process is not that different in that the load factors per occupancy and the calculations are the same. It could be said that this performance requires you to read the “blue prints” to determine square footage and the ability to identify occupancy type and then perform the occupant load maximums without having the advantage of seeing the room or facility. The evaluator should select a room or facility that is either being planned or was recently constructed.

Setting: Fire department training room or office.

Tools
Equipment: Blue prints and/or plans, authority having jurisdiction’s facility inspection folder/information, paper, pen or pencil and NFPA, service component or other service/installation level codes, standards, and policies.

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

3. Plans Review

ELEMENTS/STEPS	STANDARDS	YES	NO
1. Compute maximum allowable occupant load.	1. In accordance with NFPA standards, IFSTA Manuals and local policies and procedures.		
	A. Calculated the maximum allowable occupant load		
	1. Obtained a set of plans/blue prints	___	___
	2. Reviewed the drawings and plans	___	___
	3. Determined the use of each area in the facility	___	___
	4. Calculated the square footage for each of the areas identified	___	___
	5. Researched the occupant load factor for each of these areas	___	___
	6. Calculated the occupant load for each area	___	___
	B. Determined the facility total maximum allowable occupant load	___	___

3. Plans Review

Performance Test Item – Review Plans for the Installation of Fire Protection Systems

Personnel Classification: Fire Inspector II

Objective: NFPA Standard 1031, Chapter 5, paragraph 5.4.3

Task: Review the plans for the proposed installation of fire protection systems.

Note to Evaluator: This performance test requires the review of plans and blue prints of a facility or facilities that contains installed fire protection systems.

Setting: Fire department training room or office, facility or facilities with fixed fire protection systems installed.

Tools Equipment: Blue prints and/or plans, authority having jurisdiction's facility inspection folder/information, paper, pen or pencil and NFPA, service component or other service/installation level codes, standards, and policies.

Attainment Standard: Successful completion of at least 4 out of 5 checklist items within 2 hours.

3. Plans Review

ELEMENTS/STEPS	STANDARDS	YES	NO
1. Review the proposed installation of fire protection systems.	1. In accordance with NFPA standards, IFSTA Manuals and local policies and procedures.		
	A. Reviewed the proposed installation of fixed fire protection systems		
	1. Obtained plans and blue prints for a facility or facilities with fixed fire protection systems	_____	_____
	2. Reviewed plans and prints for compliance with applicable codes and standards	_____	_____
	3. Confirmed plans and prints were correct as required by codes and standards	_____	_____
	4. Verified that the system was installed in accordance with the drawings	_____	_____
	5. Identified any items that did not conform to drawings and/or codes and standards	_____	_____

3. Plans Review

Performance Test Item – Review the Installation of Fire Protection Systems

**Personnel
Classification:** Fire Inspector II

Objective: NFPA Standard 1031, Chapter 5, paragraph 5.4.4

Task: Review the installation of fire protection systems.

Note to Evaluator: This performance test requires the actual review of an installed fire protection system so that the system is code compliant and installed in accordance with approved drawings. Deficiencies are identified, documented and reported in accordance with local policies.

Setting: Facility or facilities with fixed fire protection systems installed.

**Tools
Equipment:** Blue prints and/or plans, authority having jurisdiction's facility inspection folder/information, paper, pen or pencil and NFPA, service component or other service/installation level codes, standards, and policies.

**Attainment
Standard:** Successful completion of at least 6 out of 7 checklist items within 2 hours.

3. Plans Review

ELEMENTS/STEPS	STANDARDS	YES	NO
1. Review the installation of fire protection systems.	1. In accordance with NFPA standards, IFSTA Manuals and local policies and procedures.		
	A. Reviewed the installation of fixed fire protection systems		
	1. Obtained plans and blue prints for a facility or facilities with fixed fire protection systems	___	___
	2. Reviewed plans and prints for compliance with applicable codes and standards	___	___
	3. Visited the facility and inspected the fire protection systems	___	___
	4. Verified that the system was installed in accordance with the drawings	___	___
	5. Identified any items that did not conform to drawings and/or codes and standards	___	___
	6. Documented any items that did not conform to drawings and/or codes and standards	___	___
	7. Reported any items that did not conform to drawings and/or codes and standards	___	___

3. Plans Review

Performance Test Item – Verify Means of Egress

**Personnel
Classification:** Fire Inspector II

Objective: NFPA Standard 1031, Chapter 5, paragraph 5.4.5

Task: Verify that the means of egress elements are provided.

Note to Evaluator: This performance test requires the review of plans and blue prints of a facility or portion of a facility.

Setting: Fire department training room or office.

**Tools
Equipment:** Blue prints and/or plans, authority having jurisdiction's facility inspection folder/information, paper, pen or pencil and NFPA, service component or other service/installation level codes, standards, and policies.

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

3. Plans Review

ELEMENTS/STEPS	STANDARDS	YES	NO
1. Verify that means of egress elements are provided.	1. In accordance with NFPA standards, IFSTA Manuals and local policies and procedures.		
	A. Verified means of egress elements are provided		
	1. Obtained plans or prints of a facility	_____	_____
	2. Identified means of egress elements in the drawings	_____	_____
	3. Checked elements against applicable codes and standards	_____	_____
	4. Documented identified deficiencies	_____	_____

3. Plans Review

Performance Test Item – Verify Construction Type

**Personnel
Classification:** Fire Inspector II

Objective: NFPA Standard 1031, Chapter 5, paragraph 5.4.6

Task: Verify the construction type of a building or portion of a building.

Note to Evaluator: This performance test requires the review of plans and blue prints of a facility or portion of a facility.

Setting: Fire department training room or office.

**Tools
Equipment:** Blue prints and/or plans, authority having jurisdiction's facility inspection folder/information, paper, pen or pencil and NFPA, service component or other service/installation level codes, standards, and policies.

**Attainment
Standard:** Successful completion of at least 4 out of 5 checklist items within 2 hours.

3. Plans Review

ELEMENTS/STEPS	STANDARDS	YES	NO
1. Verify the construction type of a building or portion of a building.	1. In accordance with NFPA standards, IFSTA Manuals and local policies and procedures. A. Verified construction type		
	1. Obtained plans and blue prints for a facility or portion thereof	___	___
	2. Reviewed plans and prints for compliance with applicable codes and standards for construction type	___	___
	3. Confirmed plans and prints were correct as required by codes and standards	___	___
	4. Visited the facility and verified construction type was in accordance with the drawings	___	___
	5. Identified any items that did not conform to drawings and/or codes and standards	___	___

Performance Test

FIRE INSPECTOR II

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

Date of Evaluation _____

Candidate's Name _____ **SSAN** _____

Evaluator's Name _____ **SSAN** _____

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

Performance Test Station	Passed	Failed
Administration		
Field Inspection		
Plans Review		

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

Objective:

Reason(s) for failure:

Candidate's Signature _____

Evaluator's Signature _____