

State of Oregon
Oregon Department of Public Safety Standards and Training

Fire Inspector I Task Book

Task Book Assigned To:	
Printed Name	AP#
Fire Agency Name	Date Initiated
Printed Signature of Department Head or Training Officer	Date Completed

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Oregon Department of Public Safety Standards and Training
4190 Aumsville Hwy. SE
Salem, OR 97317
503-378-2100

**Additional copies of this document may be downloaded from the DPSST web site
<http://www.oregon.gov/dpsst>**

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Task Book Qualification Record Books (Task Books) have been developed for various certification levels with the Oregon Department of Public Safety Standards and Training (DPSST) system. Each Task Book lists the job performance requirements (JPR's) for the specific certification level in a format that allows the candidate to be trained and evaluated.

To become certified in a specific level, the applicant must successfully complete the JPR's. Before a job performance requirement can be accomplished, all requisite knowledge and requisite skills should be satisfied in a training or classroom situation. All other portions of the task book must be completed as part of a skills evaluation within your home fire agency. When the prescribed requirements have been successfully performed, observed and recorded by a qualified and approved evaluator, the applicant can then apply for certification with DPSST. All certificates are mailed the Training Officer at his/her fire agency.

Note to Fire Agencies: These JPR's serve as general guidelines. At all times, standard operating procedures of the fire agency in which the evaluation is being conducted will govern. Fire agencies should have available for evaluators, a copy of the fire agencies' standard operational guidelines.

OAR 259-009-0062

Fire Service Personnel Certification

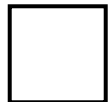
(E) Task books shall be monitored by a Field Training Officer approved by the Department. The Field Training Officer shall be certified at or above the level being monitored and have at least 5 years fire inspector experience. The Department may approve other Field Training Officers with equivalent training, education and experience as determined by designated Department Staff.

Job Performance Requirement Evaluation Example:

The JPR's covered in this Task Book meet or exceed all NFPA published standards for this certification level at the time of this publication. Mention of NFPA and its standards do not, and are not intended as adoption of -or reference to- NFPA standards.

Each JPR has a box to the right in which to confirm a candidate's success. The field training officer shall indicate successful passing by the candidate of each JPR by dating and signing.

1.1 Secure a fire scene, given marking devices, sufficient personnel, and special tools and equipment, so that unauthorized persons can recognize the perimeters of the investigative scene and are kept from restrictive areas, and all evidence or potential evidence is protected from damage or destruction.



TASK BOOK QUALIFICATION RECORD

FOR THE CERTIFICATION LEVEL OF

Fire Inspector I

Prior to becoming certified in this position, the Fire Inspector I shall successfully complete the following Job Performance Requirements (JPR). The evaluator shall date the appropriate box and initial their name to indicate successful completion of each JPR. For each JPR there are requisite knowledge and skill requirements, both should be satisfied in a training or classroom situation. All other portions of the task book must be completed as part of a skills evaluation within your home fire agency. The candidate shall complete the requirements of Fire Inspector I prior to starting Fire Inspector II.

3-2.1 Prepare written correspondence to communicate fire protection and prevention practices, given a common fire safety issue, so that the correspondence is concise, accurately reflects applicable codes and standards, and is appropriate for the intended audience.

Requisite Knowledge: Applicable codes and standards adopted by the jurisdiction and policies of the jurisdiction.

Requisite Skills: The ability to complete code related research and clearly express code requirements orally and in writing.

3-2.2 Prepare inspection reports, given observation from a field inspection, so that the report is clear and concise and accurately reflects the finding of the inspection in accordance with applicable code and standards.

Requisite Knowledge: Applicable codes and standards adopted by the jurisdiction and policies of the jurisdiction.

Requisite Skills: The ability to interpret codes and standards, write reports, and communicate verbally and in writing.

3-2.3 Recognize the need for a permit, given a situation or condition, so the requirements for permits are communicated in accordance with the policies of the jurisdiction.

Requisite Knowledge: Permit policies of the jurisdiction and the rationale for the permit.

Requisite Skills: The ability to communicate verbally and in writing.

3-2.4 Recognize the need for a plan review, given a situation or condition so the requirements for the plan review are communicated in accordance with the policies of the jurisdiction.

Requisite Knowledge: Plan review policies of the jurisdiction and the rationale for the plan review.

Requisite Skills: The ability to communicate verbally and in writing.

3-2.5 Investigate common complaints, given a reported situation or condition, so that complaint information is recorded, the appropriate process is initiated, and the complaint is resolved.

Requisite Knowledge: Applicable codes and standards adopted by the jurisdiction and policies of the jurisdiction.

Requisite Skills: The ability to interpret codes and standards, communicate verbally and in writing, recognize problems, and refer complaints.

3-2.6 Maintain files, given inspection reports, complaint investigations, and related documents, so the information can be easily retrieved and is filed in compliance with the record-keeping policies of the organization.

Requisite Knowledge: Legal requirements for record retention, freedom of information requests, community right-to-know laws, and operational procedures of the organization.

Requisite Skills: The ability to organize.

3-2.7 Identify the applicable code or standard, given a fire protection, fire prevention, or life safety issue, so that the proper document, edition, and section are referenced.

Requisite Knowledge: Applicable codes and standards adopted by the jurisdiction.

Requisite Skills: The ability to make proper decisions and interpret codes.

3-2.8 Testify at 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 appropriate in the proceeding.

**Completion of IAAI, NFA, NAFI or equivalent Courtroom Testimony Course will be acceptable.*

Requisite Knowledge: The legal requirements pertaining to evidence rules in the legal system and knowledge of types of legal proceedings.

Requisite Skills: The ability to maintain an appropriate courtroom demeanor, as evidenced by: appropriate communication, listening and the ability to differentiate facts from opinions.

3-3.1 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.

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

Requisite Skills: The ability to make observations and proper decisions.

3-3.2 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.

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

Requisite Skills: The ability to mathematically calculate accurate occupant loads, identify occupancy factors related to various occupancy types, use measuring tools, make field sketches, and use a calculator.

3-3.1 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 policies and procedures of the jurisdiction.

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

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

3-3.4 Verify the type of construction for an addition or remodeling project, given field observations or a description of the project and materials being used, so that the construction type is classified and recorded in accordance with applicable codes and standards and policies of the jurisdiction.

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

Requisite Skills: The ability to read plans, make decisions, and interpret codes.

3-3.5 Determine the operational readiness of existing fixed fire suppression systems, given test documentation and field observations, so the system(s) is in an operational state, maintenance is documented, and all deficiencies are identified, documented, and reported in accordance with policies of the jurisdiction.

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

Requisite Skills: The ability to observe, make decisions, recognize problems, and read reports.

3-3.6 Determine the operational readiness of existing fire detection and alarm systems, given test documentation 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 policies of the jurisdiction.

Requisite Knowledge: A basic understanding of the components and

operation of fire detection and alarm systems, devices and applicable codes and standards.

Requisite Skills: The ability to observe, make decisions, recognize problems and read reports.

3-3.7 Determine the operational readiness of existing portable fire extinguishers, given field observation 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 policies of the jurisdiction.

Requisite Knowledge: A basic understanding of portable fire extinguishers, components, placement and applicable codes and standards.

Requisite Skills: The ability to observe, make decisions, recognize problems, and read reports.

3-3.8 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 policies of the jurisdiction.

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

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

3-3.9 Compare an approved plan to an installed fire protection system, given approved plans and field observations, so that any modifications to the system are identified, documented, and reported in accordance with policies of the jurisdiction.

Requisite Knowledge: Fire protection symbols and terminology.

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

3-3.10 Verify 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 policies of the jurisdiction.

Requisite Knowledge: Requirements relative to emergency evacuation drills which are required within the jurisdiction, identification of ways to conduct and/or evaluate fire drills in various occupancies, and human behavior during fire and emergencies.

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

3-3.11 Inspect emergency access for a 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.

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

Requisite Skills: The ability to identify the emergency access requirement contained in applicable codes and standards, observe, make decisions, and use measuring tools.

3-3.12 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 policies of the jurisdiction.

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

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

3-3.13 Verify code compliance for incidental storage, handling, and use of hazardous materials, given field observations, so the 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

Requisite Knowledge: Classification, properties, labeling, transportation, storage, handling, and use of hazardous materials.

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

3-3.14 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.

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.

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