

First Responder Inspector

(NFPA 1030: First Responder Inspector)

Certification Task Book (2024)



California Department of Forestry and Fire Protection
Office of the State Fire Marshal
State Fire Training

Overview

Authority

This certification task book includes the certification training standards set forth in the First Responder Inspector Certification Training Standards Guide (2024) which is based on:

- NFPA 1030: Standard for Professional Qualifications for Fire Prevention Program Positions (2024)

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Published by: State Fire Training, PO Box 944246, Sacramento, CA 94244-2460

Cover photo courtesy of Brett Davidson, Deputy Chief, City of Vista Fire Department

Purpose

The State Fire Training certification task book is a performance-based document that identifies the minimum requirements necessary to perform the duties of that certification. Completion of a certification task book verifies that the candidate has the required experience, holds the required position, and has demonstrated the job performance requirements to obtain that certification.

Assumptions

Except for the Fire Fighter and Emergency Vehicle Technician (EVT) certifications, a candidate may begin the task book initiation process upon completion of all required education components (courses).

Each job performance requirement (JPR) shall be evaluated after the candidate's fire chief initiates the task book.

An evaluator may verify satisfactory execution of a job performance requirement (JPR) through the following methods:

- First-hand observation
- Review of documentation that verifies prior satisfactory execution

State Fire Training task books do not count towards the NWCG task book limit. There is no limit to the number of State Fire Training task books a candidate may pursue at one time if the candidate meets the initiation requirements of each.

It is the candidate's responsibility to routinely check the State Fire Training website for updates to an initiated task book. All State Fire Training issued updates to an initiated task book are required for task book completion.

A candidate must complete a task book within five years its initiation date. Otherwise, a candidate must initiate a new task book using the certification's current published version.

Roles and Responsibilities

Candidate

The candidate is the individual pursuing certification.

Initiation

The candidate shall:

1. Complete all Initiation Requirements.
 - Please print or type.
2. Obtain their fire chief's signature as approval to open the task book.
 - A candidate may not obtain evaluation signatures prior to the fire chief's initiation approval date.

Completion

The candidate shall:

1. Complete all Job Performance Requirements.
 - Ensure that an evaluator initials, signs, and dates each task to verify completion.
2. Complete all Completion Requirements.
3. Sign and date the candidate verification statement under Review and Approval with a handwritten signature.
4. Obtain their fire chief's handwritten (not stamped) signature on the fire chief verification section.
5. Create and retain a physical or high-resolution digital copy of the completed task book

Submission

The candidate shall:

1. Submit a copy (physical or digital) of the completed task book and any supporting documentation to State Fire Training.
 - See Submission and Review below.

A candidate should not submit a task book until they have completed all requirements and obtained all signatures. State Fire Training will reject and return an incomplete task book.

Evaluator

An evaluator is any individual who verifies that the candidate can satisfactorily execute a job performance requirement (JPR).

An evaluator may verify satisfactory execution through the following methods:

- First-hand observation
- Review of documentation that verifies prior satisfactory execution

A qualified evaluator is designated by the candidate's fire chief* and holds an equivalent or higher-level certification. If no such evaluator is present, the fire chief shall designate an individual with more experience than the candidate and a demonstrated ability to execute the job performance requirements.

A task book evaluator may be, but is not required to be, a registered skills evaluator who oversees a State Fire Training certification exam.

A certification task book may have more than one evaluator.

All evaluators shall:

1. Complete a block on the Signature Verification page with a handwritten signature.
2. Review and understand the candidate's certification task book requirements and responsibilities.
3. Verify the candidate's successful completion of one or more job performance requirements through observation or review.
 - Do not evaluate any job performance requirement (JPR) until after the candidate's fire chief initiates the task book.
 - Sign all appropriate lines in the certification task book with a handwritten signature or approved digital signature (e.g., DocuSign or Adobe Sign) to record demonstrated performance of tasks.

* For certification task books that do not require fire chief initiation, academy instructors serve as or designate evaluators.

Fire Chief

The fire chief is the individual who initiates (when applicable) and then reviews and confirms the completion of a candidate's certification task book.

A fire chief may identify an authorized designee already on file with State Fire Training to fulfill any task book responsibilities assigned to the fire chief. (See *State Fire Training Procedures Manual*, 4.2.2: Authorized Signatories.)

Initiation

The fire chief shall:

1. Review and understand the candidate's certification task book requirements and responsibilities.

2. Verify that the candidate has met all Initiation Requirements prior to initiating the candidate's task book.
3. Open the candidate's task book by signing the Fire Chief Approval verification statement with a handwritten (not stamped) signature.
4. Designate qualified evaluators.

Completion

The fire chief shall:

1. Confirm that the candidate has obtained the appropriate signatures to verify successful completion of each job performance requirement.
 - Ensure that all Job Performance Requirements were evaluated after the initiation date.
2. Confirm that the candidate meets the Completion Requirements.
3. Sign and date the Fire Chief verification statement under Review and Approval with a handwritten signature.
 - If signing as an authorized designee, verify that your signature is on file with State Fire Training.

Submission and Review

A candidate should not submit a task book until they have completed all requirements and obtained all signatures. State Fire Training will reject and return an incomplete task book.

To submit a completed task book, please send the following items to the address below:

- A copy of the completed task book (candidate may retain the original)
- All supporting documentation
- Payment

State Fire Training

Attn: Certification

PO Box 944246

Sacramento, CA 94244-2460

State Fire Training reviews all submitted task books.

- If the task book is complete, State Fire Training will authorize the task book and retain a digital copy of the authorized task book in the candidate's State Fire Training file.
- If the task book is incomplete, State Fire Training will return the task book with a notification indicating what needs to be completed prior to resubmission.

Completion of this certification task book is one step in the certification process. Please refer to the *State Fire Training Procedures Manual* for the complete list of qualifications required for certification.

Initiation Requirements

The following requirements must be completed prior to initiating this task book.

Candidate Information

Name: _____

SFT ID Number: _____

Fire Agency: _____

Prerequisites

SFT confirms that there are no prerequisites required for this certification.

Education

The candidate has completed the following course(s).

- Fire Inspector 1A: Duties and Administration (2014) **or** First Responder Inspector 1A: Duties and Administration (2024)
- Fire Inspector 1B: Fire and Life Safety (2014) **or** First Responder Inspector 1B: Fire and Life Safety (2024)
- Fire Inspector 1C: Field Inspection (2014) **or** First Responder Inspector 1C: Field Inspection (2024)
- Fire Inspector 1D: : Field Inspection – California Specific (2014) **or** First Responder Inspector 1D: Field Inspection – California Specific (2024)
- Hazardous Materials First Responder Awareness course (CSTI, IAFF, IFSAC/Pro Board, SFT)
- Home Ignition Zone/Defensible Space Inspector (SFT)
- IS-200.C: Basic Incident Command System for Initial Response (FEMA)
- PC-832: Arrest, Search, and Seizure (POST)
 - Must be completed within two years of applying for certification unless candidate is employed as a peace officer

Include documentation to verify education requirements unless verification is already documented in your SFT User Portal.

Fire Chief Approval

Candidate's Fire Chief (please print): _____

I, the undersigned, am the person authorized to verify the candidate's task book initiation requirements and to initiate State Fire Training task books. I hereby certify under penalty of perjury under the laws of the State of California, that the completion of all requirements to open the task book documented herein are true in every respect. I understand that misstatements, omissions of material facts, or falsification of information or documentation may be cause for rejection.

Signature: _____ Date: _____

Signature Verification

The following individuals have the authority to verify portions of this certification task book using the signature recorded below.

Please print except for the Signature line where a handwritten signature is required.
Add additional signature pages as needed.

Name: _____	Name: _____
Job Title: _____	Job Title: _____
Organization: _____	Organization: _____
Signature: _____	Signature: _____
Name: _____	Name: _____
Job Title: _____	Job Title: _____
Organization: _____	Organization: _____
Signature: _____	Signature: _____
Name: _____	Name: _____
Job Title: _____	Job Title: _____
Organization: _____	Organization: _____
Signature: _____	Signature: _____
Name: _____	Name: _____
Job Title: _____	Job Title: _____
Organization: _____	Organization: _____
Signature: _____	Signature: _____
Name: _____	Name: _____
Job Title: _____	Job Title: _____
Organization: _____	Organization: _____
Signature: _____	Signature: _____

Job Performance Requirements

The candidate must complete each job performance requirement (JPR) in accordance with the standards of the authority having jurisdiction (AHJ) or the National Fire Protection Association (NFPA), whichever is more restrictive.

When California requirements exceed or require revision to the NFPA standard, the corresponding Office of the State Fire Marshal-approved (OSFM) additions or revisions appear in gray.

All JPRs must be completed within a California fire agency or State Fire Training Accredited Regional Training Program (ARTP).

For JPRs that are not part of a candidate's regular work assignment or are a rare event, the evaluator may develop a scenario or interview that supports the required task and evaluate the candidate to the stated standard.

Each JPR shall be evaluated after the candidate's fire chief initiates the task book.

Definition of Duties

1. Identify codes, given California Health and Safety Code, California Code of Regulations Title 19, and California Code of Regulations Title 24, so that inspections are conducted in accordance with the codes that give a fire inspector legal authority to conduct inspections in the state of California. (OSFM) (CTS 1-2)

Evaluator Signature: _____ Date Verified: _____

Administration

2. Prepare internal written correspondence to communicate fire protection and prevention concerns, given a common fire safety issue, so that the correspondence is concise, accurately reflects applicable codes, standards, and ordinances, and is appropriate for the intended audience. (NFPA 1030: 6.3.1) (CTS 2-1)

Evaluator Signature: _____ Date Verified: _____

3. Prepare inspection reports, given AHJ policy and procedures, observations from a field inspection, and a sample inspection report or template, so that the report is clear and concise and reflects the findings of the inspection in accordance with the applicable codes, standards, and ordinances and provides actions required based on the policies of the AHJ. (NFPA 1030: 6.3.2) (CTS 2-2)

Evaluator Signature: _____ Date Verified: _____

4. Identify the applicable **code, standard, or ordinance**, given fire protection, fire prevention, or life safety deficiencies observed during an assigned fire inspection, so that the applicable document, edition, and section are referenced. (NFPA 1030: 6.3.3) (CTS 2-3)

Evaluator Signature: _____ Date Verified: _____

5. Recognize the need for a permit, given a situation or condition, so that requirements for permits are communicated to the building owner, owner's representative, occupant, event organizer, and fire prevention staff in accordance with **applicable codes, standards, and ordinances** and the policies of the AHJ. (NFPA 1030: 6.3.4) (CTS 2-4)

Evaluator Signature: _____ Date Verified: _____

6. Investigate assigned complaints, given a reported situation or condition, so that **complaint information is recorded**, and the findings are forwarded **to the appropriate department** in accordance with AHJ policy. (NFPA 1030: 6.3.5) (CTS 2-5)

Evaluator Signature: _____ Date Verified: _____

7. Identify fire and life safety hazards or conditions, given a fire protection, fire prevention, or life safety issue, so that the applicable action is taken per AHJ. (NFPA 1030: 6.3.6) (CTS 2-6)

Evaluator Signature: _____ Date Verified: _____

Legal

8. **Participate** in legal proceedings, given the findings of a field inspection or a complaint and consultation with the AHJ and legal counsel, so that all information is presented factually and the inspector's demeanor is professional. (NFPA 1030: 6.4.2) (CTS 3-1)

Evaluator Signature: _____ Date Verified: _____

Field Inspection

9. Determine code compliance, given the codes, standards, and **ordinances**, the policies of the AHJ, and a fire protection issue, so that the applicable codes, standards, **ordinances**, and policies are identified and compliance is determined. (NFPA 1030: 6.5.1) (CTS 4-1)

Evaluator Signature: _____ Date Verified: _____

10. Identify the fire and life safety hazards, given an existing occupancy, so that violations are identified based on a specific occupancy. (NFPA 1030: 6.5.2) (CTS 4-2)

Evaluator Signature: _____ Date Verified: _____

11. Verify occupancy classification of a single-use occupancy, given a description of an occupancy and its use, so that the classification is made according to the applicable codes, standards, and ordinances. (NFPA 1030: 6.5.3) (CTS 4-3)

Evaluator Signature: _____ Date Verified: _____

12. Verify that the means of egress elements are maintained in compliance with applicable codes, standards, and ordinances, given an existing occupancy, so that the elements are free of obstructions; easily operated; not locked; and that deficiencies are identified, documented, and reported in accordance with the applicable codes, standards, ordinances, and policies of the AHJ. (NFPA 1030: 6.5.4) (CTS 4-4)

Evaluator Signature: _____ Date Verified: _____

13. Verify posted occupant load, given an occupancy classification, so that a building or structure is occupied in accordance with applicable codes, standards, ordinances, and policies of the AHJ. (NFPA 1030: 6.5.5) (CTS 4-5)

Evaluator Signature: _____ Date Verified: _____

14. 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 deficiencies are identified, documented, and reported in accordance with the applicable codes, standards, and ordinances and the policies of the AHJ. (NFPA 1030: 6.5.6) (CTS 4-6)

Evaluator Signature: _____ Date Verified: _____

15. Determine the operational readiness of existing fire detection and alarm systems, given observations, so that the systems are in an operational state, maintenance is documented, and deficiencies are identified, documented, and reported in accordance with the policies of the AHJ. (NFPA 1030: 6.5.7) (CTS 4-7)

Evaluator Signature: _____ Date Verified: _____

16. Determine the operational readiness of existing portable fire extinguishers, given field observations, so that the equipment is in an operational state and deficiencies are identified, documented, and reported in accordance with the policies of the AHJ. (NFPA 1030: 6.5.8) (CTS 4-8)

Evaluator Signature: _____ Date Verified: _____

17. Inspect emergency access for an existing site, given field observations, so that the required access for emergency responders is maintained and deficiencies are identified, documented, and corrected in accordance with the applicable codes, standards, and ordinances and the policies of the AHJ. (NFPA 1030: 6.5.9) (CTS 4-9)

Evaluator Signature: _____ Date Verified: _____

18. Recognize fire growth potential in a building or space, given field observations, so that the hazardous conditions, material, liquids, or gases are identified, documented, and reported in accordance with the applicable codes, standards, ordinances, and policies of the AHJ. (NFPA 1030: 6.5.10) (CTS 4-10)

Evaluator Signature: _____ Date Verified: _____

19. Inspect a tent, canopy, or temporary membrane structure, given applicable codes, standards, ordinances, and jurisdictional policies, to verify that it complies with applicable codes, standards, and ordinances, and identify, document, and report deficiencies in accordance with applicable codes and standards and jurisdictional policies. (OSFM) (CTS 4-11)

Evaluator Signature: _____ Date Verified: _____

20. Inspect a "Safe and Sane" fireworks stand, given applicable codes, standards, ordinances, and jurisdictional policies, to verify that fireworks display and storage comply with applicable codes, standards, and ordinances, and identify, document, and report deficiencies in accordance with applicable codes, standards, ordinances, and jurisdictional policies. (OSFM) (CTS 4-12)

Evaluator Signature: _____ Date Verified: _____

21. Inspect a public fireworks display, given applicable codes, standards, ordinances, and jurisdictional policies, to verify that fireworks storage, handling, and use comply with applicable codes, standards, and ordinances, and identify, document, and report deficiencies in accordance with applicable codes and standards and jurisdictional policies. (OSFM) (CTS 4-13)

Evaluator Signature: _____ Date Verified: _____

22. Inspect a proximate fireworks or special effects display, given applicable codes, standards, ordinances, and jurisdictional policies, to verify that fireworks storage, handling, and use comply with applicable codes, standards, and ordinances, and identify, document, and report deficiencies in accordance with applicable codes, standards, ordinances, and jurisdictional policies. (OSFM) (CTS 4-14)

Evaluator Signature: _____ Date Verified: _____

23. 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 applicable codes and standards and AHJ policies. (OSFM) (CTS 4-15)

Evaluator Signature: _____ Date Verified: _____

24. Verify code compliance for incidental storage, handling, and use of flammable and combustible liquids and gases, given field observations and inspection guidelines from the AHJ, so that applicable codes and standards are addressed and deficiencies are identified, documented, and reported in accordance with the applicable codes and standards and the policies of the jurisdiction. (OSFM) (CTS 4-16)

Evaluator Signature: _____ Date Verified: _____

25. Verify code compliance for incidental storage, handling, and use hazardous materials, given field observations, so that applicable codes and standards for each hazardous material encountered are addressed and deficiencies are identified, documented, and reported in accordance with the applicable codes and standards and the policies of the jurisdiction. (OSFM) (CTS 4-17)

Evaluator Signature: _____ Date Verified: _____

Wildland Urban Interface Environments

26. Inspect exterior hazards abatement on an existing property, given applicable codes, standards, ordinances, and jurisdictional policies, to verify compliance with applicable codes, standards, and ordinances, and identify, document, and report deficiencies and mitigation measures in accordance with applicable codes, standards, ordinances, and jurisdictional policies. (OSFM) (CTS 5-1)

Evaluator Signature: _____ Date Verified: _____

Completion Requirements

The following requirements must be completed prior to submitting this task book.

Experience

The candidate meets one of the following experience requirements.

- Has a minimum of one (1) year full-time paid experience or two (2) years' volunteer or part-time paid experience in a recognized California fire agency as Fire Inspector/Prevention Officer

Agency	Experience	Start Date	End Date

- Complete a minimum of one inspection for each of the following occupancies. *Inspections conducted prior to the completion of all educational requirements shall not apply.*

Occupancy Type	Address	Date
A-1		
A-2		
A-3		
B-Medical		
E		
F-1		
H-2 or H-3		
I-3		

M		
R-1		
R-2		
R-2.1		
S-1 with high-piled stock		
U		

Include documentation to verify experience requirements when you submit your instructor task book unless verification is already documented in your SFT User Portal.

Position

The candidate meets the qualifications for this level of certification. The position requirement is met when the applicant fulfills the role of the specific duties as defined by the Fire Chief.

Supporting Documentation

State Fire Training confirms that there are no supporting documentation requirements for this job function certification.

Updates

The candidate has completed and enclosed all updates to this certification task book released by State Fire Training since its initial publication.

Number of enclosed updates: _____

Completion Timeframe

The candidate has completed all requirements documented in this certification task book within five years of its initiation date.

Initiation Date (see Fire Chief signature under **Initiation Requirements**): _____

Review and Approval

Candidate

Candidate (please print): _____

I, the undersigned, am the person applying for certification. I hereby certify under penalty of perjury under the laws of the State of California, that the completion of all requirements documented herein is true in every respect. I understand that misstatements, omissions of material facts, or falsification of information or documentation may be cause for rejection or revocation.

Signature: _____ Date: _____

Fire Chief

Candidate's Fire Chief (please print): _____

I, the undersigned, am the person authorized to verify the candidate's qualifications for certification. I hereby certify under penalty of perjury under the laws of the State of California, that the completion of all requirements documented herein are true in every respect. I understand that misstatements, omissions of material facts, or falsification of information or documentation may be cause for rejection.

Signature: _____ Date: _____