

# Fire Inspector 1

## (NFPA Fire Inspector I)

---

### Certification Task Book (2014)



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 Fire Inspector 1 Certification Training Standards Guide (2014) which is based on NFPA 1031: Standard for Professional Qualifications for Fire Inspector and Plan Examiner (2014) Chapter 4 Fire Inspector I.

Revised: January 2020

Published by: State Fire Training, 2251 Harvard Street, Suite 400, Sacramento, CA 95815

Cover photo courtesy of Dennis Mathisen, Roseville 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

With the exception of the Fire Fighter 1 and 2 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. Any State Fire Training issued update or addendum is 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 books 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 he or she has 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.

## Fire Chief

The fire chief is the individual who initiates 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 he or she has 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 to the address below:

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

State Fire Training

Attn: Cashier

PO Box 997446

Sacramento, CA 95899-7446

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

State Fire Training confirms that there are no prerequisites for initiating this certification task book.

### Education

The candidate has completed the following course(s).

- Fire Inspector 1A: Duties and Administration
- Fire Inspector 1B: Fire and Life Safety
- Fire Inspector 1C: Field Inspection
- Fire Inspector 1D: Field Inspection - California Specific
- Haz Mat First Responder Awareness (*SFT shall accept Haz Mat certificates from CSTI, IAFF & SFT*).

*Include only copies of any non-SFT course completion certificates to validate education requirements when you submit your task book.*

## **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 documents may be cause for rejection.

Signature and 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. Please add additional signature pages as needed.

<b>Name:</b> _____	<b>Name:</b> _____
Job Title: _____	Job Title: _____
Organization: _____	Organization: _____
Signature: _____	Signature: _____
<b>Name:</b> _____	<b>Name:</b> _____
Job Title: _____	Job Title: _____
Organization: _____	Organization: _____
Signature: _____	Signature: _____
<b>Name:</b> _____	<b>Name:</b> _____
Job Title: _____	Job Title: _____
Organization: _____	Organization: _____
Signature: _____	Signature: _____
<b>Name:</b> _____	<b>Name:</b> _____
Job Title: _____	Job Title: _____
Organization: _____	Organization: _____
Signature: _____	Signature: _____
<b>Name:</b> _____	<b>Name:</b> _____
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.

All JPRs must be completed within a California fire agency or 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 the codes that give a fire inspector legal authority to conduct inspections in the state of California, given California Health and Safety Code, California Code of Regulations Title 19, and California Code of Regulations Title 24. (OSFM) (CTS 1-2)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

### Administration

2. Prepare inspection reports, given agency policy and procedures, and observations from an assigned field inspection, so that the report is clear and concise and reflects the findings of the inspection in accordance with the applicable codes and standards and the policies of the jurisdiction. (NFPA 4.2.1 / OSFM) (CTS 2-1)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

3. Recognize the need for a permit, given a situation or condition, so that requirements for permits are communicated in accordance with the applicable codes and standards and the policies of the jurisdiction. (NFPA 4.2.2) (CTS 2-2)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

4. Recognize the need for plan review, given a situation or condition, so that requirements for plan reviews are communicated in accordance with the applicable codes and standards and policies of the jurisdiction. (NFPA 4.2.3) (CTS 2-3)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

5. Investigate common complaints, given a reported situation or condition, so that complaint information is recorded, the AHJ-approved process is initiated, and the complaint is resolved. (NFPA 4.2.4 / OSFM) (CTS 2-4)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

6. Identify the applicable code or standard, given a fire protection, fire prevention, or life safety issue, so that the applicable document, edition, and section are referenced. (NFPA 4.2.5) (CTS 2-5)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

7. Participate in legal proceedings, given the findings of a field inspection or a complaint and consultation with legal counsel, so that all information is presented and the inspector's demeanor is professional. (NFPA 4.2.6) (CTS 2-6)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

## Fire Inspection

8. Identify the occupancy classification of a single-use occupancy, given a description of the occupancy and its use, so that the classification is made according to the applicable codes and standards. (NFPA 4.3.1) (CTS 3-1)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

9. 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. (NFPA 4.3.2) (CTS 3-2)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

10. 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 deficiencies are identified, documented, and reported in accordance with the applicable codes and standards and the policies of the jurisdiction. (NFPA 4.3.3) (CTS 3-3)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

11. Verify the type of construction for an addition or remodeling project, given field observations or a description of the project and the materials being used, so that the construction type is identified and recorded in accordance with the applicable codes and standards and the policies of the jurisdiction. (NFPA 4.3.4) (CTS 3-4)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

12. 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 and standards and the policies of the jurisdiction. (NFPA 4.3.5) (CTS 3-5)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

13. Determine the operational readiness of existing fire detection and alarm systems, given test documentation and field observations, so that the systems are in an operational state, maintenance is documented, and deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction. (NFPA 4.3.6) (CTS 3-6)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

14. Determine the operational readiness of existing portable fire extinguishers, given field observations and test documentation, so that the equipment is in an operational state, maintenance is documented, and deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction. (NFPA 4.3.7) (CTS 3-7)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

15. 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 deficiencies are identified, documented, and reported in accordance with the applicable codes and standards and the policies of the jurisdiction. (NFPA 4.3.8) (CTS 3-8)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

16. Compare an approved plan to an existing fire protection system, given approved plans and field observations, so that any modifications to the system are identified, documented, and reported in accordance with the applicable codes and standards and the policies of the jurisdiction. (NFPA 4.3.9) (CTS 3-9)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

17. Verify that emergency planning and preparedness measures are in place and have been practiced, given field observations, copies of emergency plans, and records of exercises, so that plans are prepared and exercises have been performed in accordance with applicable codes and standards and deficiencies are identified, documented, and reported in accordance with the applicable codes and standards and the policies of the jurisdiction. (NFPA 4.3.10) (CTS 3-10)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

18. 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 policies of the jurisdiction. (NFPA 4.3.11) (CTS 3-11)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

19. 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. (NFPA 4.3.12 / OSFM) (CTS 3-12)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

20. Verify code compliance for incidental storage, handling, and use of hazardous materials, given field observations, so that applicable codes and standards for each hazardous material encountered are addressed and deficiencies are identified, documented, and reported in accordance with the applicable codes and standards and the policies of the jurisdiction. (NFPA 4.3.13) (CTS 3-13)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

21. 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 applicable codes and standards and the policies of the jurisdiction. (NFPA 4.3.14) (CTS 3-14)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

22. Verify fire flows for a site, given fire flow test results and water supply data, so that required fire flows are in accordance with applicable codes and standards and deficiencies are identified, documented, and reported in accordance with the applicable codes and standards and the policies of the jurisdiction. (NFPA 4.3.16) (CTS 3-15)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

23. Inspect a tent, canopy, or temporary membrane structure, given applicable codes and standards and jurisdictional policies, to verify that it complies with applicable codes and standards, and identify, document, and report deficiencies in accordance with applicable codes and standards and jurisdictional policies. (OSFM) (CTS 3-16)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

24. Inspect a safe and sane fireworks stand, given applicable codes and standards and jurisdictional policies, in order to verify that fireworks displays and storage comply with applicable codes and standards, and identify, document, and report deficiencies in accordance with applicable codes and standards and jurisdictional policies. (OSFM) (CTS 3-17)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

25. Inspect a public fireworks display, given applicable codes and standards and jurisdictional policies, in order to verify that fireworks storage, handling, and use comply with applicable codes and standards, and identify, document, and report deficiencies in accordance with applicable codes and standards and jurisdictional policies. (OSFM) (CTS 3-18)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

26. Inspect a proximate fireworks or special effects display, given applicable codes and standards and jurisdictional policies, in order to verify that fireworks storage, handling, and use comply with applicable codes and standards, and identify, document, and report deficiencies in accordance with applicable codes and standards and jurisdictional policies. (OSFM) (CTS 3-19)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

## Wildland Urban Interface Environments

27. Inspect exterior hazards abatement on an existing property, given applicable codes and standards and jurisdictional policies, in order to verify compliance with applicable codes and standards, and identify, document, and report deficiencies and mitigation measures in accordance with applicable codes and standards and jurisdictional policies. (OSFM) (CTS 4-1)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

## Completion Requirements

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

### Experience

The candidate meets the following experience requirements.

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

Agency	Experience	Start Date	End Date

- Have completed 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		



<b>F-1</b>		
<b>H-2 or H-3</b>		
<b>I-3</b>		
<b>M</b>		
<b>R-1</b>		
<b>R-2</b>		
<b>R-2.1</b>		
<b>S-1 with High Piled Stock</b>		
<b>U</b>		

### 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 Fire Inspector 1 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 documents may be cause for rejection or revocation.

Signature and Date: \_\_\_\_\_

### Fire Chief

Candidate's Fire Chief (please print): \_\_\_\_\_

I, the undersigned, am the person authorized to verify the candidate's qualifications for Fire Inspector 1 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 documents may be cause for rejection.

Signature and Date: \_\_\_\_\_