

Fire Inspector 2

(NFPA Fire Inspector II/III)

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 II Certification Training Standards Guide (2014) which is based on NFPA 1031: Standard for Professional Qualifications for Fire Inspector and Plan Examiner (2014) Chapter 5 Fire Inspector II and Chapter 6 Fire Inspector III.

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

The candidate meets the following prerequisites.

- OSFM Fire Inspector 1 certification

OR

- OSFM Fire Prevention Officer certification

Education

The candidate has completed the following course(s).

- Fire Inspector 2A: Fire Prevention Administration
- Fire Inspector 2B: Fire and Life Safety Requirements
- Fire Inspector 2C: Inspecting New and Existing Fire and Life Safety Systems and Equipment
- Fire Inspector 2D: Hazardous Materials, Operations, and Processes

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.

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

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Organization: _____
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Name: _____
Job Title: _____
Organization: _____
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.

Administration

1. Process a permit application, given a specific request, so that the application is evaluated and a permit is issued or denied in accordance with the applicable codes, standards, policies, and procedures of the jurisdiction. (NFPA 5.2.1) (CTS 2-1)

Evaluator Signature: _____ Date Verified: _____

2. Process a plan review application, given a specific request, so that the application is evaluated and processed in accordance with the applicable codes and standards and the policies of the jurisdiction. (NFPA 5.2.2) (CTS 2-2)

Evaluator Signature: _____ Date Verified: _____

3. Investigate complex complaints, given a reported situation or condition, so that complaint information is recorded, the investigation process is initiated, and the complaint is resolved in accordance with the applicable codes and standards and the policies of the jurisdiction. (NFPA 5.2.3 / OSFM) (CTS 2-3)

Evaluator Signature: _____ Date Verified: _____

4. Recommend modifications to the adopted codes and standards of the jurisdiction, given a fire safety issue, so that the proposed modifications address the problem, need, or deficiency. (NFPA 5.2.4) (CTS 2-4)

Evaluator Signature: _____ Date Verified: _____

5. Recommend policies and procedures for the delivery of inspection services, given management objectives, so that inspections are conducted in accordance with the policies of the jurisdiction and due process of the law is followed. (NFPA 5.2.5) (CTS 2-5)

Evaluator Signature: _____ Date Verified: _____

6. Generate written correspondence related to the issuance of appeals, given a request for an appeal, so that the resulting document clearly addresses the issue and is appropriate for the intended audience. (NFPA 6.2.1) (CTS 2-6)

Evaluator Signature: _____ Date Verified: _____

7. Propose technical reference material acquisition, given a scope of responsibility, budget limitations, and specific code- related issues, so that resources matching specific needs are acquired. (NFPA 6.2.5) (CTS 2-7)

Evaluator Signature: _____ Date Verified: _____

8. Enforce permit regulations, given a permit application, or report of a violation and applicable codes and standards and policies of the jurisdiction, so that enforcement actions are taken in accordance with the applicable codes and standards and the policies of the jurisdiction and the violation is mitigated. (NFPA 6.2.6) (CTS 2-8)

Evaluator Signature: _____ Date Verified: _____

9. Initiate legal action related to a fire code violation, given a description of a violation and a legal opinion, so that the action taken is in accordance with the policies of the jurisdiction and due process of law is followed. (NFPA 6.2.7) (CTS 2-9)

Evaluator Signature: _____ Date Verified: _____

10. Evaluate inspection reports and completed forms and checklists, given applicable codes, standards, policies, and procedures of the jurisdiction, so that the information is correct, clear, and concise. (NFPA 6.2.9) (CTS 2-10)

Evaluator Signature: _____ Date Verified: _____

Fire Inspection

11. Compute the maximum allowable occupant load of a multi-use building, given field observations or a description of its uses, so that the maximum allowable occupant load calculation is in accordance with applicable codes and standards. (NFPA 5.3.1) (CTS 3-1)

Evaluator Signature: _____ Date Verified: _____

12. Identify the occupancy classifications of a mixed-use building, given a description of the uses, so that each area is classified in accordance with applicable codes and standards. (NFPA 5.3.2) (CTS 3-2)

Evaluator Signature: _____ Date Verified: _____

13. Evaluate a building's area, height, occupancy classification, and construction type, given an approved set of plans and construction features, so that it is verified that the building is in accordance with applicable codes and standards. (NFPA 5.3.3 / OSFM) (CTS 3-3)

Evaluator Signature: _____ Date Verified: _____

14. Evaluate fire protection systems and equipment provided for life safety and property protection, given field observations of the facility and documentation, the hazards protected, and the system specifications, so that the fire protection systems provided are approved for the occupancy or hazard being protected. (NFPA 5.3.4) (CTS 3-4)

Evaluator Signature: _____ Date Verified: _____

15. Analyze the egress elements of a building or portion of a building, given observations made during a field inspection, so that means of egress elements are provided and located in accordance with applicable codes and standards and deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction. (NFPA 5.3.5) (CTS 3-5)

Evaluator Signature: _____ Date Verified: _____

16. Evaluate hazardous conditions involving equipment, processes, and operations, given field observations and documentation, so that the equipment, processes, or operations are installed in accordance with applicable codes and standards and deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction. (NFPA 5.3.6) (CTS 3-6)

Evaluator Signature: _____ Date Verified: _____

17. Evaluate emergency planning and preparedness procedures, given existing or proposed plans and procedures and applicable codes and standards, so that compliance is determined. (NFPA 5.3.7 / OSFM) (CTS 3-7)

Evaluator Signature: _____ Date Verified: _____

18. Verify code compliance for storage, handling, and use of flammable and combustible liquids and gases, given field observations and inspection guidelines from the authority having jurisdiction, so that deficiencies are identified, documented, and reported in accordance with the applicable codes and standards and the policies of the jurisdiction. (NFPA 5.3.8) (CTS 3-8)

Evaluator Signature: _____ Date Verified: _____

19. Evaluate code compliance for the storage, handling, and use of hazardous materials, given field observations, so that deficiencies are identified, documented, and reported in accordance with the applicable codes and standards and the policies of the jurisdiction. (NFPA 5.3.9) (CTS 3-9)

Evaluator Signature: _____ Date Verified: _____

20. Determine fire growth potential in a building or space, given field observations or plans, so that the contents, interior finish, and construction elements are evaluated for compliance, and deficiencies are identified, documented, and corrected in accordance with the applicable codes and standards and the policies of the jurisdiction. (NFPA 5.3.10 / OSFM) (CTS 3-10)

Evaluator Signature: _____ Date Verified: _____

21. Verify compliance with construction documents, given a performance-based design, so that life safety systems and building services equipment are installed, inspected, and tested to perform as described in the engineering documents and the operations and maintenance manual that accompanies the design, so that deficiencies are identified, documented, and reported in accordance with the applicable codes and standards and the policies of the jurisdiction. (NFPA 5.3.11) (CTS 3-11)

Evaluator Signature: _____ Date Verified: _____

22. Verify code compliance of heating, ventilation, air conditioning, and other building service equipment and operations, given field observations, so that the systems and other equipment are maintained in accordance with applicable codes and standards and deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction. (NFPA 5.3.12) (CTS 3-12)

Evaluator Signature: _____ Date Verified: _____

23. Assess alternative methods to adjust occupant loads, given a description of an area, building, or portion of a building and its intended use, so that the occupant load is in accordance with applicable codes and standards. (NFPA 6.3.1) (CTS 3-13)

Evaluator Signature: _____ Date Verified: _____

24. Evaluate corrective measures, given a list of means of egress deficiencies in a building and the proposed correction, so that each deficiency and its proposed correction are evaluated for compliance with applicable codes and standards and deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction. (NFPA 6.3.2 / OSFM) (CTS 3-14)

Evaluator Signature: _____ Date Verified: _____

25. Evaluate the construction type required for an addition or remodeling project, given a description of the building and its use, so that the construction type is evaluated based on applicable codes and standards and deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction. (NFPA 6.3.3 / OSFM) (CTS 3-15)

Evaluator Signature: _____ Date Verified: _____

26. Evaluate alternative protection measures of equipment, operations, and processes, given deficiencies noted during a field inspection of a facility and proposed alternative methods, so that the equipment, process, or operation is provided with a level of protection that is in compliance with the intent of applicable codes and standards. (NFPA 6.3.4) (CTS 3-16)

Evaluator Signature: _____ Date Verified: _____

27. Evaluate fire protection plans and practices, given a field report describing a facility housing a complex process or operation, so that the fire growth potential for all areas is determined and the level of protection is appropriate to the hazard and in accordance with the applicable codes and standards and the policies of the jurisdiction. (NFPA 6.3.5) (CTS 3-17)

Evaluator Signature: _____ Date Verified: _____

28. Recommend criteria for the development of emergency planning and procedures, given a description of a building and its use, so that plans and procedures are in accordance with the applicable codes and standards and the policies of the jurisdiction. (NFPA 6.3.6 / OSFM) (CTS 3-18)

Evaluator Signature: _____ Date Verified: _____

29. Evaluate compliance alternatives for the storage, handling, and use of hazardous materials, given field inspection reports and proposed compliance alternatives, so that the hazardous materials are provided with a level of safety that is in accordance with the intent of applicable codes and standards and the policies of the jurisdiction. (NFPA 6.3.7 / OSFM) (CTS 3-19)

Evaluator Signature: _____ Date Verified: _____

30. Evaluate compliance alternatives for the storage, handling, and use of flammable or combustible liquids and gases, given field inspection reports and proposed compliance alternatives, so that the storage, handling, and use is provided with a level of safety that is in accordance with the intent of applicable codes and standards and the policies of the jurisdiction. (NFPA 6.3.8) (CTS 3-20)

Evaluator Signature: _____ Date Verified: _____

31. Witness an acceptance test for an integrated fire protection system, given approved shop drawings, test protocols, and an installed system, so that system performance can be evaluated for compliance, and deficiencies are identified, documented, and reported in accordance with the applicable codes and standards and the policies of the jurisdiction. (NFPA 6.3.9) (CTS 3-21)

Evaluator Signature: _____ Date Verified: _____

32. Develop emergency access criteria, given the jurisdiction's emergency fire apparatus and fire suppression practices, so that fire suppression services can be delivered in accordance with the policies of the jurisdiction. (NFPA 6.3.10) (CTS 3-22)

Evaluator Signature: _____ Date Verified: _____

33. Evaluate compliance with construction documents, given a performance-based design, so that life safety systems and building services equipment are installed, inspected, and tested to perform as described in the engineering documents, and the operations and maintenance manual that accompanies the design and deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction. (NFPA 6.3.11) (CTS 3-23)

Evaluator Signature: _____ Date Verified: _____

Plan Review

34. Classify the occupancy, given a set of plans, specifications, and a description of a building, so that the classification is made in accordance with the applicable codes and standards and the policies of the jurisdiction. (NFPA 5.4.1 / OSFM) (CTS 4-1)

Evaluator Signature: _____ Date Verified: _____

35. Compute the maximum allowable occupant load, given a floor plan of a building or portion of the building, so that the calculated occupant load is in accordance with the applicable codes and standards and the policies of the jurisdiction. (NFPA 5.4.2) (CTS 4-2)

Evaluator Signature: _____ Date Verified: _____

36. Review the proposed installation of fire protection systems, given shop drawings and system specifications for a process or operation, so that the system is reviewed for code compliance and installed in accordance with the approved drawings, and deficiencies are identified, documented, and reported in accordance with the applicable codes and standards and the policies of the jurisdiction. (NFPA 5.4.3) (CTS 4-3)

Evaluator Signature: _____ Date Verified: _____

37. Review the installation of fire protection systems, given an installed system, shop drawings, and system specifications for a process or operation, so that the system is reviewed for code compliance and installed in accordance with the approved drawings, and deficiencies are identified, documented, and reported in accordance with the applicable codes and standards and the policies of the jurisdiction. (NFPA 5.4.4) (CTS 4-4)

Evaluator Signature: _____ Date Verified: _____

38. Verify that means of egress elements are provided, given a floor plan of a building or portion of a building, so that all elements are identified and checked against applicable codes and standards and deficiencies are discovered and communicated in accordance with the policies of the jurisdiction. (NFPA 5.4.5) (CTS 4-5)

Evaluator Signature: _____ Date Verified: _____

39. Verify the construction type of a building or portion thereof, given a set of approved plans and specifications, so that the construction type complies with the approved plans and applicable codes and standards. (NFPA 5.4.6) (CTS 4-6)

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 two years' full-time paid experience in a recognized fire agency in California as Fire Inspector or Fire Prevention Officer

OR

- Has a minimum of four 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

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

The candidate meets the following supporting documentation requirements.

- International Code Council Fire Code Inspector 1 or 2 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 2 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 2 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: _____