

Fire Inspector

(NFPA 1030: Fire 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 Fire Inspector Certification Training Standards Guide (2024) which is based on:

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

Published: February 2026

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

Cover photo courtesy of Jessica Power, Fire Marshal, San Bruno 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

The candidate has completed the following prerequisites:

- OSFM Fire Inspector 1 (2014) **or** First Responder Inspector (2024) certification

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

Education

The candidate has completed the following course(s).

- Fire Inspector 2A: Fire Prevention Administration (2014 or newer)
- Fire Inspector 2B: Fire and Life Safety Requirements (2014 or newer)
- Fire Inspector 2C: Inspecting New and Existing Fire and Life Safety Systems and Equipment (2014 or newer)
- Fire Inspector 2D: Hazardous Materials, Operations, and Processes (2014 or newer)
- Fire and Life Safety Educator 1A: Fire and Life Safety Educator 1
- Statutes and Regulations (SFT – completed within the last 10 years)

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

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

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

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

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

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

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

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

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

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.

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.

Administration

1. Apply applicable codes, standards, and ordinances, given the findings of a completed inspection, the codes, standards, and ordinances and the policies of the AHJ, so that the applicable codes, standards, ordinances, and policies are identified, and compliance is determined. (NFPA 1030: 7.2.1) (CTS 2-1)

Evaluator Signature: _____ Date Verified: _____

2. Complete 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, standards, and ordinances and the policies of the AHJ. (NFPA 1030: 7.2.2) (CTS 2-2)

Evaluator Signature: _____ Date Verified: _____

3. 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, and ordinances and the policies and procedures of the AHJ. (NFPA 1030: 7.2.3) (CTS 2-3)

Evaluator Signature: _____ Date Verified: _____

4. Enforce permit regulations, given a permit application or report of a violation and applicable codes, standards, ordinances, and policies of the AHJ, so that enforcement actions are taken in accordance with the applicable codes, standards, and ordinances and the policies of the AHJ and the violation is corrected. (NFPA 1030: 7.2.4) (CTS 2-4)

Evaluator Signature: _____ Date Verified: _____

5. Process a plan review application, given a specific submittal, so that the application is evaluated and processed in accordance with the applicable codes, standards, and ordinances and the policies of the AHJ. (NFPA 1030: 7.2.5) (CTS 2-5)

Evaluator Signature: _____ Date Verified: _____

6. Investigate complaints, given a reported situation or condition, so that complaint information is recorded, the investigation process is initiated, and the complaint is resolved or referred in accordance with the applicable codes, standards, and ordinances and the policies of the AHJ. (NFPA 1030: 7.2.6) (CTS 2-6)

Evaluator Signature: _____ Date Verified: _____

7. Explain the modifications process to the adopted codes, standards, and ordinances of the AHJ, given a fire or life safety issue, so that the proposed modifications address the problem, need, or deficiency. (NFPA 1030: 7.2.7) (CTS 2-7)

Evaluator Signature: _____ Date Verified: _____

Legal

8. Understand legal proceedings, given the findings of a field inspection or a complaint and consultation with legal counsel, so that all information is presented in a factual manner. (NFPA 1030: 7.3.1) (CTS 3-1)

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 AHJ and due process of law is followed. (NFPA 1030: 7.3.2) (CTS 3-2)

Evaluator Signature: _____ Date Verified: _____

10. 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 AHJ. (NFPA 1030: 7.3.3) (CTS 3-3)

Evaluator Signature: _____ Date Verified: _____

Field Inspection

11. Compute the maximum allowable occupant load of a building, given plans, field observations, or description of a building's uses, so that the maximum allowable occupant load calculation is in accordance with applicable codes, standards, and ordinances. (NFPA 1030: 7.4.1) (CTS 4-1)

Evaluator Signature: _____ Date Verified: _____

12. Identify the occupancy classifications of a building, given a description of the uses, so that all areas are classified in accordance with applicable codes, standards, and ordinances. (NFPA 1030: 7.4.2) (CTS 4-2)

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 confirmed that the building is in compliance with applicable codes, standards, and ordinances. (NFPA 1030: 7.4.3) (CTS 4-3)

Evaluator Signature: _____ Date Verified: _____

14. Evaluate fire protection systems and equipment provided for life safety and property protection, given field observations and hazard classifications of the facility and documentation, the hazards protected, and the system specifications, so that the fire protection systems provided are approved for the occupancy, commodity, or hazard being protected. (NFPA 1030: 7.4.4) (CTS 4-4)

Evaluator Signature: _____ Date Verified: _____

15. Witness an acceptance test for an integrated fire protection system, given approved shop drawings, integrated system test plan, and an installed system, so that the integrated system performance can be evaluated for compliance, and deficiencies are identified, documented, and reported, and discrepancies are resolved in accordance with the applicable codes, standards, and ordinances and the policies of the AHJ. (NFPA 1030: 7.4.5) (CTS 4-5)

Evaluator Signature: _____ Date Verified: _____

16. 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, standards, and ordinances, and deficiencies are identified, documented, and reported in accordance with the policies of the AHJ. (NFPA 1030: 7.4.6) (CTS 4-6)

Evaluator Signature: _____ Date Verified: _____

17. 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, standards, and ordinances, and deficiencies are identified, documented, and reported in accordance with the policies of the AHJ. (NFPA 1030: 7.4.7) (CTS 4-7)

Evaluator Signature: _____ Date Verified: _____

18. Evaluate emergency planning and preparedness procedures, given existing or proposed plans and procedures and applicable codes, standards, and ordinances, so that compliance is determined. (NFPA 1030: 7.4.8) (CTS 4-8)

Evaluator Signature: _____ Date Verified: _____

19. Assist with the development and evaluation 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, standards, and ordinances and the policies of the AHJ. (NFPA 1030: 7.4.9) (CTS 4-9)

Evaluator Signature: _____ Date Verified: _____

20. Verify code compliance for storage, handling, and use of flammable and combustible liquids and gases, given field observations and inspection guidelines from the AHJ, so that deficiencies are identified, documented, and reported in accordance with the applicable codes, standards, and ordinances and the policies of the AHJ. (NFPA 1030: 7.4.10) (CTS 4-10)

Evaluator Signature: _____ Date Verified: _____

21. 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, standards, and ordinances and the policies of the AHJ. (NFPA 1030: 7.4.11) (CTS 4-11)

Evaluator Signature: _____ Date Verified: _____

22. 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, standards, and ordinances and the policies of the AHJ. (NFPA 1030: 7.4.12) (CTS 4-12)

Evaluator Signature: _____ Date Verified: _____

23. 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, standards, and ordinances and the policies of the AHJ. (NFPA 1030: 7.4.13) (CTS 4-13)

Evaluator Signature: _____ Date Verified: _____

24. 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, standards, and operations and deficiencies are identified, documented, and reported in accordance with the policies of the AHJ. (NFPA 1030: 7.4.14) (CTS 4-14)

Evaluator Signature: _____ Date Verified: _____

25. Verify emergency access for an existing site, given field observations and approved plans, so that the required access for emergency responders is maintained and deficiencies are identified, documented, and corrected in accordance with the applicable policies of the AHJ. (NFPA 1030: 7.4.15) (CTS 4-15)

Evaluator Signature: _____ Date Verified: _____

26. Verify available 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, standards, and ordinances and deficiencies are identified, documented, and reported in accordance with the applicable codes, standards, and ordinances and the policies of the AHJ. (NFPA 1030: 7.4.16) (CTS 4-16)

Evaluator Signature: _____ Date Verified: _____

27. Compute the maximum allowable occupant load of a multi-use building, given field observations or a description of a building's uses, in accordance with applicable codes and standards. (OSFM) (CTS 4-17)

Evaluator Signature: _____ Date Verified: _____

28. Assess alternative methods to adjust occupant loads, given a description of an area, building, or portion of a building and its intended use, to keep the occupant load in accordance with applicable codes and standards. (OSFM) (CTS 4-18)

Evaluator Signature: _____ Date Verified: _____

29. Evaluate each deficiency and its proposed correction, given a list of means of egress deficiencies in a building and the proposed correction, so that the correction complies with applicable codes and standards and deficiencies are identified, documented, and reported in accordance with jurisdictional policies. (OSFM) (CTS 4-19)

Evaluator Signature: _____ Date Verified: _____

30. Evaluate the construction type required for an addition or remodeling project, given a description of a building and its use, so that construction type meets applicable codes and standards, and deficiencies are identified, documented, and reported in accordance with AHJ policies. (OSFM) (CTS 4-20)

Evaluator Signature: _____ Date Verified: _____

Plans Review

31. Classify an occupancy, given a set of plans, specifications, and a description of a building and its use, so that the classification is made in accordance with the applicable codes, standards, and ordinances and the policies of the AHJ. (NFPA 1030: 7.5.1) (CTS 5-1)

Evaluator Signature: _____ Date Verified: _____

32. 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, standards, and ordinances and the policies of the AHJ. (NFPA 1030: 7.5.2) (CTS 5-2)

Evaluator Signature: _____ Date Verified: _____

33. Review the proposed installation of fire protection systems, given shop drawings and system specifications for a storage commodity, 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, standards, and ordinances and the policies of the AHJ. (NFPA 1030: 7.5.3) (CTS 5-3)

Evaluator Signature: _____ Date Verified: _____

34. 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, standards, and ordinances and the policies of the AHJ. (NFPA 1030: 7.5.4) (CTS 5-4)

Evaluator Signature: _____ Date Verified: _____

35. Review the means of egress elements provided, given a floor plan of a building or portion of a building, so that all elements are identified and checked against applicable codes, standards, and ordinances and deficiencies are discovered and communicated in accordance with the policies of the AHJ. (NFPA 1030: 7.5.5) (CTS 5-5)

Evaluator Signature: _____ Date Verified: _____

36. Review the construction type of a building or portion thereof, given a set of plans and specifications, so that the construction type complies with adopted codes, standards, and ordinances of the AHJ. (NFPA 1030: 7.5.6) (CTS 5-6)

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 three (3) years' full-time paid experience or six (6) years' volunteer or part-time paid experience in a recognized California fire agency as a Fire Inspector or Prevention Officer

Agency	Experience	Start Date	End Date

Include documentation to verify education requirements when you submit your certification 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

The candidate meets the following supporting documentation requirements:

- International Code Council Fire Code Inspector 1 certification

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

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: _____