

Fire Plans Examiner

(NFPA 1030: Fire Plans Examiner)

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 Plans Examiner Certification Training Standards Guide (2020) 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 Darwin Workman, CAL FIRE.

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

State Fire Training confirms that there are no prerequisites required for this certification.

Education

The candidate has completed the following course(s).

- Fire Plans Examiner 1A: Building Plan Review (2024)
- Fire Plans Examiner 1B: Fire Protection and Life Safety Systems Plan Review (2024)
- Fire Plans Examiner 1C: Hazards and Special Operations Plan Review (2024)
- 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: _____	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.

Administration

1. Prepare reports, given observations from a plan review, so that reports are clear and concise and reflect the findings of a plan review in accordance with applicable codes and standards and the policies and procedures of the AHJ. (NFPA 8.2.1) (CTS 2-1)

Evaluator Signature: _____ Date Verified: _____

2. Create plan review checklists and forms, given applicable codes, standards, and departmental policies and procedures, so that the materials developed address key issues and clearly express code requirements of the AHJ. (NFPA 8.2.2) (CTS 2-2)

Evaluator Signature: _____ Date Verified: _____

3. Facilitate the resolution of deficiencies identified during a plan review, given a plan submittal and established policies and procedures of the jurisdiction, so that deficiencies are identified, documented, and reported to the plan submitter with applicable references to codes and standards. (NFPA 8.2.3) (CTS 2-3)

Evaluator Signature: _____ Date Verified: _____

4. Process plan review documents, given a submittal package, so that required permits are issued in accordance with AHJ policies and procedures. (NFPA 8.2.4) (CTS 2-4)

Evaluator Signature: _____ Date Verified: _____

5. Determine the applicable code or standard, given a fire protection or life safety issue, so that the proper document, edition, and section are referenced. (NFPA 8.2.5) (CTS 2-5)

Evaluator Signature: _____ Date Verified: _____

6. Evaluate a proposed alternative method or material for compliance with applicable codes and standards, given supporting documentation of a design that does not meet prescriptive code requirements, so that the design meets the intent of applicable codes and standards. (NFPA 8.2.6) (CTS 2-6)

Evaluator Signature: _____ Date Verified: _____

Plans Review

7. Identify the requirements for fire protection or a life safety system, given a submittal package, so that deficiencies are identified, documented, and reported in accordance with the policies and procedures of the AHJ. (NFPA 8.3.1) (CTS 3-1)

Evaluator Signature: _____ Date Verified: _____

8. Evaluate a design concept, given a preliminary design presentation, so that the proposed concept meets the intent of applicable codes and standards in accordance with the policies and procedures of the AHJ. (NFPA 8.3.2) (CTS 3-2)

Evaluator Signature: _____ Date Verified: _____

9. Verify the occupancy classification, given a submittal package, specifications, and a description of a building and its intended use, so that the classification is made in accordance with the applicable codes and standards and the policies and procedures of the AHJ. (NFPA 8.3.3.) (CTS 3-3)

Evaluator Signature: _____ Date Verified: _____

10. Verify the construction type, given a submittal package, including the occupancy classification area, height, number of stories, and location, so that the building is in accordance with applicable codes and standards and deficiencies are identified, documented, and reported. (NFPA 8.3.4) (CTS 3-4)

Evaluator Signature: _____ Date Verified: _____

11. Verify the occupant load, given a submittal package, so that the maximum allowable occupant load is in accordance with applicable codes and standards. (NFPA 8.3.5) (CTS 3-5)

Evaluator Signature: _____ Date Verified: _____

12. Verify that egress elements are provided, given a **submittal package**, **an area's identified use**, and an occupant load, so that all egress elements and deficiencies are identified, documented, and reported in accordance with the policies **and procedures** of the AHJ. (NFPA 8.3.6) (CTS 3-6)

Evaluator Signature: _____ Date Verified: _____

13. Evaluate code compliance for required fire flow and hydrant location and spacing, given a **submittal package**, codes and standards, and fire flow test results, so that hydrants are correctly located, required fire flow is determined, and deficiencies are identified, documented, and reported in accordance with the policies and procedures of the AHJ. (NFPA 8.3.7) (CTS 3-7)

Evaluator Signature: _____ Date Verified: _____

14. Evaluate emergency vehicle access, given a **submittal package**, so that emergency access is provided in accordance with applicable codes and standards and deficiencies are identified, documented, and reported in accordance with the policies **and procedures** of the AHJ. (NFPA 8.3.8) (CTS 3-8)

Evaluator Signature: _____ Date Verified: _____

15. Develop policies and procedures for the administration of plan review functions, given management objectives, so that policies are defined and are in accordance with the legal obligations of the AHJ. (NFPA 8.3.9) (CTS 3-9)

Evaluator Signature: _____ Date Verified: _____

16. Participate in legal proceedings, given the findings of a plan review and consultation with legal counsel, so that testimony is factual and appropriate to the proceedings. (NFPA 8.3.10) (CTS 3-10)

Evaluator Signature: _____ Date Verified: _____

17. Evaluate fire protection plans and practices, given a **submittal package** 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 **and procedures** of the AHJ. (NFPA 8.3.11) (CTS 3-11)

Evaluator Signature: _____ Date Verified: _____

18. Evaluate compliance **approaches** 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 AHJ. (NFPA 8.3.12) (CTS 3-12)

Evaluator Signature: _____ Date Verified: _____

19. Evaluate compliance **approaches** 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 AHJ. (NFPA 8.3.13) (CTS 3-13)

Evaluator Signature: _____ Date Verified: _____

20. Evaluate the integration of life safety, fire protection, security, and building service systems, given a plan submittal, a life safety report, a sequence of operations report, and testing criteria, so that the integration of proposed systems meets the requirements or intent of the applicable codes and standards and meets the fire and life safety objectives of AHJ and **any deficiencies** are identified, documented, and reported in accordance with the policies and **procedures** of the AHJ. (NFPA 8.3.14) (CTS 3-14)

Evaluator Signature: _____ Date Verified: _____

21. Evaluate **protection measure approaches for** equipment, operations, and processes, given deficiencies noted during a field inspection of a facility and proposed alternative methods or materials, so that the equipment, process, or operation is provided with a level of protection that complies with the intent of applicable codes and standards. (NFPA 8.3.15) (CTS 3-15)

Evaluator Signature: _____ Date Verified: _____

22. Evaluate the need for fire protection and life safety systems, given a building plan submittal, so that the systems and equipment are identified and **deferred submittals are identified, documented, and requested in accordance with applicable codes and standards and AHJ policies and procedures.** (OSFM) (CTS 3-16)

Evaluator Signature: _____ Date Verified: _____

23. Evaluate plans for the installation of fire protection and life safety systems, given a plan submittal, so that the systems and equipment are reviewed and deficiencies are identified, documented, and reported in accordance with applicable codes and standards and with the policies and procedures of the AHJ. (NFPA 8.3.16) (CTS 3-17)

Evaluator Signature: _____ Date Verified: _____

24. Evaluate plans for storage, handling, and use of flammable and combustible liquids and gases, given a submittal package, so that the plans are reviewed and deficiencies are identified, documented, and reported in accordance with the applicable codes, standards, policies, and procedures of the jurisdiction. (OSFM) (CTS 3-18)

Evaluator Signature: _____ Date Verified: _____

25. Evaluate plans for storage, handling, and use of hazardous materials, given a submittal package, so that the plans are reviewed for compliance and deficiencies are identified, documented, and reported in accordance with the applicable codes, standards, policies, and procedures of the AHJ. (NFPA 8.3.17) (CTS 3-19)

Evaluator Signature: _____ Date Verified: _____

26. Evaluate a plan with special (high-piled combustible) storage arrangements, given a submittal package, so that deficiencies are identified, documented, and reported in accordance with adopted codes and standards and the policies and procedures of the AHJ. (NFPA 8.3.18) (CTS 3-20)

Evaluator Signature: _____ Date Verified: _____

27. Evaluate heating, ventilation, air conditioning, and other building service equipment and operations, given a submittal package, so that the systems and other equipment are designed in accordance with applicable codes and standards and deficiencies are identified, documented, and reported in accordance with the policies and procedures of the AHJ. (NFPA 8.3.19) (CTS 3-21)

Evaluator Signature: _____ Date Verified: _____

28. Evaluate a performance-based design concept, given a preliminary design presentation, so that the proposed concept meets the intent of applicable codes and standards in accordance with the policies and procedures of the AHJ. (NFPA 8.3.20) (CTS 3-22)

Evaluator Signature: _____ Date Verified: _____

29. 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 AHJ. (NFPA 8.3.21) (CTS 3-23)

Evaluator Signature: _____ Date Verified: _____

30. Evaluate landscape plans for a development, community, or a wildland urban interface, given a fire hazard severity zone map, a set of landscape plans for a development or community in a fire hazard severity zone, and a set of landscape plans for a wildland urban interface area, so that plans are in compliance with applicable codes and standards and deficiencies are identified, documented, and reported in accordance with AHJ policies and procedures and required or applicable permits are issued. (OSFM) (CTS 3-24)

Evaluator Signature: _____ Date Verified: _____

31. Evaluate a proposed modification or change in occupancy for a building or portion of a building, given a submittal package for an existing building or portion of a building and building record, so that the modification or change complies with applicable codes and standards, and deficiencies are identified, documented, and reported in accordance with AHJ policies and procedures. (OSFM) (CTS 3-25)

Evaluator Signature: _____ Date Verified: _____

32. Evaluate proposed passive fire protection elements of a building or portion of a building, given a submittal package for a building or facility, so that the protection provided for the facility is in accordance with applicable codes and standards and deficiencies are identified, documented, and reported in accordance with AHJ policies and procedures. (OSFM) (CTS 3-26)

Evaluator Signature: _____ Date Verified: _____

33. Evaluate plans for equipment, operations, or processes, given a submittal package, so that the equipment, operation, or process is reviewed for compliance with applicable codes and standards and deficiencies are identified, documented, and reported in accordance with applicable codes, standards, policies, and procedures of the jurisdiction. (OSFM) (CTS 3-27)

Evaluator Signature: _____ Date Verified: _____

34. Navigate plan sets, given a submittal package and plan review tools, so that plans are read and reviewed in accordance with plan review best practices. (OSFM) (CTS 3-28)

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 in a fire prevention role with plan review as their primary responsibility

Agency	Experience	Start Date	End Date

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: _____