



**Official Skill Sheets for Practical Skills
Ontario, Canada**

**FIRE INSPECTOR II
NFPA 1031, Chapter 5, 2014 Edition**

**National Fire Protection Association Standard for
Fire Inspector Professional Qualifications**

Enquiries regarding completion of this booklet should be directed to your
Instructor or Fire Chief.

Upon successfully completing all practical skills, lead instructor is to complete
and sign pages 5 to 8 of this document and send to:

**Manager
Academic Standards and Evaluation
Ministry of Community Safety and Correctional Services
Office of the Fire Marshal and Emergency Management
25 Morton Shulman Avenue, 2nd Floor
Toronto, Ontario
M3M 0B1**

OFMTestingandCertification@ontario.ca



Requirements to fulfill Ontario Certification for NFPA 1031 Fire Inspector II, 2014 Edition

The following courses **MUST** be completed in order to receive certification for NFPA 1031, Level II.

Please note NFPA 1031 Fire Inspector I is a prerequisite.

- NFPA 1031 Fire Inspector II
- Fire Code Div. B Part 3 and 5, Industrial, Commercial, hazardous Materials, Processes and Operations
- Fire Code Div. B Part 4, Flammable Liquids and Combustible Liquids

All students are responsible for notifying AS&E when they have successfully completed the Fire Code courses.

Successful completion of all practical skill sheets contained in this booklet is required for the Certification of Fire Inspector Level II (NFPA 1031 – Fire Inspector II – 2014 edition).

Each practical skill sheet has been created based on the Job Performance Requirements (JPRs) stated within the NFPA Standard. JPRs describe the performance required for a specific job. Completion of all practical skill sheets verifies that all Job Performance Requirements have been fulfilled to meet all Certification requirements.

Candidates should be prepared for any of the information contained in the practical skills, in this booklet, to be on a certification test.

Each skill sheet should take approximately 30 minutes to complete. The appropriate resources will be provided to the candidate to successfully complete each skill, such as photos, applicable codes and standards.

Instructions for Fire Inspector II candidates:

Complete all practical skill sheets within this booklet and ensure that your name is located on the top of each skill sheet. Complete each practical skills sheet when communicated by your lead instructor. Please make every effort to print or write legibly.



Candidates must complete the top of page five (5) "Verification of Successful Completion of Practical Skills Course" section. When requested by the lead instructor hand in the "Verification of Successful Completion of Practical Skills Course and Evaluation" section (pages 5-8), to the lead instructor to guarantee that all practical skills have been completed and signed-off by a qualified instructor who has not instructed the skills being verified.

The practical skills sheets, pages 9-77 should remain with candidate attending external training facilities, and placed in their personnel/training file; to show confirmation that training has been completed and been verified. Those candidates that attend the OFC, practical skill sheets will be handed into the instructor.

Instructions for Fire Inspector II – Lead Instructor:

It is the responsibility of every Fire Inspector II lead instructor to ensure that each candidate has completed and passed every practical skill sheet. This will indicate that the candidate has successfully mastered all skills relevant to the NFPA Standard. The lead instructor must sign the bottom of page 5, to verify that the candidate has successfully completed all of the practical skills required for Fire Inspector, Level II.

The lead instructor must also submit pages entitled "Verification of Successful Completion of Practical Skills Course" and "Verification of Successful Completion of Practical Skills Evaluation (pages 5 to 8), to the OFMEM (attention: AS&E Manager, see cover page for address) within 60 days of the completion of the course. Pages 6-8 must be signed-off by a qualified instructor who has not instructed the skills being verified. Only those individuals whose forms have been received by the Office of the Fire Marshal and Emergency Management will be eligible for Certification.



NFPA 1031, Fire Inspector II – Suggested Readings:

Required and relevant information to successfully complete Fire Inspector I (NFPA 1031, Level I), 2014 Edition are as follows:

Publisher/Title/Edition

1. NFPA 1031, *Standard for Professional Qualifications for Fire Inspector and Plan Examiner*, 2014 Edition
 - Refer to Chapter 5 regarding Fire Inspector II (pgs. 10 - 13)
2. IFSTA, *Fire Inspection and Code Enforcement*, 8th Edition
 - Refer to sections within chapters covering Fire Inspector II material

OR

3. Jones and Bartlett, *Fire Inspector, Principles and Practice*, 1st Edition
 - Refer to sections within chapters covering Fire Inspector II material

AND

4. Fire Protection and Prevention Act, 1997
5. 2015 Ontario Fire Code Compendium
6. 2012 Ontario Building Code Compendium



ONTARIO OFFICE OF THE FIRE MARSHAL AND EMERGENCY MANAGEMENT

FIRE INSPECTOR II (NFPA 1031-2014)

PRACTICAL SKILLS

VERIFICATION OF SUCCESSFUL COMPLETION OF PRACTICAL SKILLS COURSE

This form must be completed by the candidate, and signed/verified by the lead instructor. Pages 5-8 must be submitted to the AS&E Manager (See address on cover page), within 60 days of completing the course. Only those individuals whose forms have been received by the Ontario Office of the Fire Marshal and Emergency Management will be eligible for Certification.

To be completed by candidate:

Name: _____

Address: _____

City: _____ Prov: _____ Postal Code: _____

Department/Agency: _____

Fire Inspector II Course
Location: _____

Fire Inspector II Course
Dates: _____

To be completed by the Lead Instructor:

As lead instructor for this course, I verify that the above candidate has successfully completed all of the practical skills required for the level of:

Fire Inspector II

Print Name: _____

Signature: _____ Date: _____



VERIFICATION OF SUCCESSFUL COMPLETION OF PRACTICAL SKILLS

This form must be completed and verified by a qualified instructor who did not instruct the practical skills listed below. Pages 5-8 must be submitted to the AS&E Manager (See address on cover page), within 60 days of completing the course. Only those individuals whose forms have been received by the Ontario Office of the Fire Marshal and Emergency Management will be eligible for Certification.

	Pass/Fail
NFPA 1031-2014, 5.2.1: Process a Permit Application	
Qualified Instructor: _____ Date: _____	
NFPA 1031-2014, 5.2.2, 5.3.3, 5.4.1: Process a Plan Review Application and Classify Construction and Occupancy Type	
Qualified Instructor: _____ Date: _____	
NFPA 1031-2014, 5.2.3: Investigate Complex Complaints	
Qualified Instructor: _____ Date: _____	
NFPA 1031-2014, 5.2.4: Recommend Modifications to the Adopted Codes and Standards of the Jurisdiction	
Qualified Instructor: _____ Date: _____	
NFPA 1031-2014, 5.2.5: Recommend Policies and Procedures for the Delivery of Inspection Services	
Qualified Instructor: _____ Date: _____	
NFPA 1031-2014, 5.3.1, 5.4.2: Compute the Maximum Allowable Occupant Load	
Qualified Instructor: _____ Date: _____	



	Pass/Fail
NFPA 1031-2014, 5.3.2: Identify the Occupancy Classifications of a Mixed-Use Building	
Qualified Instructor: _____ Date: _____	
NFPA 1031-2014, 5.3.4, 5.4.3, 5.4.4: Evaluate Fire Protection Systems and Equipment and Review Proposed and Actual Installation	
Qualified Instructor: _____ Date: _____	
NFPA 1031-2014, 5.3.5, 5.4.5: Analyze and Verify the Egress Elements of a Building or Portion of a Building	
Qualified Instructor: _____ Date: _____	
NFPA 1031-2014, 5.3.6: Evaluate Hazardous Conditions Involving Equipment, Processes and Operations	
Qualified Instructor: _____ Date: _____	
NFPA 1031-2014, 5.3.7: Evaluate Emergency Planning and Preparedness Procedures	
Qualified Instructor: _____ Date: _____	
NFPA 1031-2014, 5.3.8: Verify Code Compliance for Storage, Handling, and Use of Flammable and Combustible Liquids and Gasses	
Qualified Instructor: _____ Date: _____	
NFPA 1031-2014, 5.3.9: Evaluate Code Compliance for the Storage, Handling and Use of Hazardous Materials	
Qualified Instructor: _____ Date: _____	



NFPA 1031-2014, 5.3.10: Determine Fire Growth Potential in a Building or Space	
Qualified Instructor: _____ Date: _____	
NFPA 1031-2014, 5.3.11, 5.3.12: Verify Compliance with Construction Documents and Code Compliance of HVAC and Other Building Service Equipment and Operations	
Qualified Instructor: _____ Date: _____	
NFPA 1031-2014, 5.4.6: Verify the Construction Type of a Building or Portion Thereof	
Qualified Instructor: _____ Date: _____	



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Process a Permit Application 5.2.1

Successful completion of the practical skills in this section is necessary to fulfill the requirements of the following sections of NFPA 1031-2014. The list below identifies skills that will be evaluated:

- Processed a permit application with a specific request.
- Evaluated permit application in accordance with applicable codes standards, and policies and procedures of the jurisdiction.
- Documented approval or denial of permit based upon codes, standards, policies, and procedures.
- Communicated verbally and in writing the approval or denial of permit.
- Documented justification of decision in written communication.

Fire Inspector II Standard

5.2.1 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.

Skill Objective: Given a permit application for a specific request, see Skill #1 Worksheet, process the application. Issue a permit or deny the permit based upon applicable codes, standards, policies, and procedures.

Candidate MUST successfully master each step listed to pass this skill.

Signed off on pages 5-8 (Verification of Successful Completion of Practical Skills Evaluation)

Evaluator's Signature: _____ Date: _____



Introduction

In order for a permit to be approved, a Fire Safety Inspector is the Authority Having Jurisdiction and determines that the applicant has submitted all the necessary paperwork and supporting documentation in accordance with applicable codes / standards / policies and procedures. If the application is incomplete, it can be immediately rejected or the applicant can be requested to submit the necessary additional information.

Activity:

The permit application is for display fireworks for Anytown Civic Association at 214 S. Main, Anytown, Ontario, P1P 1J9, contact Association President, Mr. John Smith. His phone number is (123) 456-7890, and his email is JSmith@web.com.

Submitting the permit application is the Display Supervisor Ms. Sally Hensen, Certification No. 0072 for Big Boom Display Fireworks, P.O. Box 708, Anytown, Ontario, P1P 1T8. Her phone number is (123) 658-9877 and email is Bigboom@web.com. The permit application is for the 25th Civic Association anniversary celebration on August 15 at the city park.

The fireworks will be purchased from Aerial Displays, 104 N. Vine St., Your Town, Ontario, P1P 1X9. Telephone number is (123) 224-7954 email is Aerialdisplays@web.com.

No additional paperwork was submitted with the application.

Directions

Reference the activity details and review the Display Fireworks Events Approval Form. Provide your reasons for approving or denying the permit. Identify applicable codes / standards.



Display Fireworks Event Approval Form:

Name of applicant: _____

Mailing address: _____

Telephone / Fax / E-mail: _____

Certification: _____ Expiry Date: _____

Company (if applicable): _____

Address: _____

Telephone / Fax / E-mail: _____

Sponsoring Organization (if applicable): _____

Address: _____

Event
Location: _____

Date(s): _____

Name of insuring agency:

Amount:

Address:

Telephone / Fax / Email: _____

Place and method of fireworks storage on site:

Site Plan: Yes _____ No _____

Event Description: Yes _____ No _____



ONTARIO OFFICE OF THE FIRE MARSHAL AND EMERGENCY MANAGEMENT

FIRE INSPECTOR II (NFPA 1031-2014)

PRACTICAL SKILLS

PROCESS A PLAN REVIEW APPLICATION AND CLASSIFY CONSTRUCTION AND OCCUPANCY TYPE
ADMINISTRATION - NFPA 1031-2014, 5.2.2, 5.3.3, 5.4.1

STUDENT NAME:

SKILL SHEET # 2

Process a Plan Review Application and Classify Construction and Occupancy Type

NFPA 1031-2014, 5.2.2, 5.3.3, 5.4.1

Successful completion of the practical skills in this section is necessary to fulfill the requirements of the following sections of NFPA 1031-2014. The list below identifies skills that will be evaluated:

5.2.2

- Reviewed the plan review application for proper completion
- Determined application compliance to applicable codes, standards and policies of the jurisdiction
- Documented approval or denial of the plan review application
- Communicated orally and in writing any deficiencies in the plan review

5.3.3

- Identified the construction type
- Evaluated the building's area, height, occupancy classification to determine if the building is code compliant

5.4.1

- Identified the occupancy classification of given occupancy
- Considered use of occupancy in occupancy classification
- Utilized applicable codes and standards in classification
- Read and used plans, specifications, and building description to classify



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PRACTICAL SKILLS

PROCESS A PLAN REVIEW APPLICATION AND CLASSIFY CONSTRUCTION AND OCCUPANCY TYPE
ADMINISTRATION - NFPA 1031-2014, 5.2.2, 5.3.3, 5.4.1

STUDENT NAME:

SKILL SHEET # 2

Fire Inspector II Standard

5.2.2 Process a plan review application, given a specific request, so that the application is evaluated and processed in accordance with the applicable policies and procedures of the jurisdiction.

5.3.3 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.

5.4.1 Classify the occupancy type, given a set of plans, specifications, and a description of a building, so that the classification is made according to applicable codes and standards and the policies of the jurisdiction.

Skill Objective: Given a plan review application with a specific request, process the application according to the applicable policies and procedures of the jurisdiction.

Skill Objective: Use plan review observations or a detailed building description to properly classify the construction type of the building according to applicable codes and standards.

Skill Objective: Use plans, specifications, and building description to classify occupancy type according to applicable codes and standards.

Candidate MUST successfully master each step listed to pass this skill.

Signed off on pages 5-8 (Verification of Successful Completion of Practical Skills Evaluation)

Evaluator's Signature: _____ Date: _____



ONTARIO OFFICE OF THE FIRE MARSHAL AND EMERGENCY MANAGEMENT

FIRE INSPECTOR II (NFPA 1031-2014)

PRACTICAL SKILLS

PROCESS A PLAN REVIEW APPLICATION AND CLASSIFY CONSTRUCTION AND OCCUPANCY TYPE
ADMINISTRATION - NFPA 1031-2014, 5.2.2, 5.3.3, 5.4.1

STUDENT NAME:

SKILL SHEET # 2

Introduction

In order for an application for a permit to be approved, a fire inspector reviews the plan review application form to determine the applicant has completed all paperwork properly and provided supporting documentation.

Directions

Evaluate the application for permit using the information included below.

The permit application is for Canadian Kids Day Care Center at 214 S. Main, Anytown, Ontario, P1P 1J8. The owner is Mr. John Smith, P.O. Box 721, Anytown, Ontario, P1P 1S9. His phone number is (123) 456-7890, and his email is JSmith@web.com.

The applicant for the permit is contractor Shane Jones, contractor #424131. His mailing address is P.O. Box 708, Anytown, Ontario, P1P 1K9. His phone number is (123) 658-9877 and his email is SJones@web.com.

The permit application is for the installation of a fire alarm system. The day care is noncombustible construction and is a total of 185.8 m². The project is estimated to cost \$3,500. No additional paperwork was submitted with the application.



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PRACTICAL SKILLS

PROCESS A PLAN REVIEW APPLICATION AND CLASSIFY CONSTRUCTION AND OCCUPANCY TYPE
ADMINISTRATION - NFPA 1031-2014, 5.2.2, 5.3.3, 5.4.1

STUDENT NAME:

SKILL SHEET # 2

Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the Building Code Act, 1992

Form with sections: For use by Principal Authority, Application information (A), Purpose of application (B), Applicant (C). Includes fields for application number, date received, municipality, project value, and applicant details.



ONTARIO OFFICE OF THE FIRE MARSHAL AND EMERGENCY MANAGEMENT

FIRE INSPECTOR II (NFPA 1031-2014)

PRACTICAL SKILLS

**PROCESS A PLAN REVIEW APPLICATION AND CLASSIFY CONSTRUCTION AND OCCUPANCY TYPE
ADMINISTRATION - NFPA 1031-2014, 5.2.2, 5.3.3, 5.4.1**

STUDENT NAME:

SKILL SHEET # 2

D. Owner (if different from applicant)				
Last name Smith		First name John	Corporation or partnership Canadian Kids Day Care Center	
Street address P. O. Box 721			Unit number	Lot/con.
Municipality Anytown	Postal code P1P1S9	Province Ontario	E-mail JSmith@web.com	
Telephone number (123) 456-7890	Fax ()		Cell number ()	

Application for a Permit to Construct or Demolish – Effective January 1, 2014



ONTARIO OFFICE OF THE FIRE MARSHAL AND EMERGENCY MANAGEMENT

FIRE INSPECTOR II (NFPA 1031-2014)

PRACTICAL SKILLS

PROCESS A PLAN REVIEW APPLICATION AND CLASSIFY CONSTRUCTION AND OCCUPANCY TYPE
ADMINISTRATION - NFPA 1031-2014, 5.2.2, 5.3.3, 5.4.1

STUDENT NAME:

SKILL SHEET # 2

Scenario:

Proposed six storey residential building, combustibile construction, sprinklered, 45m x 30m building area.

Referencing the 2012 Building Code, identify the following construction requirements and provide applicable code references

Occupancy Classification:

Building Construction:

Building Area:

Fire resistance rating of floor assembly and load bearing walls:



ONTARIO OFFICE OF THE FIRE MARSHAL AND EMERGENCY MANAGEMENT

FIRE INSPECTOR II (NFPA 1031-2014)

PRACTICAL SKILLS

PROCESS A PLAN REVIEW APPLICATION AND CLASSIFY CONSTRUCTION AND OCCUPANCY TYPE
ADMINISTRATION - NFPA 1031-2014, 5.2.2, 5.3.3, 5.4.1

STUDENT NAME:

SKILL SHEET # 2

Classify the occupancies in this mixed tenancy and identify the applicable codes.



Tenant # 1 - Occupancy Classification: _____

Tenant # 2 - Occupancy Classification: _____

Tenant # 3 - Occupancy Classification: _____

Tenant # 4 - Occupancy Classification: _____

Applicable Code Reference(s): _____



ONTARIO OFFICE OF THE FIRE MARSHAL AND EMERGENCY MANAGEMENT

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PRACTICAL SKILLS

PROCESS A PLAN REVIEW APPLICATION AND CLASSIFY CONSTRUCTION AND OCCUPANCY TYPE
ADMINISTRATION - NFPA 1031-2014, 5.2.2, 5.3.3, 5.4.1

STUDENT NAME:

SKILL SHEET # 2

Investigate Complex Complaints

NFPA 1031-2014, 5.2.3

Successful completion of the practical skills in this section is necessary to fulfill the requirements of the following sections of NFPA 1031-2014. The list below identifies skills that will be evaluated:

- Received the complaint with attentiveness and concern
- Recorded the complaint information for future reference
- Researched, interpreted, and confirmed applicable codes and standards
- Recognized problems and performed an investigation to confirm situation
- Referred the complaint to other agencies when required
- Resolved the complaint based upon policies, codes, and standards

Fire Inspector II Standard

5.2.3 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.

Skill Objective: Having been informed of a complex fire safety complaint (condition or situation), candidate will record the information, initiate the investigative process, and resolve the complaint in accordance with the applicable codes and standards and the policies of the jurisdiction.



ONTARIO OFFICE OF THE FIRE MARSHAL AND EMERGENCY MANAGEMENT

FIRE INSPECTOR II (NFPA 1031-2014)

PRACTICAL SKILLS

PROCESS A PLAN REVIEW APPLICATION AND CLASSIFY CONSTRUCTION AND OCCUPANCY TYPE
ADMINISTRATION - NFPA 1031-2014, 5.2.2, 5.3.3, 5.4.1

STUDENT NAME:

SKILL SHEET # 2

Introduction

Allowing the public to identify serious fire and life safety hazards is an integral part of maintaining a successful fire-prevention and life safety program. Complaints that citizens file should be met with courtesy and genuine interest. Prompt investigation of these complaints encourages continued support of fire-prevention measures within a community.

Directions

Read the scenario below and answer the questions that follow.

After completing these tasks, be prepared to present your findings to the building occupant, who will be played by your evaluator.

Activity

Scenario: As an inspector for your local jurisdiction, you receive a telephone complaint from Ms. Jane Ross that the exit doors at one end of the Town Movie Theater are chained and locked shut. From your internal files, you find that the movie theater has an occupant load of 235 people.

Telephone Transcript:

FD: Anytown Fire Department, (Your name) speaking.

Ms. Ross: My name is Jane Ross. Last night my family and I attended a movie at the Town Movie Theater and noticed that the exit doors on the east side of the theater were chained shut. I was a bit concerned about this.

FD: Thank you for your phone call, Ms. Ross. At which Town Movie Theater?

Ms. Ross: The one at 424 N. Main Street.

FD: We will have someone look into this and get back with you. Could I have your telephone number and address?

Ms. Ross: 123-9876. I live at 721 W. Elm Street.



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FIRE INSPECTOR II (NFPA 1031-2014)

PRACTICAL SKILLS

PROCESS A PLAN REVIEW APPLICATION AND CLASSIFY CONSTRUCTION AND OCCUPANCY TYPE
ADMINISTRATION - NFPA 1031-2014, 5.2.2, 5.3.3, 5.4.1

STUDENT NAME:

SKILL SHEET # 2

1. From the telephone transcript given, record the appropriate complaint information.

2. From the information given, what would be the appropriate action?

3. What is the occupancy classification?

4. Identify applicable codes references.

Candidate MUST successfully master each step listed to pass this skill.

Signed off on pages 5-8 (Verification of Successful Completion of Practical Skills Evaluation)

Evaluator's Signature: _____ Date: _____



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FIRE INSPECTOR II (NFPA 1031-2014)

PRACTICAL SKILLS

PROCESS A PLAN REVIEW APPLICATION AND CLASSIFY CONSTRUCTION AND OCCUPANCY TYPE
ADMINISTRATION - NFPA 1031-2014, 5.2.2, 5.3.3, 5.4.1

STUDENT NAME:

SKILL SHEET # 2

Recommend Modifications to the Adopted Codes and Standards of the Jurisdiction

NFPA 1031-2014, 5.2.4

Successful completion of the practical skills in this section is necessary to fulfill the requirements of the following sections of NFPA 1031-2014. The list below identifies skills that will be evaluated:

- Recognized the negative effects of the management objective on inspection services.
- Researched and identified solutions to the problem.
- Educated by orally or verbally recommending a policy or procedure to improve services.
- Documented the policy or procedure to resolve conflicts.

Fire Inspector II Standard

5.2.4 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.

Skill Objective: Make written recommendation to modify existing codes and standards of the jurisdiction. Collect and develop potential solutions, identify cost vs. risk benefits of recommended changes, and choose a fire safety issue and make change recommendations that are properly written and address the problem, need, or deficiency.



ONTARIO OFFICE OF THE FIRE MARSHAL AND EMERGENCY MANAGEMENT

FIRE INSPECTOR II (NFPA 1031-2014)

PRACTICAL SKILLS

PROCESS A PLAN REVIEW APPLICATION AND CLASSIFY CONSTRUCTION AND OCCUPANCY TYPE
ADMINISTRATION - NFPA 1031-2014, 5.2.2, 5.3.3, 5.4.1

STUDENT NAME:

SKILL SHEET # 2

A suggested change to the Fire Code is to sprinkler existing assembly occupancies, specifically beverage establishments with an occupant load exceeding 150. Change requests to the next edition of the Ontario Fire Code can be made by any individual or group at any time. In some cases, interim amendments may be implemented as determined appropriate. To submit a request to the Office of the Fire Marshal and Emergency Management, please complete the form below.

Fire Code Change Request

1. Background Information

Date: _____

Submission made on behalf of:

Myself: _____ or,

Business/ Organization: _____

If your submission is made on behalf of a Business/Organization complete the following:

Name of Business/ Organization/ Association: _____

Approximate # of members: _____

Your Name: _____

Your title within the group represented: _____

Are you authorized to speak on behalf of the group? _____

2. Fire Code Reference: Division / Part / Section: _____

3. Describe the problem with the existing Fire Code provision:



ONTARIO OFFICE OF THE FIRE MARSHAL AND EMERGENCY MANAGEMENT

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PROCESS A PLAN REVIEW APPLICATION AND CLASSIFY CONSTRUCTION AND OCCUPANCY TYPE
ADMINISTRATION - NFPA 1031-2014, 5.2.2, 5.3.3, 5.4.1

STUDENT NAME:

SKILL SHEET # 2

4. Describe the proposed change or provide recommended wording:

5. Identify/describe other Fire Code provisions that may be affected by the proposed change:

6(a). Describe the expected impact of the proposed change with respect to public safety:

6(b). Describe the expected impact of the proposed change with respect to initial and long term cost to owners/occupants:

6(c). Describe the expected impact of the proposed change with respect to enforcement activities:



ONTARIO OFFICE OF THE FIRE MARSHAL AND EMERGENCY MANAGEMENT

FIRE INSPECTOR II (NFPA 1031-2014)

PRACTICAL SKILLS

**PROCESS A PLAN REVIEW APPLICATION AND CLASSIFY CONSTRUCTION AND OCCUPANCY TYPE
ADMINISTRATION - NFPA 1031-2014, 5.2.2, 5.3.3, 5.4.1**

STUDENT NAME:

SKILL SHEET # 2

7(a). If the proposed change is a new requirement, please identify the objective(s) and functional statement(s) that the proposal addresses (see Division A of the Fire Code):

7(b). If the proposed change is a new requirement, please identify the clause in subsection 12.(1) of the Fire Protection and Prevention Act, 1997 that provides authority for this requirement:

7(c). If the proposed change is a new requirement, is the proposal consistent with existing Building Code requirements?

8. Please indicate if any additional supporting materials will be forwarded separately:

Candidate MUST successfully master each step listed to pass this skill.

Signed off on pages 5-8 (Verification of Successful Completion of Practical Skills Evaluation)

Evaluator's Signature: _____ Date: _____



ONTARIO OFFICE OF THE FIRE MARSHAL AND EMERGENCY MANAGEMENT

FIRE INSPECTOR II (NFPA 1031-2014)

PRACTICAL SKILLS

PROCESS A PLAN REVIEW APPLICATION AND CLASSIFY CONSTRUCTION AND OCCUPANCY TYPE
ADMINISTRATION - NFPA 1031-2014, 5.2.2, 5.3.3, 5.4.1

STUDENT NAME:

SKILL SHEET # 2

Recommend Policies and Procedures for the Delivery of Inspection Services

NFPA 1031-2014, 5.2.5

Successful completion of the practical skills in this section is necessary to fulfill the requirements of the following sections of NFPA 1031-2014. The list below identifies skills that will be evaluated:

- Recognized the negative effects of the management objective on inspection services
- Researched and identified solutions to the problem
- Educated by orally or verbally recommending a policy or procedure to improve services
- Documented the policy or procedure to resolve conflicts

Fire Inspector II Standard

5.2.5 Recommend policies and procedures for the delivery of inspection services, given management objectives, so that the inspections are carried out in accordance with the policies of the jurisdiction and due process of the law is followed.

Skill Objective: Use a management objective (provided) to make written or oral recommendations for policies and procedures for the delivery of inspection services. Adhere to policies of the jurisdiction and applicable laws.

Candidate MUST successfully master each step listed to pass this skill.

Signed off on pages 5-8 (Verification of Successful Completion of Practical Skills Evaluation)

Evaluator's Signature: _____ Date: _____



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FIRE INSPECTOR II (NFPA 1031-2014)

PRACTICAL SKILLS

PROCESS A PLAN REVIEW APPLICATION AND CLASSIFY CONSTRUCTION AND OCCUPANCY TYPE
ADMINISTRATION - NFPA 1031-2014, 5.2.2, 5.3.3, 5.4.1

STUDENT NAME:

SKILL SHEET # 2

Instruction	Example
Provide a management objective for delivery of fire inspection services.	<i>Management Objective:</i>
Have the Inspector candidate review the management objective and recognize problems with the objective	<i>Problem:</i>
Have the Inspector candidate identify solutions to the problem and verbally recommend a policy or procedure to improve inspection services.	<i>Solutions</i>
Document the policy or procedure to resolve conflicts	<i>Policy:</i>



ONTARIO OFFICE OF THE FIRE MARSHAL AND EMERGENCY MANAGEMENT

FIRE INSPECTOR II (NFPA 1031-2014)

PRACTICAL SKILLS

COMPUTE THE MAXIMUM ALLOWABLE OCCUPANT LOAD
ADMINISTRATION - NFPA 1031-2014, 5.3.1 AND 5.4.2

STUDENT NAME:

SKILL SHEET # 6

Compute the Maximum Allowable Occupant Load NFPA 1031-2014, 5.3.1, 5.4.2

Successful completion of the practical skills in this section is necessary to fulfill the requirements of the following sections of NFPA 1031-2014. The list below identifies skills that will be evaluated:

- Verified occupancy use (classification)
- Utilized field observations or a description of occupancy
- Read plans
- Identified occupancy factors related to various occupancy classifications
- Used applicable codes and standards
- Utilized proper occupant load formula(s) for calculation
- Calculated maximum occupant load for multi-use building accurately, utilizing a calculator

Fire Inspector II Standard

5.3 Field Inspections

5.3.1 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 accurate and in accordance with applicable codes and standards.

5.4 Plans Review

5.4.2 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 applicable codes and standards and the policies of the jurisdiction.



COMPUTE THE MAXIMUM ALLOWABLE OCCUPANT LOAD
ADMINISTRATION - NFPA 1031-2014, 5.3.1 AND 5.4.2

STUDENT NAME:

SKILL SHEET # 6

Skill Objective: Use field observations and/or use description to accurately calculate maximum occupant load of a multi-use building in accordance with applicable codes and standards.

The candidate will complete all elements of the assigned task within 30 minutes.

Scenario:

Based on the following building floor plan; compute the allowable occupant load for each portion of the building.

The Majestic Restaurant, 104 N. Vine Street, Anytown, Ontario is a bar/restaurant that serves alcohol within your area. Bobs billiard room, 104 N. Vine Street, Suite 110, Anytown, Ontario is also located in the Majestic Building, however it is not connected with the restaurant. The Majestic Building does not have fire sprinklers installed in the building.

1. What is the occupant load of the reading room?

2. What is the occupant load of the dining room?

3. What is the occupant load of Bob's billiard room?

4. What is the occupant load of the entire building?



ONTARIO OFFICE OF THE FIRE MARSHAL AND EMERGENCY MANAGEMENT

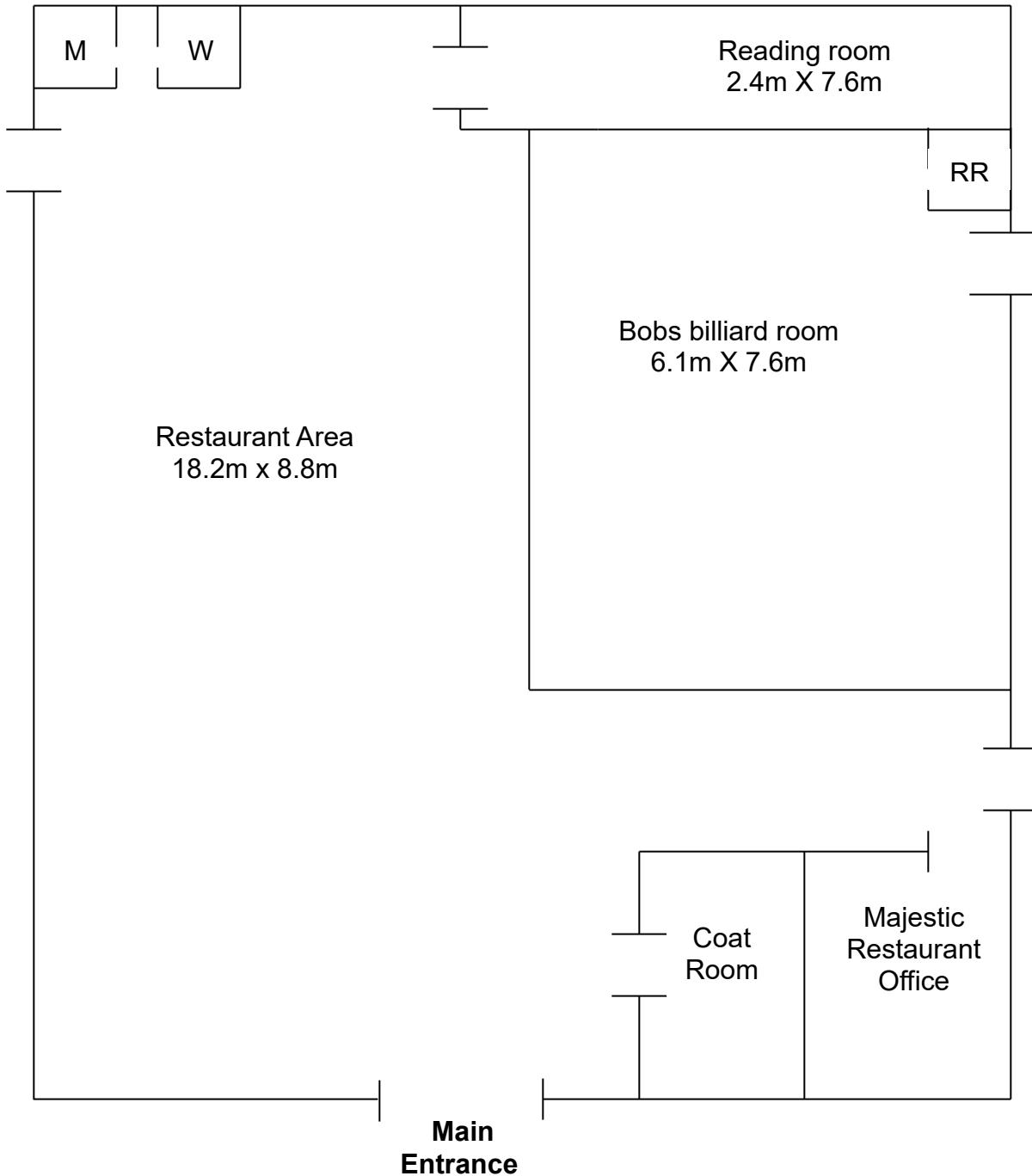
FIRE INSPECTOR II (NFPA 1031-2014)

PRACTICAL SKILLS

COMPUTE THE MAXIMUM ALLOWABLE OCCUPANT LOAD
ADMINISTRATION - NFPA 1031-2014, 5.3.1 AND 5.4.2

STUDENT NAME:

SKILL SHEET # 6





ONTARIO OFFICE OF THE FIRE MARSHAL AND EMERGENCY MANAGEMENT

FIRE INSPECTOR II (NFPA 1031-2014)

PRACTICAL SKILLS

COMPUTE THE MAXIMUM ALLOWABLE OCCUPANT LOAD
ADMINISTRATION - NFPA 1031-2014, 5.3.1 AND 5.4.2

STUDENT NAME:

SKILL SHEET # 6

Candidate MUST successfully master each step listed to pass this skill.

Signed off on pages 5-8 (Verification of Successful Completion of Practical Skills Evaluation)

Evaluator's Signature: _____ Date: _____



ONTARIO OFFICE OF THE FIRE MARSHAL AND EMERGENCY MANAGEMENT

FIRE INSPECTOR II (NFPA 1031-2014)

PRACTICAL SKILLS

COMPUTE THE MAXIMUM ALLOWABLE OCCUPANT LOAD
ADMINISTRATION - NFPA 1031-2014, 5.3.1 AND 5.4.2

STUDENT NAME:

SKILL SHEET # 6

Identify the Occupancy Classifications of a Mixed-use Building NFPA 1031-2014, 5.3.2

Successful completion of the practical skills in this section is necessary to fulfill the requirements of the following sections of NFPA 1031-2014. The list below identifies skills that will be evaluated:

- Correctly identified occupancy classification of a mixed-use occupancy
- Interpreted code requirements
- Recognized and considered building use of occupancy in occupancy classification
- Utilized applicable codes and standards in classification

Fire Inspector II Standard

5.3.2 Identify the occupancy classification of a mixed-use building, given a description of the uses, so that each area is properly classified in accordance with applicable codes and standards.

Skill Objective: Use a description of uses for a mixed-use building to classify the occupancy so that each area is properly classified in accordance with applicable codes and standards.



COMPUTE THE MAXIMUM ALLOWABLE OCCUPANT LOAD
ADMINISTRATION - NFPA 1031-2014, 5.3.1 AND 5.4.2

STUDENT NAME:

SKILL SHEET # 6

***A.5.3.2** Judgment should be exercised in the classification of occupancies within a mixed-use building. Small uses that are accessory to a major occupancy should be evaluated within the framework of the adopted codes and standards, recognizing that not all spaces require separation while some spaces will always require separation.

Introduction:

Occupancy classifications are established because certain occupancies, by their own natures, will have higher fire loads and greater numbers of occupants within them than others. By classifying structures using occupancy classifications, building officials and code enforcement personnel can gain a reasonable expectation of the level of hazard a particular building presents.

Directions:

Identify the occupancies below using the Ontario Building Code as a reference.

Activity:

1. Daycare in an apartment building _____
2. Car dealership including auto repair shop with paint booth _____
3. Hospital with attached residential care facility _____
4. Restaurant (occupancy load 50) in a department store _____
5. Museum with attached gift shop _____
6. Aircraft hangar and aircraft spray painting operation _____

Candidate MUST successfully master each step listed to pass this skill.

Signed off on pages 5-8 (Verification of Successful Completion of Practical Skills Evaluation)

Evaluator's Signature: _____ Date: _____



ONTARIO OFFICE OF THE FIRE MARSHAL AND EMERGENCY MANAGEMENT

FIRE INSPECTOR II (NFPA 1031-2014)

PRACTICAL SKILLS

EVALUATE FIRE PROTECTION SYSTEMS AND EQUIPMENT AND REVIEW PROPOSED AND ACTUAL
INSTALLATION

ADMINISTRATION - NFPA 1031-2014, 5.3.4, 5.4.3 AND 5.4.4

STUDENT NAME:

SKILL SHEET # 8

**Evaluate Fire Protection Systems and Equipment and Review
Proposed and Actual Installation
NFPA 1031-2014; 5.3.4, 5.4.3, 5.4.4**

Successful completion of the practical skills in this section is necessary to fulfill the requirements of the following sections of NFPA 1031-2014. The list below identifies skills that will be evaluated:

5.3.4

- (Field inspection to evaluate fire protection system and equipment)
- Evaluated fire protection systems and equipment of a building or facility.
- Used field observations, test documentation, and read reports, plans and system specifications to determine whether systems are installed in compliance with applicable codes and standards.
- Used field observations, test documentation, and read reports, plans and system specifications to determine whether systems are appropriate to the occupancy or hazard protected.
- Recognized problems and identified deficiencies according to policies, codes, and standards of jurisdiction.
- Documented deficiencies according to policies, codes, and standards of jurisdiction.
- Reported deficiencies according to policies, codes, and standards of jurisdiction.

5.4.3

- Reviewed the shop drawings, specifications, basic floor plans and identified symbols and elements of the fire protection system
- Evaluated code compliance and installation in accordance with applicable codes and standards and the policies of the jurisdiction
- Identified deficiencies according to policies of the jurisdiction
- Items to be checked



EVALUATE FIRE PROTECTION SYSTEMS AND EQUIPMENT AND REVIEW PROPOSED AND ACTUAL INSTALLATION

ADMINISTRATION - NFPA 1031-2014, 5.3.4, 5.4.3 AND 5.4.4

STUDENT NAME:

SKILL SHEET # 8

5.4.4

- Reviewed the shop drawings, specifications, basic floor plans and installation of the fire protection system.
- Researched codes and standards regarding the installed fire protection system.
- Identified deficiencies according to policies of the jurisdiction.
- Documented deficiencies according to policies of jurisdiction.
- Reported deficiencies according to policies of the jurisdiction.

Fire Inspector II Standard

5.3 Field Inspection

5.3.4* 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.

5.4 Plan Reviews

5.4.3 Review the proposed installation of fire protection systems, given shop drawing 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 all deficiencies are identified, documented, and reported in accordance with the applicable codes and standards and the policies of the jurisdiction.

5.4.4 Review the installation of a fire protection system, given an installed system, shop drawing 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.



ONTARIO OFFICE OF THE FIRE MARSHAL AND EMERGENCY MANAGEMENT

FIRE INSPECTOR II (NFPA 1031-2014)

PRACTICAL SKILLS

EVALUATE FIRE PROTECTION SYSTEMS AND EQUIPMENT AND REVIEW PROPOSED AND ACTUAL
INSTALLATION

ADMINISTRATION - NFPA 1031-2014, 5.3.4, 5.4.3 AND 5.4.4

STUDENT NAME:

SKILL SHEET # 8

Skill Objective: Use field observations, hazards protected, and system specifications to evaluate whether fire protection systems provided are appropriate for the occupancy or hazard. Determine whether they are installed in compliance with applicable codes and standards. Identify, document, and report deficiencies according to policy.

Skill Objective: Use the provided shop drawings and system specifications to review the installation of a fire protection system according to applicable codes and approved drawings. Identify, document, and report deficiencies according to the policies of the jurisdiction.



ONTARIO OFFICE OF THE FIRE MARSHAL AND EMERGENCY MANAGEMENT

FIRE INSPECTOR II (NFPA 1031-2014)

PRACTICAL SKILLS

EVALUATE FIRE PROTECTION SYSTEMS AND EQUIPMENT AND REVIEW PROPOSED AND ACTUAL
INSTALLATION

ADMINISTRATION - NFPA 1031-2014, 5.3.4, 5.4.3 AND 5.4.4

STUDENT NAME:

SKILL SHEET # 8

Building Description:

Install single stage fire alarm and detection system for mixed occupancy, combustible, three storey building, each storey 2200 m².

- Partial basement under the tavern contains building services, storage and offices. Gas furnace provides heating for all occupancies. Retail space has a crawl space with no services or access.
- First storey contains retail and tavern. Tavern occupant load 75. Tavern does not have kitchen facilities.
- Second storey contains 7, 1 bedroom apartments
- Third storey contains 7, 1 bedroom apartments

Candidate MUST successfully master each step listed to pass this skill.

Signed off on pages 5-8 (Verification of Successful Completion of Practical Skills Evaluation)

Evaluator's Signature: _____ Date: _____



ONTARIO OFFICE OF THE FIRE MARSHAL AND EMERGENCY MANAGEMENT

FIRE INSPECTOR II (NFPA 1031-2014)

PRACTICAL SKILLS

EVALUATE FIRE PROTECTION SYSTEMS AND EQUIPMENT AND REVIEW PROPOSED AND ACTUAL INSTALLATION

ADMINISTRATION - NFPA 1031-2014, 5.3.4, 5.4.3 AND 5.4.4

STUDENT NAME:

SKILL SHEET # 8

Reference The Building Code, review the four floor plans of the fire alarm and detection system and complete the chart below. (10 items)

#	OBC Reference	Noted Deficiency	Storey	Location of Deficiency

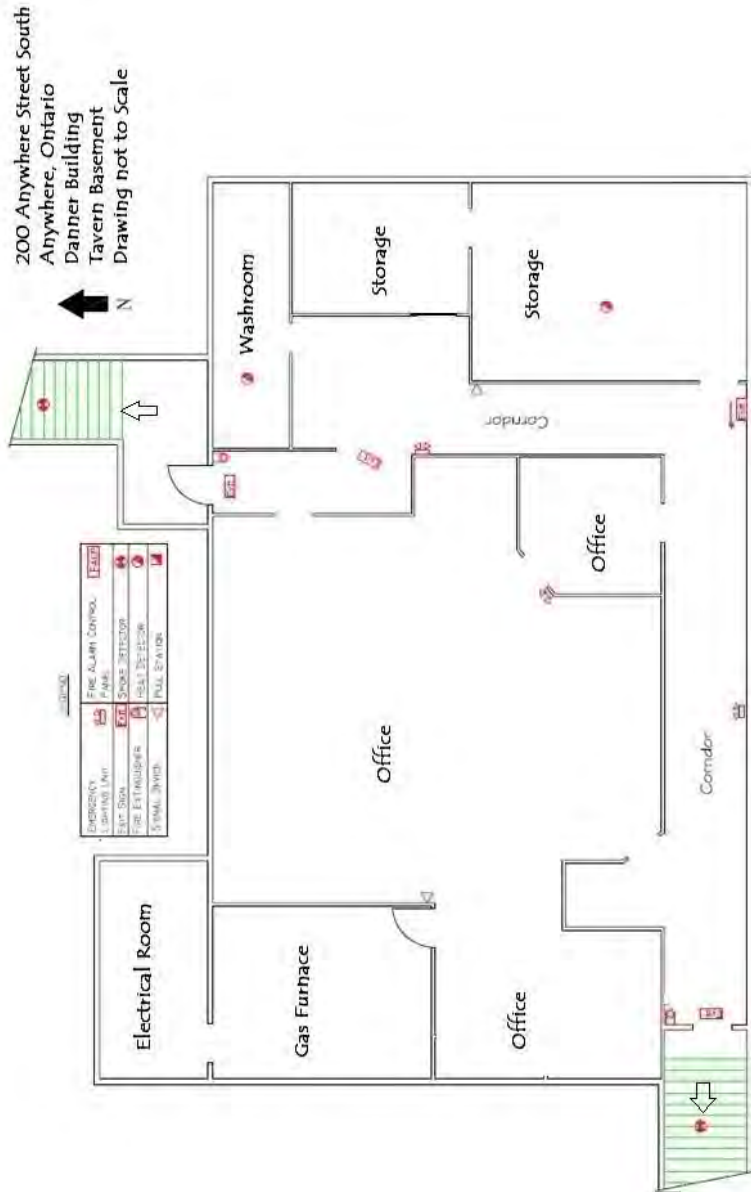


EVALUATE FIRE PROTECTION SYSTEMS AND EQUIPMENT AND REVIEW PROPOSED AND ACTUAL INSTALLATION

ADMINISTRATION - NFPA 1031-2014, 5.3.4, 5.4.3 AND 5.4.4

STUDENT NAME:

SKILL SHEET # 8



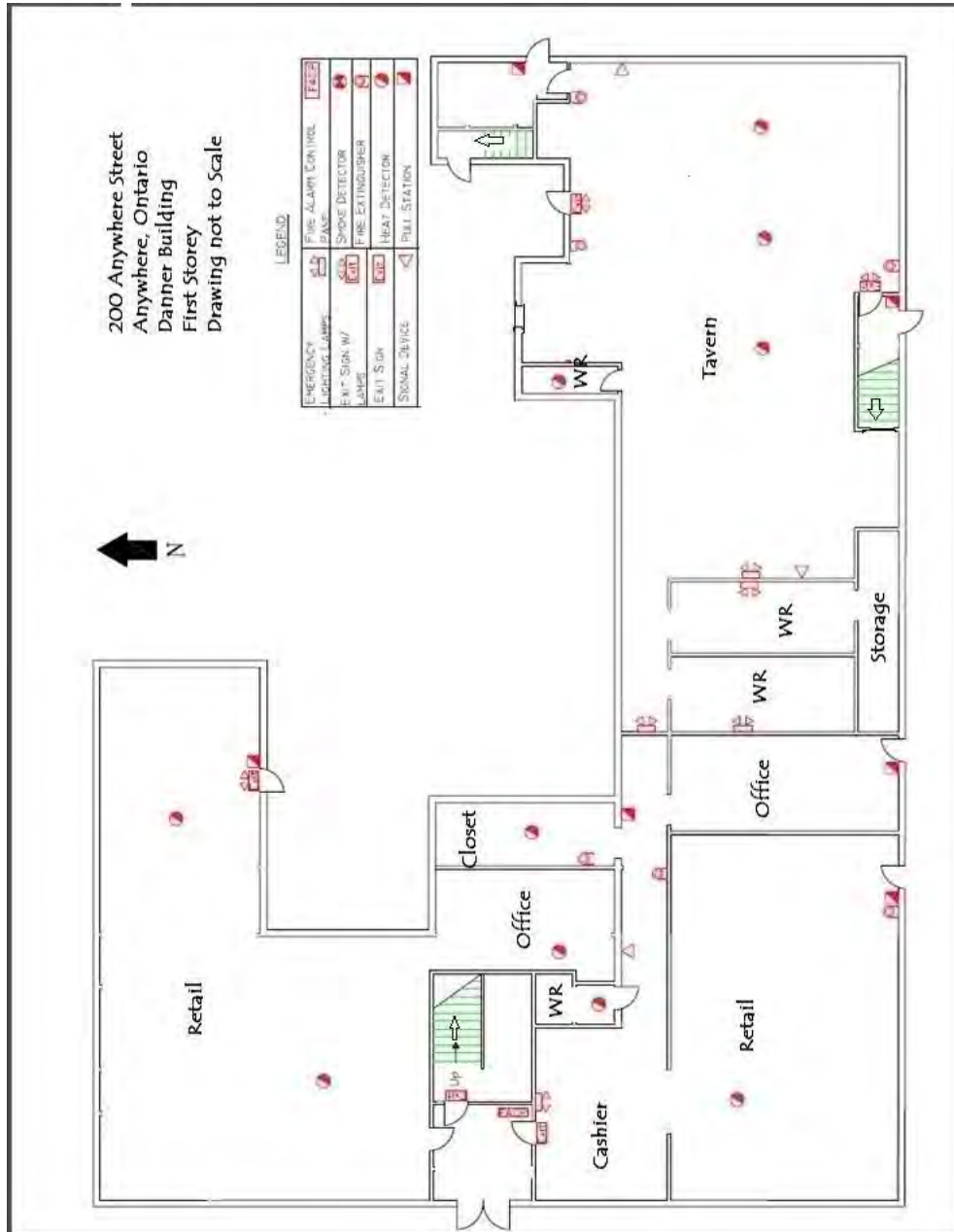


EVALUATE FIRE PROTECTION SYSTEMS AND EQUIPMENT AND REVIEW PROPOSED AND ACTUAL INSTALLATION

ADMINISTRATION - NFPA 1031-2014, 5.3.4, 5.4.3 AND 5.4.4

STUDENT NAME:

SKILL SHEET # 8



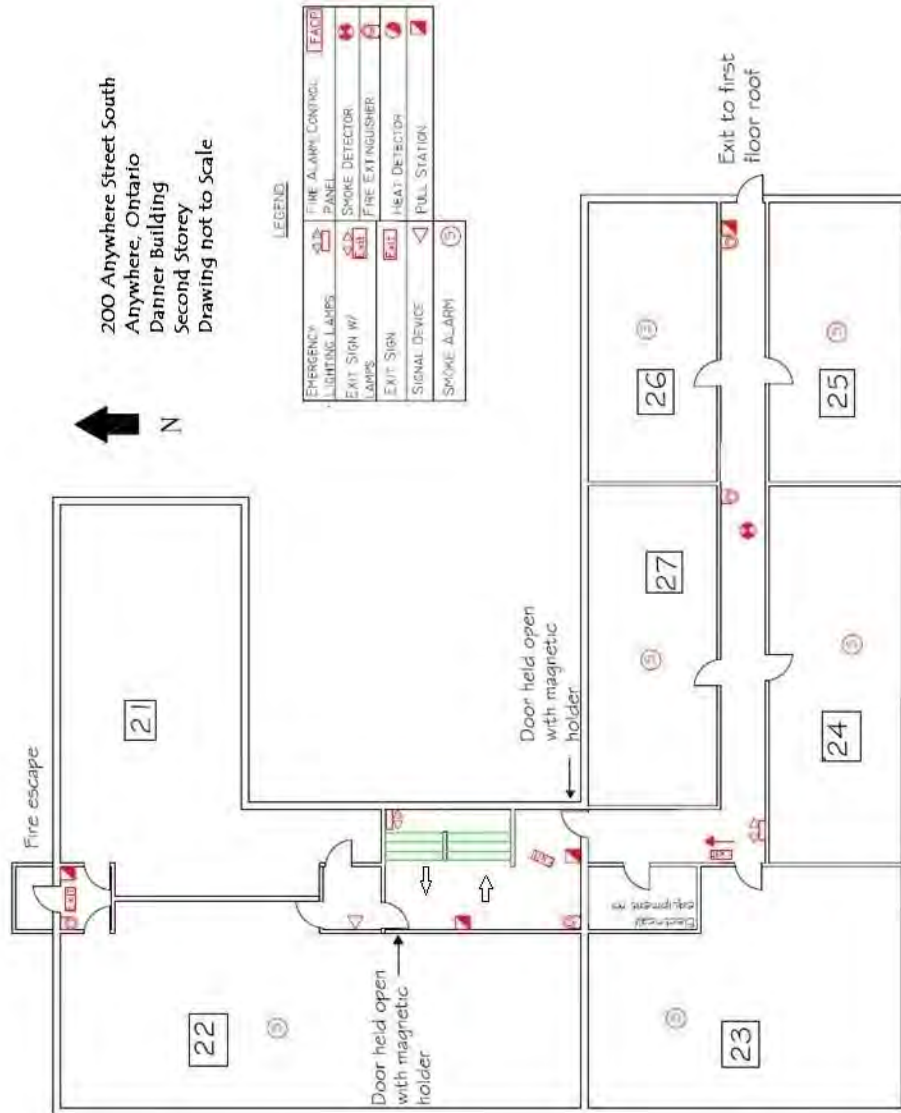


EVALUATE FIRE PROTECTION SYSTEMS AND EQUIPMENT AND REVIEW PROPOSED AND ACTUAL INSTALLATION

ADMINISTRATION - NFPA 1031-2014, 5.3.4, 5.4.3 AND 5.4.4

STUDENT NAME:

SKILL SHEET # 8





ONTARIO OFFICE OF THE FIRE MARSHAL AND EMERGENCY MANAGEMENT

FIRE INSPECTOR II (NFPA 1031-2014)

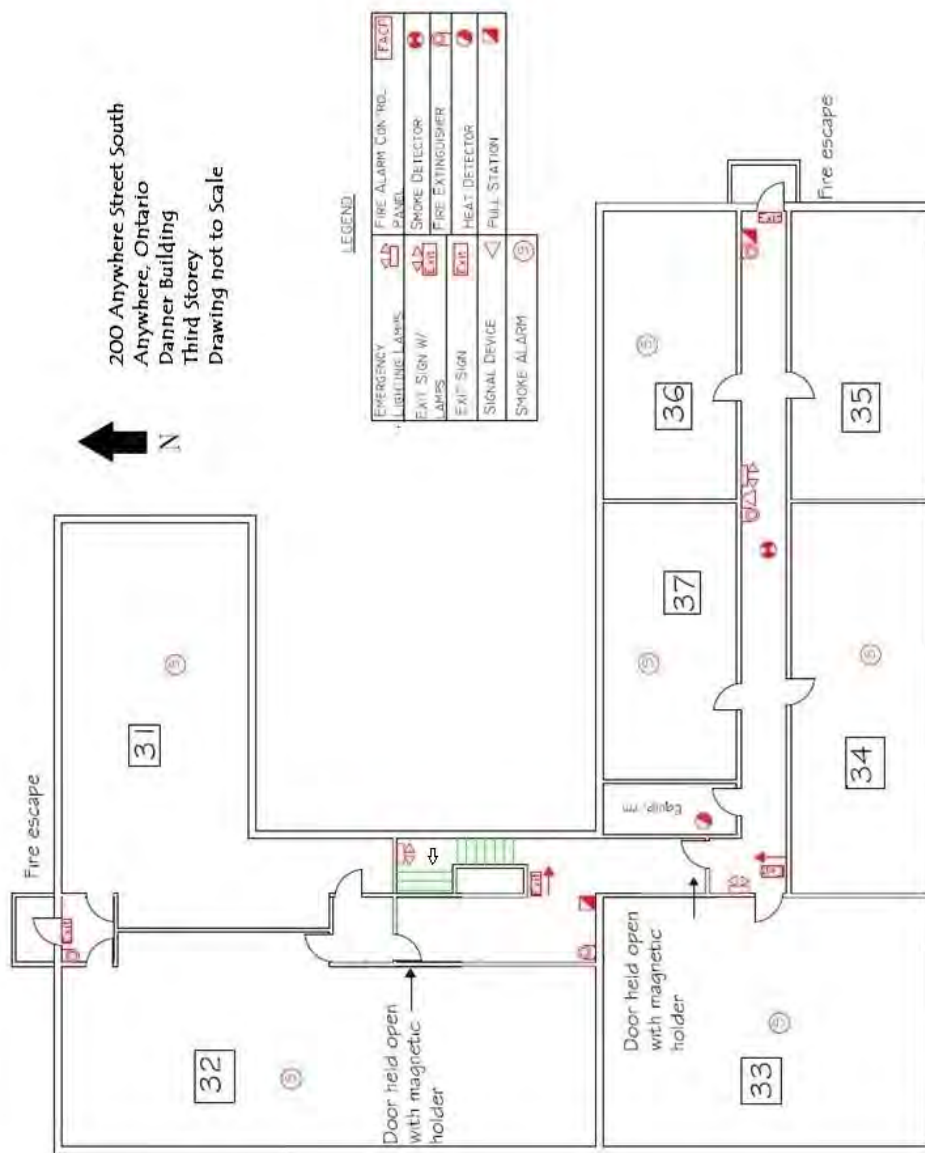
PRACTICAL SKILLS

EVALUATE FIRE PROTECTION SYSTEMS AND EQUIPMENT AND REVIEW PROPOSED AND ACTUAL INSTALLATION

ADMINISTRATION - NFPA 1031-2014, 5.3.4, 5.4.3 AND 5.4.4

STUDENT NAME:

SKILL SHEET # 8





ONTARIO OFFICE OF THE FIRE MARSHAL AND EMERGENCY MANAGEMENT

FIRE INSPECTOR II (NFPA 1031-2014)

PRACTICAL SKILLS

**ANALYZE AND VERIFY THE EGRESS ELEMENTS OF A BUILDING OR PORTION OF A BUILDING
ADMINISTRATION - NFPA 1031-2014, 5.3.5 AND 5.4.5**

STUDENT NAME:

SKILL SHEET # 9

**Analyze and Verify the Egress Elements of a Building or Portion of a
Building
NFPA 1031-2014, 5.3.5, 5.4.5**

Successful completion of the practical skills in this section is necessary to fulfill the requirements of the following sections of NFPA 1031-2014. The list below identifies skills that will be evaluated:

5.3.5

- Analyzed egress elements of a building or portion thereof (exit access, exit and exit discharge requirements)
- Read plans and used field observations to verify that means of egress elements provided are in accordance with applicable codes and standards
- Calculated the egress elements to ensure adequate exit requirements are met for the occupancy load
- Made decisions related to the adequacy of egress
- Identified deficiencies according to policies of jurisdiction
- Documented deficiencies according to policies of jurisdiction
- Reported deficiencies according to policies of jurisdiction

5.4.5

- Verify that egress elements are provided.
- Use floor plan of building or portion thereof for verification.
- Identify egress elements and check against applicable codes and standards.
- Discover deficiencies according to policies of the jurisdiction.
- Communicate deficiencies according to policies.



ONTARIO OFFICE OF THE FIRE MARSHAL AND EMERGENCY MANAGEMENT

FIRE INSPECTOR II (NFPA 1031-2014)

PRACTICAL SKILLS

ANALYZE AND VERIFY THE EGRESS ELEMENTS OF A BUILDING OR PORTION OF A BUILDING
ADMINISTRATION - NFPA 1031-2014, 5.3.5 AND 5.4.5

STUDENT NAME:

SKILL SHEET # 9

Fire Inspector II Standard

5.3.5 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 all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

5.4.5 Verify that 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 any deficiencies are discovered and communicated in accordance with the policies of the jurisdiction.

Skill Objective: Use the attached floor plan of a building to verify that the required egress elements are provided according to applicable codes and standards. Identify, document, and communicate any deficiencies according to the policies of the jurisdiction.

Skill Objective: Use field observations to analyze egress elements of a building or portion thereof so that means of egress is provided and located in accordance with applicable codes and standards. Identify, document, and report deficiencies according to policy.

Review the floor plan below of an existing school gymnasium being used for a theatrical performance. Using the floor plan, determine the aggregate width of each exit and calculate the maximum number of persons that can be served by each exit.



**ANALYZE AND VERIFY THE EGRESS ELEMENTS OF A BUILDING OR PORTION OF A BUILDING
ADMINISTRATION - NFPA 1031-2014, 5.3.5 AND 5.4.5**

STUDENT NAME:

SKILL SHEET # 9

Determine the allowable occupant load for the floor plan on the attached diagram.

1. Occupant load of each room based on use and area

a) Vocational room = _____

b) Lounge = _____

c) Training room = _____
(if used with non-fixed seats and tables)

Total occupant load based on use = _____

2. Occupant load of each room based on exit width

a) Vocational room = _____

b) Lounge = _____

c) Training Room = _____

Total occupant load based on available exit width = _____

3. To ensure that the maximum occupant load limit as set by the fire code are not exceeded, calculate the maximum occupant load limit using the factors in fire code sentence 2.7.1.4.(7) :

a) Vocational room = _____

b) Lounge = _____

c) Training room = _____

Maximum occupant load limit = _____



ANALYZE AND VERIFY THE EGRESS ELEMENTS OF A BUILDING OR PORTION OF A BUILDING
ADMINISTRATION - NFPA 1031-2014, 5.3.5 AND 5.4.5

STUDENT NAME:

SKILL SHEET # 9

4. Compare the results of the calculations from question 3 to the results of questions 1 and 2. Do the maximum occupant load limits as determined in question 3 need to be applied? _____

5. a) The number of persons that can be accommodated by the corridor = _____

b) Recognizing that the occupants have a choice of 2 directions to exit the floor area (exit stairs at both ends of the corridor) the corridor can in fact accommodate twice the number determined in 5.a).

Therefore, the actual number of persons that can be accommodated by the corridor = _____

6. Compare the results of the calculations in Questions 1, 2, 3, and 5:

Total room occupant load determined on the basis of use . . . _____

Total room occupant load determined on the basis of exit width _____

Maximum occupant load limit _____

Total occupant load, which can be accommodated by the corridor . . _____

Based on comparison of the results above, the allowable occupant load for the floor area shall be _____

7. Calculate the occupant load based on available exit widths from the floor area :

a) The number of persons that can be accommodated by the 2 exit doors at the tops of the stairwells = _____

b) The number of persons that can be accommodated by the 2 stairwells = _____



ONTARIO OFFICE OF THE FIRE MARSHAL AND EMERGENCY MANAGEMENT

FIRE INSPECTOR II (NFPA 1031-2014)

PRACTICAL SKILLS

**ANALYZE AND VERIFY THE EGRESS ELEMENTS OF A BUILDING OR PORTION OF A BUILDING
ADMINISTRATION - NFPA 1031-2014, 5.3.5 AND 5.4.5**

STUDENT NAME:

SKILL SHEET # 9

c) The doors at the bottom of the stairs leading to the outside are the same width as the doors at the top of the stairs and therefore can accommodate the same number of persons as the doors at the top of the stairs. Of the calculations in a) and b) above, the lesser of the two shall be used as the occupant load based on available exit width from the floor area = _____

8. Compare the occupant load based on available exit width from the floor area as calculated in question 7 with the most restrictive occupant load for the floor area as determined in question 6.

The allowable occupant load for the floor area is the lesser of these two calculations = _____.

9. Why isn't an occupant load calculated for the washrooms?

10. Why don't we add the room occupant load and the occupant load that can be accommodated by the corridor to obtain the occupant load for the floor area?

Candidate MUST successfully master each step listed to pass this skill.

Signed off on pages 5-8 (Verification of Successful Completion of Practical Skills Evaluation)

Evaluator's Signature: _____ Date: _____



ONTARIO OFFICE OF THE FIRE MARSHAL AND EMERGENCY MANAGEMENT

FIRE INSPECTOR II (NFPA 1031-2014)

PRACTICAL SKILLS

EVALUATE HAZARDOUS CONDITIONS INVOLVING EQUIPMENT, PROCESSES AND OPERATIONS
ADMINISTRATION - NFPA 1031-2014, 5.3.6

STUDENT NAME:

SKILL SHEET # 10

Evaluate Hazardous Conditions Involving Equipment, Processes, and Operations
NFPA 1031-2014, 5.3.6

Successful completion of the practical skills in this section is necessary to fulfill the requirements of the following sections of NFPA 1031-2014. The list below identifies skills that will be evaluated:

- Observed and evaluated hazardous conditions involving equipment, processes, and operations
- Used field observations to verify installation according to applicable codes and standards
- Used appropriate documentation to verify installation according to applicable codes and standards
- Recognized problems and identified deficiencies according to policies of jurisdiction
- Documented deficiencies according to policies of jurisdiction
- Reported deficiencies according to policies of jurisdiction

Fire Inspector II Standard

5.3.6* 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.

Skill Objective: Use field observations and appropriate documentation to evaluate hazardous conditions involving equipment, processes, and operations so that these are installed in accordance with applicable codes and standards. Identify, document, and report deficiencies in accordance with the policies of the jurisdiction.



Introduction

Hazardous processes may exist temporarily or as a constant function of an industrial site. Welding, cutting, grinding, or painting can generate ignition sources or hazardous atmospheres at construction or demolition sites. Some of these processes will be contained at specific facilities designed for their operations. Others may be present during inspections of other types of occupancies, and some may exist only during the use of the process. A fire inspector should be familiar with the code requirements for these processes and recognize any code infractions when they are encountered.

Directions

Study the pictures shown below. On the lines below the pictures, list any deficiencies. If there are no deficiencies shown, simply write "none."



1. _____



ONTARIO OFFICE OF THE FIRE MARSHAL AND EMERGENCY MANAGEMENT

FIRE INSPECTOR II (NFPA 1031-2014)

PRACTICAL SKILLS

EVALUATE HAZARDOUS CONDITIONS INVOLVING EQUIPMENT, PROCESSES AND OPERATIONS
ADMINISTRATION - NFPA 1031-2014, 5.3.6

STUDENT NAME:

SKILL SHEET # 10



2. _____



3. _____



ONTARIO OFFICE OF THE FIRE MARSHAL AND EMERGENCY MANAGEMENT

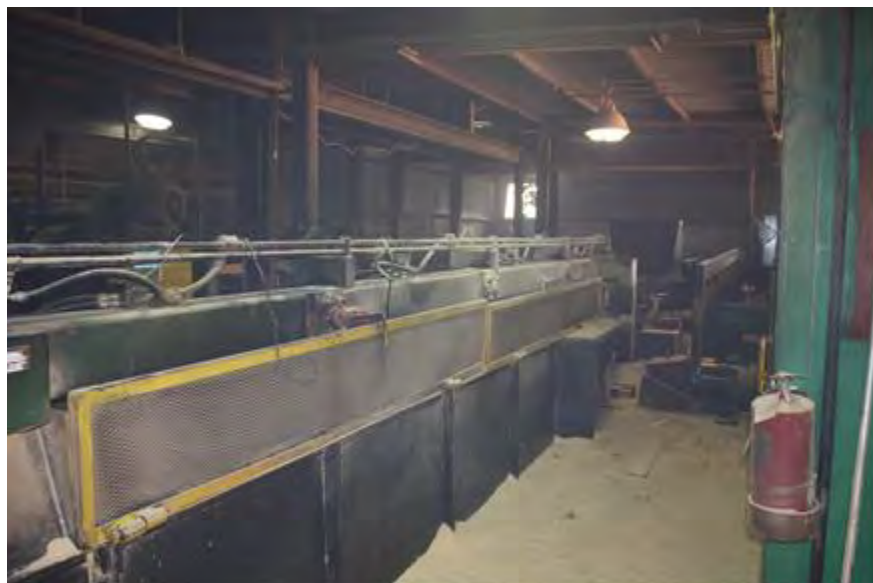
FIRE INSPECTOR II (NFPA 1031-2014)

PRACTICAL SKILLS

EVALUATE HAZARDOUS CONDITIONS INVOLVING EQUIPMENT, PROCESSES AND OPERATIONS
ADMINISTRATION - NFPA 1031-2014, 5.3.6

STUDENT NAME:

SKILL SHEET # 10



4. _____

Candidate MUST successfully master each step listed to pass this skill.

Signed off on pages 5-8 (Verification of Successful Completion of Practical Skills Evaluation)

Evaluator's Signature: _____ Date: _____



ONTARIO OFFICE OF THE FIRE MARSHAL AND EMERGENCY MANAGEMENT

FIRE INSPECTOR II (NFPA 1031-2014)

PRACTICAL SKILLS

EVALUATE EMERGENCY PLANNING AND PREPAREDNESS PROCEDURES

FIELD INSPECTION - NFPA 1031-2014, 5.3.7

STUDENT NAME:

SKILL SHEET # 11

Evaluate Emergency Planning and Preparedness Procedures NFPA 1031-2014, 5.3.7

Successful completion of the practical skills in this section is necessary to fulfill the requirements of the following sections of NFPA 1031-2014. The list below identifies skills that will be evaluated:

- Verify the plan is appropriate for the facility.
- Determine whether existing or proposed plans and procedures are applicable to the facility and comply with applicable codes and standards.
- Identified, documented and reported all deficiencies in accordance with the Authority Having Jurisdiction.

Fire Inspector II Standard

5.3.7 Evaluate emergency planning and preparedness procedures, given existing or proposed plans and procedures and applicable codes and standards, so that compliance is determined.

Skill Objective: Use existing or proposed emergency planning and preparedness procedure plans to determine their applicability to the facility and compliance with codes and standards.

Candidate MUST successfully master each step listed to pass this skill.

Signed off on pages 5-8 (Verification of Successful Completion of Practical Skills Evaluation)

Evaluator's Signature: _____ Date: _____



ONTARIO OFFICE OF THE FIRE MARSHAL AND EMERGENCY MANAGEMENT

FIRE INSPECTOR II (NFPA 1031-2014)

PRACTICAL SKILLS

EVALUATE EMERGENCY PLANNING AND PREPAREDNESS PROCEDURES

FIELD INSPECTION - NFPA 1031-2014, 5.3.7

STUDENT NAME:

SKILL SHEET # 11

During an inspection of a day care (one storey/no basement) with an occupant load of 20, you reviewed the emergency procedures below in the fire safety plan and posted at the two exits. There is no fire alarm. Based on this information, is the emergency procedures compliant with the Fire Code? Provide an explanation as to your answer?

Four horizontal lines for writing an answer.

IN CASE OF FIRE

UPON DISCOVERY OF FIRE

- LEAVE FIRE AREA IMMEDIATELY
- CLOSE ALL DOORS BEHIND
- ACTIVATE PULL STATION TO SOUND FIRE ALARM
- LEAVE BUILDING VIA NEAREST EXIT STAIR
- DO NOT USE ELEVATOR
- DIAL **911** FROM SAFE LOCATION

UPON HEARING FIRE ALARM

- LEAVE BUILDING VIA NEAREST EXIT
- CLOSE ALL DOORS BEHIND YOU
- DO NOT USE ELEVATOR
- DIAL **911** FROM SAFE LOCATION

CAUTION

IF YOU ENCOUNTER SMOKE IN THE STAIRWAY USE AN ALTERNATE EXIT

REMAIN CALM



ONTARIO OFFICE OF THE FIRE MARSHAL AND EMERGENCY MANAGEMENT

FIRE INSPECTOR II (NFPA 1031-2014)

PRACTICAL SKILLS

VERIFY CODE COMPLIANCE FOR STORAGE, HANDLING, AND USE OF FLAMMABLE AND COMBUSTIBLE LIQUIDS AND GASSES

FIELD INSPECTION - NFPA 1031-2014, 5.3.8

STUDENT NAME:

SKILL SHEET # 12

Verify Code Compliance for Storage, Handling, and Use of Flammable and Combustible Liquids and Gasses

NFPA 1031-2014, 5.3.8

Successful completion of the practical skills in this section is necessary to fulfill the requirements of the following sections of NFPA 1031-2014. The list below identifies skills that will be evaluated:

- Identified the process or operation (Storage, use, and/or dispensing)
- Recognized fire hazards associated with the process or operation
- Documented and reported deficiencies according to policies

Fire Inspector II Standard

5.3.8 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 applicable codes and standards are addressed and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

Skill Objective: Using the scenarios provided verify that storage, handling, and use of flammable and combustible liquids and gases comply with applicable codes. Identify, document, and report deficiencies according to the policies of the jurisdiction.

Candidate MUST successfully master each step listed to pass this skill.

Signed off on pages 5-8 (Verification of Successful Completion of Practical Skills Evaluation)

Evaluator's Signature: _____ Date: _____



ONTARIO OFFICE OF THE FIRE MARSHAL AND EMERGENCY MANAGEMENT

FIRE INSPECTOR II (NFPA 1031-2014)

PRACTICAL SKILLS

VERIFY CODE COMPLIANCE FOR STORAGE, HANDLING, AND USE OF FLAMMABLE AND COMBUSTIBLE LIQUIDS AND GASSES

FIELD INSPECTION - NFPA 1031-2014, 5.3.8

STUDENT NAME:

SKILL SHEET # 12

Example 1: During an inspection of a church with a daycare you observe the storage area in the basement (see pictures). Based on the pictures provided does the building appear to be code compliant?

(circle) YES NO

If: **YES** – Explain your answer

If: **NO** – Identify deficiencies you noticed that has given you cause to believe the building was not code compliant and provide Ontario Fire Code references used to determine your answer.



ONTARIO OFFICE OF THE FIRE MARSHAL AND EMERGENCY MANAGEMENT

FIRE INSPECTOR II (NFPA 1031-2014)

PRACTICAL SKILLS

FIELD INSPECTION - NFPA 1031-2014, 5.3.8

VERIFY CODE COMPLIANCE FOR STORAGE, HANDLING, AND USE OF FLAMMABLE AND COMBUSTIBLE LIQUIDS AND GASSES

STUDENT NAME:

SKILL SHEET # 12

Example # 1





FIELD INSPECTION - NFPA 1031-2014, 5.3.8

VERIFY CODE COMPLIANCE FOR STORAGE, HANDLING, AND USE OF FLAMMABLE AND COMBUSTIBLE LIQUIDS AND GASSES

STUDENT NAME:

SKILL SHEET # 12

Example 2: Using a mercantile occupancy, verify code compliance for the storage of liquid petroleum Gas (LPG). Based on the pictures provided does this appear to be code compliant?

(circle) YES NO

If: **YES** – Explain your answer

If: **NO** – Identify deficiencies you noticed that has given you cause to believe the building was not code compliant and and provide Ontario Fire Code references used to determine your answer.

Example # 2





ONTARIO OFFICE OF THE FIRE MARSHAL AND EMERGENCY MANAGEMENT

FIRE INSPECTOR II (NFPA 1031-2014)

PRACTICAL SKILLS

FIELD INSPECTION - NFPA 1031-2014, 5.3.8

VERIFY CODE COMPLIANCE FOR STORAGE, HANDLING, AND USE OF FLAMMABLE AND
COMBUSTIBLE LIQUIDS AND GASSES

STUDENT NAME:

SKILL SHEET # 12

**Evaluate Code Compliance for the Storage, Handling and Use of
Hazardous Materials
NFPA 1031-2014, 5.3.9**

Successful completion of the practical skills in this section is necessary to fulfill the requirements of the following sections of NFPA 1031-2014. The list below identifies skills that will be evaluated:

- Identify the process or operation (storage, use, dispensing)
- Recognize fire hazards associated with the process or operations utilizing hazardous materials
- Documented and reported deficiencies according to policies

Fire Inspector II Standard

5.3.9 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 policies of the jurisdiction.

Skill Objective: Use field observations to evaluate whether the storage, handling, and use of hazardous materials comply with applicable codes and standards. Identify, document, and report deficiencies according to the policies of the jurisdiction.



ONTARIO OFFICE OF THE FIRE MARSHAL AND EMERGENCY MANAGEMENT

FIRE INSPECTOR II (NFPA 1031-2014)

PRACTICAL SKILLS

FIELD INSPECTION - NFPA 1031-2014, 5.3.8

VERIFY CODE COMPLIANCE FOR STORAGE, HANDLING, AND USE OF FLAMMABLE AND COMBUSTIBLE LIQUIDS AND GASSES

STUDENT NAME:

SKILL SHEET # 12

Example 1: During an inspection of a nursing home you observe storage in a furnace closet (see picture). Based on the picture provided does the building appear to be code compliant?

(circle) YES NO

If: YES – Explain your answer.

If: NO – Identify deficiencies you noticed that has given you cause to believe the building was not code compliant.

Blank lines for writing answers.

Candidate MUST successfully master each step listed to pass this skill.

☐ Signed off on pages 5-8 (Verification of Successful Completion of Practical Skills Evaluation)

Evaluator's Signature: _____ Date: _____



ONTARIO OFFICE OF THE FIRE MARSHAL AND EMERGENCY MANAGEMENT

FIRE INSPECTOR II (NFPA 1031-2014)

PRACTICAL SKILLS

FIELD INSPECTION - NFPA 1031-2014, 5.3.8

VERIFY CODE COMPLIANCE FOR STORAGE, HANDLING, AND USE OF FLAMMABLE AND COMBUSTIBLE LIQUIDS AND GASSES

STUDENT NAME:

SKILL SHEET # 12

Example #1





ONTARIO OFFICE OF THE FIRE MARSHAL AND EMERGENCY MANAGEMENT

FIRE INSPECTOR II (NFPA 1031-2014)

PRACTICAL SKILLS

FIELD INSPECTION - NFPA 1031-2014, 5.3.8

VERIFY CODE COMPLIANCE FOR STORAGE, HANDLING, AND USE OF FLAMMABLE AND COMBUSTIBLE LIQUIDS AND GASSES

STUDENT NAME:

SKILL SHEET # 12

Example 2: During an inspection of an auto repair facility you observe the following storage (see pictures). Based on the pictures provided does the facility appear to be code compliant?

(circle) YES NO

If: YES – Explain your answer

If: NO – Identify deficiencies you noticed that has given you cause to believe the building was not code compliant.

Horizontal lines for writing answers.

Candidate MUST successfully master each step listed to pass this skill.

☐ Signed off on pages 5-8 (Verification of Successful Completion of Practical Skills Evaluation)

Evaluator's Signature: _____ Date: _____



ONTARIO OFFICE OF THE FIRE MARSHAL AND EMERGENCY MANAGEMENT

FIRE INSPECTOR II (NFPA 1031-2014)

PRACTICAL SKILLS

FIELD INSPECTION - NFPA 1031-2014, 5.3.8

VERIFY CODE COMPLIANCE FOR STORAGE, HANDLING, AND USE OF FLAMMABLE AND COMBUSTIBLE LIQUIDS AND GASSES

STUDENT NAME:

SKILL SHEET # 12

Example #2





ONTARIO OFFICE OF THE FIRE MARSHAL AND EMERGENCY MANAGEMENT

FIRE INSPECTOR II (NFPA 1031-2014)

PRACTICAL SKILLS

DETERMINE FIRE GROWTH POTENTIAL IN BUILDING OR SPACE
FIELD INSPECTION - NFPA 1031-2014, 5.3.10, 5.3.11 AND 5.3.12

STUDENT NAME:

SKILL SHEET # 14

Determine Fire Growth Potential in a Building or Space
NFPA 1031-2014, 5.3.10

Successful completion of the practical skills in this section is necessary to fulfill the requirements of the following sections of NFPA 1031-2014. The list below identifies skills that will be evaluated:

5.3.10

- Use field observations or plans to establish potential for hazardous fire growth
- Evaluated contents, interior finish, and construction elements for compliance with applicable codes and standards
- Determined fire growth potential in a building or space
- Identified deficiencies contributing to fire growth potential
- Documented deficiencies contributing to fire growth potential
- Corrected deficiencies according to policies of the jurisdiction

5.3.11 & 5.3.12

- Identify construction documents are applicable to the building
- Verified that life safety system and building service equipment were installed, inspected and tested and were compliant with construction documents
- Verified that heating, ventilation, air conditioning (HVAC), and other building service equipment were installed, inspected and tested and were compliant with construction documents
- Identified, compared and documented all non-compliant life safety, heating, ventilation, air conditioning (HVAC), and other building service equipment to maintenance manuals
- Documented and reported all deficiencies according to jurisdiction policies



ONTARIO OFFICE OF THE FIRE MARSHAL AND EMERGENCY MANAGEMENT

FIRE INSPECTOR II (NFPA 1031-2014)

PRACTICAL SKILLS

DETERMINE FIRE GROWTH POTENTIAL IN BUILDING OR SPACE
FIELD INSPECTION - NFPA 1031-2014, 5.3.10, 5.3.11 AND 5.3.12

STUDENT NAME:

SKILL SHEET # 14

Fire Inspector II Standard

5.3.10 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.

5.3.11 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.

5.3.12 Verify code compliance of heating, ventilation, air conditioning (HVAC), 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

Skill Objective: Use field observations or plans to determine fire growth potential in a building or space so that contents, interior finish, and construction elements are evaluated for compliance with applicable codes and standards. Identify, document, and correct deficiencies according to the policies of the jurisdiction.

Skill Objective: Use field observations and inspection guidelines to verify that that life safety systems, heating, ventilation, air conditioning (HVAC), and other building service equipment and operations comply with applicable codes. Identify, document, and report deficiencies according to the policies of the jurisdiction



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FIRE INSPECTOR II (NFPA 1031-2014)

PRACTICAL SKILLS

DETERMINE FIRE GROWTH POTENTIAL IN BUILDING OR SPACE
FIELD INSPECTION - NFPA 1031-2014, 5.3.10, 5.3.11 AND 5.3.12

STUDENT NAME:

SKILL SHEET # 14

Review the attached photos determine the use(s) of the building, type of construction, and the potential fire growth in the building and or space based on the photos provided. Express the fire growth rates in terms of **low, medium or high**.

Use Group(s) of the Building: _____

Type of construction: _____

Fire growth photo 1: _____

Fire growth photo 2: _____

Fire growth photo 3: _____

Photo 4 Identify any hazardous conditions that would tend to spread a fire if it would have occurred in this area.

Candidate MUST successfully master each step listed to pass this skill.

Signed off on pages 5-8 (Verification of Successful Completion of Practical Skills Evaluation)

Evaluator's Signature: _____ Date: _____



ONTARIO OFFICE OF THE FIRE MARSHAL AND EMERGENCY MANAGEMENT

FIRE INSPECTOR II (NFPA 1031-2014)

PRACTICAL SKILLS

DETERMINE FIRE GROWTH POTENTIAL IN BUILDING OR SPACE
FIELD INSPECTION - NFPA 1031-2014, 5.3.10, 5.3.11 AND 5.3.12

STUDENT NAME:

SKILL SHEET # 14

Use of the Building:

Based on the photos determine the use (classification) of the building.





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FIRE INSPECTOR II (NFPA 1031-2014)

PRACTICAL SKILLS

DETERMINE FIRE GROWTH POTENTIAL IN BUILDING OR SPACE
FIELD INSPECTION - NFPA 1031-2014, 5.3.10, 5.3.11 AND 5.3.12

STUDENT NAME:

SKILL SHEET # 14

Type of Construction:

Based on the photos below determine the type of construction:



Fire Inspector II Practical Skills –
Determine Fire Growth Potential in a
Building or Space (5.3.10, 5.3.11,
5.3.12)

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Dated: January 5, 2015
Revised: May 24, 2017



ONTARIO OFFICE OF THE FIRE MARSHAL AND EMERGENCY MANAGEMENT

FIRE INSPECTOR II (NFPA 1031-2014)

PRACTICAL SKILLS

DETERMINE FIRE GROWTH POTENTIAL IN BUILDING OR SPACE
FIELD INSPECTION - NFPA 1031-2014, 5.3.10, 5.3.11 AND 5.3.12

STUDENT NAME:

SKILL SHEET # 14





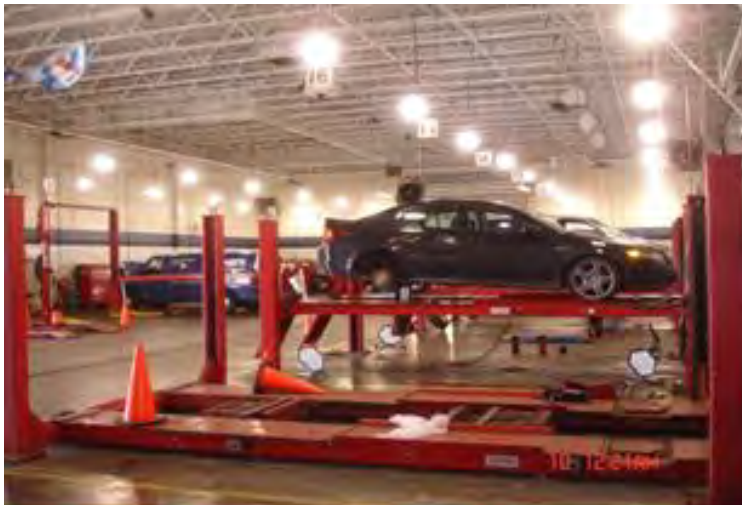
DETERMINE FIRE GROWTH POTENTIAL IN BUILDING OR SPACE
FIELD INSPECTION - NFPA 1031-2014, 5.3.10, 5.3.11 AND 5.3.12

STUDENT NAME:

SKILL SHEET # 14

Photo Number 1:

Photo number 1 is a photo of a Sears store which is the anchor store to a mall. The photos are of the auto center located in the same building. Base on the photos what type of fire growth would you rate this space? **Low-Medium-High**





DETERMINE FIRE GROWTH POTENTIAL IN BUILDING OR SPACE
FIELD INSPECTION - NFPA 1031-2014, 5.3.10, 5.3.11 AND 5.3.12

STUDENT NAME:

SKILL SHEET # 14

Photo Number 2:

This space is the food court in the center of a mall. The space is occupied by fast food type tenants, with a large open area. Determine the fire growth for this area.

Low-Medium-High





DETERMINE FIRE GROWTH POTENTIAL IN BUILDING OR SPACE
FIELD INSPECTION - NFPA 1031-2014, 5.3.10, 5.3.11 AND 5.3.12

STUDENT NAME:

SKILL SHEET # 14

Photo Number 3:

These are tenants located in a mall. Based on the photo's determine the fire growth for this area. **Low-Medium-High**





ONTARIO OFFICE OF THE FIRE MARSHAL AND EMERGENCY MANAGEMENT

FIRE INSPECTOR II (NFPA 1031-2014)

PRACTICAL SKILLS

DETERMINE FIRE GROWTH POTENTIAL IN BUILDING OR SPACE
FIELD INSPECTION - NFPA 1031-2014, 5.3.10, 5.3.11 AND 5.3.12

STUDENT NAME:

SKILL SHEET # 14

Photo Number 4:

Identify the fire load and any hazards that would tend to spread a fire within this area.





ONTARIO OFFICE OF THE FIRE MARSHAL AND EMERGENCY MANAGEMENT

FIRE INSPECTOR II (NFPA 1031-2014)

PRACTICAL SKILLS

VERIFY THE CONSTRUCTION TYPE OF A BUILDING OR PORTION THEREOF
PLANS REVIEW - NFPA 1031-2014, 5.4.6

STUDENT NAME:

SKILL SHEET # 15

**Verify the Construction Type of a Building or Portion Thereof
NFPA 1031-2014, 5.4.6**

Successful completion of the practical skills in this section is necessary to fulfill the requirements of the following sections of NFPA 1031-2014. The list below identifies skills that will be evaluated:

- Used approved plans and specifications or pictures to identify the building’s construction type.
- Identified one characteristics of the building’s construction type.
- Verified that the construction type complies with approved plans.
- Ensure compliance with applicable codes and standards.

Fire Inspector II Standard

5.4.6 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.

Skill Objective: Using approved plans and specifications and/or pictures of a building verify that the construction type complies with approved plans and applicable codes and standards.

Candidate MUST successfully master each step listed to pass this skill.

Signed off on pages 5-8 (Verification of Successful Completion of Practical Skills Evaluation)

Evaluator’s Signature: _____ Date: _____



ONTARIO OFFICE OF THE FIRE MARSHAL AND EMERGENCY MANAGEMENT

FIRE INSPECTOR II (NFPA 1031-2014)

PRACTICAL SKILLS

VERIFY THE CONSTRUCTION TYPE OF A BUILDING OR PORTION THEREOF
PLANS REVIEW - NFPA 1031-2014, 5.4.6

STUDENT NAME:

SKILL SHEET # 15

It is important that a fire inspector be able to identify and verify the type of construction so that he/she may assure that the construction complies with the approved plans and applicable codes.

Study the pictures shown below. On the lines below the pictures, identify the type of construction and characteristic of the construction type.



1. _____



ONTARIO OFFICE OF THE FIRE MARSHAL AND EMERGENCY MANAGEMENT

FIRE INSPECTOR II (NFPA 1031-2014)

PRACTICAL SKILLS

VERIFY THE CONSTRUCTION TYPE OF A BUILDING OR PORTION THEREOF
PLANS REVIEW - NFPA 1031-2014, 5.4.6

STUDENT NAME:

SKILL SHEET # 15



2. _____



3. _____



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FIRE INSPECTOR II (NFPA 1031-2014)

PRACTICAL SKILLS

VERIFY THE CONSTRUCTION TYPE OF A BUILDING OR PORTION THEREOF
PLANS REVIEW - NFPA 1031-2014, 5.4.6

STUDENT NAME:

SKILL SHEET # 15



4. _____



5. _____