

Official Skill Sheets for Practical Skills Ontario, Canada

FIRE INSPECTOR I NFPA 1031, Chapter 4, 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 responsible for returning signed 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



FIRE INSPECTOR I (NFPA 1031-2014)

PRACTICAL SKILLS

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

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

- Legislation (Online self-directed)
- NFPA 472 Hazardous Material Awareness (certification testing for IFSAC/ProBoard)
- NFPA 1031 Fire Inspector I
- Fire Code Div. B Part 2 and 6, Fire Safety and Fire Protection Equipment
- Courtroom Procedures
- Fire Code Div. B Part 9, Retrofit (prerequisites : Fire Code Div. B Part 2 & 6 and Courtroom Procedures).

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

Successful completion of all practical skill sheets contained in this booklet is required for the Certification of Fire Inspector Level I (NFPA 1031 – Fire Inspector I – 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 and policies of the jurisdiction.

<u>Instructions for Fire Inspector I candidates:</u>

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.

FIRE INSPECTOR I (NFPA1031-2014)

PRACTICAL SKILLS

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 9-70 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.

<u>Instructions for Fire Inspector I – Lead Instructor:</u>

It is the responsibility of every Fire Inspector Level I 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 I.

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.



FIRE INSPECTOR I (NFPA1031-2014)

PRACTICAL SKILLS

NFPA 1031, Fire Inspector I – 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 4 regarding Fire Inspector I (pgs. 8 10)
- 2. IFSTA, Fire Inspection and Code Enforcement, 8th Edition
 - Refer to sections within chapters covering Fire Inspector I material

OR

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

AND

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

To be completed by candidate:

ONTARIO OFFICE OF THE FIRE MARSHAL AND EMERGENCY MANAGEMENT

FIRE INSPECTOR I (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.

Name:		
Address:		
City:	Prov:	Postal Code:
Department/Agency:		
Fire Inspector I Course Location:		
Fire Inspector I Course Dates:		
To be completed by the Lead	Instructor:	
As lead instructor for this course completed all of the practical sk	•	bove candidate has successfully level of:
	☐ Fire Inspec	tor I
Print Name:		
Signature:		Date:

Fire Inspector I Practical Skills -

~ 5 ~

FIRE INSPECTOR I (NFPA1031-2014)

PRACTICAL SKILLS

VERIFICATION OF SUCCESSFUL COMPLETION OF PRACTICAL SKILLS EVALUATION

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 Office of the Fire Marshal and Emergency Management will be eligible for Certification.

		Pass/Fail
Prepare an Inspection Order NFPA 1031-2014, 4.2.1		
Qualified Instructor:	Date:	
Recognize the Need for a Permit NFPA 1031-2014, 4.2.2		
Qualified Instructor:	Date:	
Recognize the Need for a Plan Review NFPA 1031-2014, 4.2.3		
Qualified Instructor:	Date:	
Investigate Common Complaints NFPA 1031-2014, 4.2.4		
Qualified Instructor:	Date:	
Identify the Applicable Code or Standard NFPA 1031-2014, 4.2.5		
Qualified Instructor:	Date:	
Participate in a Legal Proceeding NFPA 1031-2014, 4.2.6		
Qualified Instructor:	Date:	

Fire Inspector I Practical Skills -~6~



FIRE INSPECTOR I (NFPA1031-2014)

PRACTICAL SKILLS

	Pass/Fail
Identify the Occupancy Classification of a Single-Use Occupancy NFPA 1031-2014, 4.3.1	
Qualified Instructor: Date:	
Compute the Allowable Occupant Load of a Single-Use Occupancy NFPA 1031-2014, 4.3.2	
Qualified Instructor: Date:	
Inspect Means of Egress Elements NFPA 1031-2014, 4.3.3	
Qualified Instructor: Date:	
Verify the Type of Construction for an Addition or Remodelling Project NFPA 1031-2014, 4.3.4	
Qualified Instructor: Date:	
Determine the Readiness of Existing Fixed Fire Suppression Systems NFPA 1031-2014, 4.3.5	
Qualified Instructor: Date:	
Determine the Operational Readiness of Existing Fire Detection and Alarm Systems NFPA 1031-2014, 4.3.6	
Qualified Instructor: Date:	
Determine the Operational Readiness of Existing Portable Fire Extinguishers NFPA 1031-2014, 4.3.7	
Qualified Instructor: Date:	

Fire Inspector I Practical Skills – ~ 7 ~



FIRE INSPECTOR I (NFPA1031-2014)

PRACTICAL SKILLS

		Pass/Fail
Recognize Hazardous Conditions Involving Equip	ment, Processes,	
and Operations		
NFPA 1031-2014, 4.3.8		
Qualified Instructor:	Date:	
Compare an Approved Plan to an Existing Fire Pro	otection System	
NFPA 1031-2014, 4.3.9		
	D 1	
Qualified Instructor:	Date:	
Verify that Emergency Planning and Preparedness Place NFPA 1031-2014, 4.3.10	s Measures are in	
Qualified Instructor:	Date:	
Inspect Emergency Access for an Existing Site NFPA 1031-2014, 4.3.11		
Qualified Instructor:	Date:	
Qualified mediation		
Verify Code Compliance for Incidental Storage, Ha	ndling and Use	
of Materials	inamig, and 000	
NFPA 1031-2014, 4.3.12, 4.3.13		
111177 1001 2014, 410112, 410110		
Qualified Instructor:	Date:	
Qualified matructor:	Date.	
Recognize a Hazardous Fire Growth Potential in a	Ruilding or Space	
NFPA 1031-2014, 4.3.14, 4.3.15	Dulluling of Space	
NI FA 1031-2014, 4.3.14, 4.3.13		
Qualified Instructor:	Date:	
Verify Fire Flows for a Site		
NFPA 1031-2014, 4.3.16		
Qualified Instructor:	Date:	
Qualified frieddolor.		

Fire Inspector I Practical Skills – ~ 8 ~

FIRE INSPECTOR I (NFPA1031-2014)

PRACTICAL SKILLS

INDEX

Prepare an Inspection Order	10
Recognize the Need for a Permit	16
Recognize the Need for a Plan Review	18
Investigate Common Complaints	21
Identify the Applicable Code or Standard	23
Participate in a Legal Proceeding	25
Identify the Occupancy Classification of a Single-Use Occupancy	27
Compute the Allowable Occupant Load of a Single-Use Occupancy	29
Inspect Means of Egress Elements	32
Verify the Type of Construction for an Addition or Remodelling Project	35
Determine the Operational Readiness of Existing Fixed Fire Suppression Systems	39
Determine the Operational Readiness of Existing Fire Detection and Alarm Systems	43
Determine the Operational Readiness of Existing Portable Fire Extinguishers	48
Recognize Hazardous Conditions Involving Equipment, Processes, and Operations	51
Compare an Approved Plan to an Existing Fire Protection System	53
Verify that Emergency Planning and Preparedness Measures are in Place	58
Inspect Emergency Access for an Existing Site	61
Verify Code Compliance for Incidental Storage, Handling, and Use of Materials	64
Recognize a Hazardous Fire Growth Potential in a Building or Space and Determine C Compliance	
Verify Fire Flows for a Site	69



FIRE INSPECTOR I (NFPA 1031-2014) LEVEL I

PRACTICAL SKILLS

Dated: January 5, 2015

Revised: May 24, 2017

ADMINISTRATION - NFPA 1031-2014, 4.2.1 PREPARE AN INSPECTION ORDER

STUDENT NAME: SKILL SHEET # 1

Prepare an Inspection Order 4.2.1

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:

- Prepare an Inspection Order
- Utilize observations from a field inspection
- Prepare a report that communicates its message clearly
- Prepare a report that communicates in a concise manner
- Prepare a report that communicates accurately
- Accurately reflect applicable codes and standards and policies of the jurisdiction

Fire Inspector I Standard

4.2.1 Prepare inspection reports, given agency policy and procedures, and observations from a field inspection, so that the report is clear and concise and accurately reflects the findings of the inspection in accordance with applicable codes and standards and the policies of the jurisdiction.

Skill Objective: Prepare inspection order using personal observations or information received from a field inspection to create a clear, concise, and accurate inspection report that properly reflects applicable codes and standards.



FIRE INSPECTOR I (NFPA 1031-2014) LEVEL I

PRACTICAL SKILLS

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

ADMINISTRATION - NFPA 1031-2014, 4.2.1 PREPARE AN INSPECTION ORDER

STUDENT NAME: SKILL SHEET # 1

Example Scenario:

An inspection was conducted this date of a three storey apartment building at 23 High Street, Anytown, Ontario, P1P 1X8. The inspection revealed the fire separation between the corridor and apartment number 103 has been breached as identified in the photograph below. It is a contravention of the Fire Code, O. Reg. 213/07, as amended, Division B Article 2.2.2.1. for a damaged fire separation. The owner of the apartment building is Devon Hill residing at the same address and he has requested 30 days to make the repairs. The inspection order will be delivered in person.





FIRE INSPECTOR I (NFPA1031-2014) LEVEL I

PRACTICAL SKILLS

Dated: January 5, 2015

Revised: May 24, 2017

ADMINISTRATION - NFPA 1031-2014, 4.2.2 RECOGNIZE THE NEED FOR A PERMIT

STUDENT NAME: SKILL SHEET # 2

-	
(Fire Department Name)	Inspection Order
Nom du service d'incendie	(Made pursuant to the Fire Protection & Prevention Act, 1997)
	Ordres donnés par les
(Fire Department Address) Adresse du service d'incendie	inspecteurs
	(en vertu de la Loi de 1997 sur la prévention et la protection contre
(Postal Code) (Phone Number) (Code Postal) (Numéro de téléphone)	l'incendie)
	Fire Department Reference #
To/ À	iv de fel, du service d'/mechaie
An inspection of the following described property Une inspection de la propriété décrite	(owned or occupied/qui appartient ou qui est occupée
by you namely	
par vous, à savoir (house, multi-unit residential building, store, s Maison, immeuble multirésidentiel, magasin, d	
located in the municipality of située dans la municipalité de	
at the following address à l'adresse suivante	
(street address or lot number/num	éro et nom de rue ou numéro de lot)
was made on a été effectuée le Y/A M/M D/J	
The reasons for the order are	Les motifs de cet ordre sont:
SEE APPENDIX A	VOIR L'ANNEXE A
Therefore, pursuant to Clause of Subsection (1) of Section 21 of the <i>Fire Protection and Prevention Act, 1997</i> , s.o. 1997, c4, it is ordered that	En conséquence, conformément à l'alinéadu Paragraphe 21(1) de la <i>Loi de 1997 sur la prévention et la</i> protection contre l'incendie, L.O. 1997, chap. 4, il est ordonné ce qui suit : VOIR L'ANNEXE B
SEE APPENDIX B	
Work prescribed in this Order is deemed not to contravene the Building Code established under the Building Code Act, 1992. [See s.22(2) of the Fire Protection and Prevention Act, 1997]	Les travaux exigés par le présent ordre sont réputés ne pas contrevenir au Code du bâtiment créé en vertu de la <i>Loi de 1992</i> sur le code du bâtiment. [Voir le par. 22(2) de la <i>Loi de 1997 sur la</i> prévention et la protection contre l'incendie]



Y/A M/M D/J

d'imprimerie)

By / Par

other (specify)
/ autre (précisez)

sont ordonnées. [par. 22(3)]

ONTARIO OFFICE OF THE FIRE MARSHAL AND EMERGENCY MANAGEMENT

tard le

FIRE INSPECTOR I (NFPA 1031-2014) LEVEL I

PRACTICAL SKILLS

ADMINISTRATION - NFPA 1031-2014, 4.2.2 RECOGNIZE THE NEED FOR A PERMIT

STUDENT NAME:	SKILL SHEET # 2

Inspection Order (Made pursuant to the Fire Protection and Prevention Act, 1997) Ordre donné par un inspecteur (en vertu de la Loi de 1997 sur la prévention et la protection contre l'incendie) Les travaux requis par cet ordre doivent être terminés au plus

The work in this Order must be completed by

(Print Name of inspector/ nom de l'inspecteur en caractères

(signature of person serving the Order / signature

de la personne qui signifie l'ordonnance

personal service / livraison en mains propres

regular letter mail / courrier ordinaire

This order was served upon Le présent ordre a été signifié à

	specteur respo	nsable	a and Prevention en vertu de la Loi l'incendie)
	Dec	embe	r 2014 Décembre
on			
le			
	Y/A	M/M	D/J

Dated: January 5, 2015

Revised: May 24, 2017

(signature of person serving the Order / signature de la personne qui signifie l'ordonnance)

☐ A copy of this Order must be provided to the Chief Building Official where the Order requires repairs, alterations or installations [s. 22(3) / Une copie de cet ordre doit être remise au chef du service du bâtiment compétent à l'endroit où les réparations, modifications ou installations

facsimile transmission / télécopieur



STUDENT NAME:

ONTARIO OFFICE OF THE FIRE MARSHAL AND EMERGENCY MANAGEMENT

FIRE INSPECTOR I (NFPA1031-2014) LEVEL I

PRACTICAL SKILLS

SKILL SHEET #2

ADMINISTRATION - NFPA 1031-2014, 4.2.2 RECOGNIZE THE NEED FOR A PERMIT

		-
(Fire Department Name)	(Nom du service d'incendie)	Inspection Order
		(Made pursuant to the Fire Protection and Prevention Act, 1997)
(Fire Department Address)	(Adresse du service d'incendie)	Ordre donné par un inspecteur
		(en vertu de la Loi de 1997 sur la prévention et la protection contre l'incendie)
(Postal Code) (Code Postal)	(Phone Number) (Numéro de téléphone)	
		Fire Department Reference # N° de réf, du service d'incendie
To/À		
	Appendix A	. / Annexe A
Note to Inspector: Pleas instructions.	se see technical guideline "TG-01-	-2012 Fire Safety Inspections and Enforcement" for
		cument TG-01-2012, intitulé « Fire Safety Inspections and
The reasons for the O	Order are / Les motifs de cet	ordre sont les suivants :



STUDENT NAME:

ONTARIO OFFICE OF THE FIRE MARSHAL AND EMERGENCY MANAGEMENT

FIRE INSPECTOR I (NFPA1031-2014) LEVEL I

PRACTICAL SKILLS

SKILL SHEET #2

ADMINISTRATION - NFPA 1031-2014, 4.2.2 RECOGNIZE THE NEED FOR A PERMIT

(Fire Department Name)	(Nom du service d'incendie)	Inspection Order (Made pursuant to the Fire Protection and Prevention Act, 1997)
(Fire Department Address)	(Adresse du service d'incendie)	Ordre donné par un inspecteur (en vertu de la Loi de 1997 sur la prévention et la protection contre l'incendie)
(Postal Code) (Code Postal)	(Phone Number) (Numéro de téléphone)	
		Fire Department Reference # N° de réf, du service d'incendie
To/À		
	<u>Appendix F</u>	B / Annexe B
Note to Inspector: Plea instructions.	se see technical guideline "TG-01	1-2012 Fire Safety Inspections and Enforcement" for

Note à l'intention de l'inspecteur: Veuillez consulter le document TG-01-2012, intitulé « Fire Safety Inspections and

NOTE: Compliance with this Inspection Order does not relieve the owner from compliance with other Fire Code requirements not referenced herein or with other applicable law such as the *Building Code Act*, 1992 or the *Planning Act*, R.S.O. 1990.

Enforcement » pour obtenir des instructions.

It is ordered that / Il est ordonné ce qui suit :

REMARQUE: Le fait de se conformer au présent ordre donné par un inspecteur ne dégage par le propriétaire de l'obligation qu'il a de se conformer aux autres dispositions du Code non visées par le présent ordre ainsi qu'à toute autre loi applicable, notamment la *Loi de 1992 sur le code du bâtiment* ou la *Loi sur l'aménagement du territoire*, L.R.O. 1990.

Where compliance with this Inspection Order requires construction or demolition, the owner should contact the municipal building department to determine if a building permit is required before commencing work.

Si la conformité au présent ordre donné par un inspecteur exige d'exécuter des travaux de construction ou de démolition, le propriétaire doit communiquer avec le service du bâtiment municipal pour déterminer si un permis de construire est requis avant de commencer les travaux.

Dated: January 5, 2015

Revised: May 24, 2017



FIRE INSPECTOR I (NFPA1031-2014) LEVEL I

PRACTICAL SKILLS

Dated: January 5, 2015

Revised: May 24, 2017

ADMINISTRATION - NFPA 1031-2014, 4.2.2 RECOGNIZE THE NEED FOR A PERMIT

STUDENT NAME: SKILL SHEET # 2

Recognize the Need for a Permit 4.2.2

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:

- Recognize the need for a permit
- Understand the type of permit required
- Direct written communication to the proper responsible party
- Communicate why the permit is necessary
- Advise party how to proceed with securing necessary permit
- Adhere to the applicable codes and standards and the policies of the jurisdiction

Fire Inspector I Standard

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

Skill Objective: Given a situation where a permit is required, recognize the need for and type of permit required. Provide written communication to the proper responsible party explain the requirements for securing necessary permit in accordance with the applicable codes and standards and the policies of the jurisdiction.



FIRE INSPECTOR I (NFPA1031-2014) LEVEL I

PRACTICAL SKILLS

ADMINISTRATION - NFPA 1031-2014, 4.2.2 RECOGNIZE THE NEED FOR A PERMIT

STUDENT NAME:	SKILL SHEET # 2
Example Scenario: The following request is received.	
Mr. J.J. Smith, Big Bang Fireworks, 206 S. Mink St., Anytov to discharge fireworks in your municipality for a wedding an required.	
Write Mr. Smith a letter and provide the required information	n.
	
Candidate MUST successfully master each step lis	ted to pass this skill.
☐ Signed off on pages 5-8 (Verification of Successful Completic	on of Practical Skills Evaluation)
Evaluator's Signature:	Date:



FIRE INSPECTOR I (NFPA1031-2014) LEVEL I

PRACTICAL SKILLS

Dated: January 5, 2015

Revised: May 24, 2017

ADMINISTRATION - NFPA 1031-2014, 4.2.3 RECOGNIZE THE NEED FOR A PLAN REVIEW

STUDENT NAME: SKILL SHEET # 3

Recognize the Need for a Plan Review 4.2.3

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:

- Recognize the need for a plan review
- Understand the type of plan review required
- Communicated orally or in writing to the proper responsible party why the plan review is necessary
- Advise party how to proceed with obtaining a plan review
- Adhere to the policies of the jurisdiction

Fire Inspector I Standard

4.2.3 Recognize the need for plan review, given a situation or condition, so that requirements for plan reviews are communicated in accordance with the policies of the jurisdiction.

Skill Objective: Given a situation where a plan review is required, complete the following:

- 1. Recognize the need for a plan review
- 2. Understand the type of plan review required
- 3. Communicate to the proper responsible party why the plan review is necessary
- 4. Explain how the party obtains a plan review in accordance with policies of the jurisdiction.



FIRE INSPECTOR I (NFPA 1031-2014) LEVEL I

PRACTICAL SKILLS

Dated: January 5, 2015

Revised: May 24, 2017

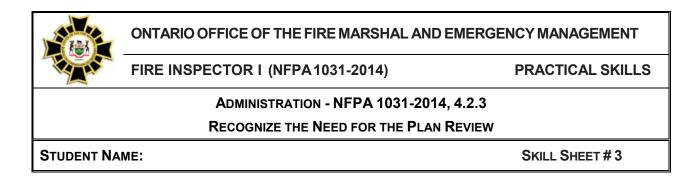
ADMINISTRATION - NFPA 1031-2014, 4.2.3 RECOGNIZE THE NEED FOR A PLAN REVIEW

STUDENT NAME:	SKILL SHEET #3

Scenario:

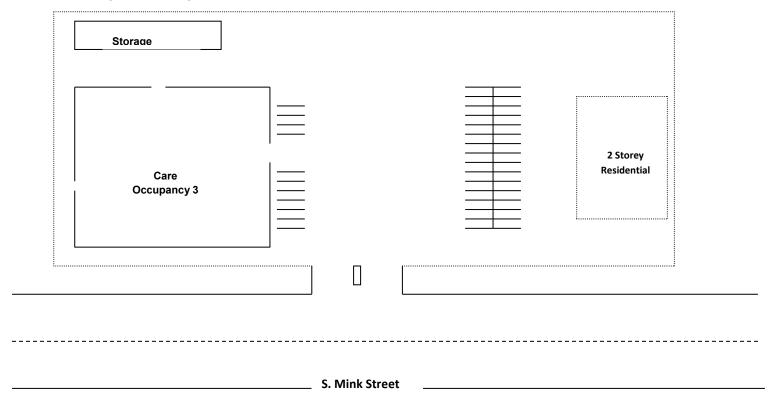
Mr. Jim Smith of Versa Carson Care Home, 206 S. Mink St., Anytown, Ontario, P2P 3X9, brought in the site plan below of a three storey care occupancy that will require the installation of a sprinkler system per O. Reg. 213/07, as amended, Fire Code Retrofit Sentence 9.7.5.1. (1) NFPA 13D "Standard for the Installation of Sprinkler Systems in One- and Two-Family Dwellings and Manufactured Homes."

one and two taning businings and manarastarea tremes.			
Advise Mr. Smith in writing below, what is required to proceed with the plan review process.			
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:			



Site Plan

Address: 206 S. Mink Street, Anywhere, Anytown, Ontario





FIRE INSPECTOR I (NFPA 1031-2014)

PRACTICAL SKILLS

Dated: January 5, 2015

Revised: May 24, 2017

ADMINISTRATION - NFPA 1031-2014, 4.2.4 INVESTIGATE COMMON COMPLAINTS

STUDENT NAME:	SKILL SHEET # 4

Investigate Common Complaints 4.2.4

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:

- Receive the complaint with attentiveness and concern
- Record the complaint information for future reference
- Research applicable codes and standards
- Perform an investigation to confirm situation
- Resolve complaint based upon policies, codes, and standards
- Communicated effectively orally or in writing

Fire Inspector I Standard

4.2.4 Investigate common complaints, given a reported situation or condition, so that complaint information is recorded, the AHJ-approved process is initiated, and the complaint is resolved.

Skill Objective: Having been informed of a common fire safety complaint (condition or situation), Candidate will record the information, initiate complaint response process, and resolve the complaint.

Candidate MUST successfully master each step listed to pass this skill.		
☐ Signed off on pages 5-8 (Verification of Successful Complete Evaluation)	etion of Practical Skills	
Evaluator's Signature:	Date:	



FIRE INSPECTOR I (NFPA 1031-2014)

PRACTICAL SKILLS

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

ADMINISTRATION - NFPA 1031-2014, 4.2.4 INVESTIGATE COMMON COMPLAINTS

STUDENT NAME:	SKILL SHEET # 4
---------------	-----------------

You are the on duty fire inspector in your community. You just received a telephone call for an anonymous complaint against Moe's Bar, 11785 S. Main Street, Anywhere, Ontario, P2P 3J8. The call was received at 12:30 a.m. The complainant stated she "felt uncomfortable being in the establishment because it was extremely over crowded" Additionally, she stated, "because of the rock-n- roll band performing they covered over the exit signs".

Facts relevant to this skill:

Assembly Occupancy, Posted Occupant Load 150. Total occupants in bar at time of complaint 195.

Identify how you would receive and record the complaint?
Identify steps you would take to resolve the complaint?
Identify applicable codes.



FIRE INSPECTOR I (NFPA1031-2014) LEVEL I

PRACTICAL SKILLS

Dated: January 5, 2015

Revised: May 24, 2017

ADMINISTRATION - NFPA 1031-2014, 4.2.5 IDENTIFY THE APPLICABLE CODE OR STANDARD

STUDENT NAME: SKILL SHEET # 5

Identify the Applicable Code or Standard 4.2.5

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:

- Identify the applicable code or standard
- Reference the proper document containing code/standard
- Reference the proper edition of applicable code or standard
- Reference the correct section of applicable code or standard

Fire Inspector I Standard

4.2.5* Identify the applicable code or standard, given a fire protection, fire prevention, or life safety issue, so that the proper document, edition, and section are referenced.

Skill Objective: Using the scenario, identify the proper document, edition, and section applicable to the fire safety problem given.



FIRE INSPECTOR I (NFPA1031-2014) LEVEL I

PRACTICAL SKILLS

Dated: January 5, 2015

Revised: May 24, 2017

ADMINISTRATION - NFPA 1031-2014, 4.2.5 IDENTIFY THE APPLICABLE CODE OR STANDARD

IDENTIFY THE APPLICABLE CODE OR STANDARD		
STUDENT NAME:	SKILL SHEET # 5	
Scenario: During a routine fire inspection of a residential occu having its annual test and the person working on th qualifications required to perform the annual test or	e system is not able to produce the	
Identify the concern, applicable Fire Code reference	e and what actions you would take.	
Candidate MUST successfully master each	step listed to pass this skill.	
☐ Signed off on pages 5-8 (Verification of Successful 0	Completion of Practical Skills Evaluation)	
Evaluator's Signature:	Date:	



FIRE INSPECTOR I (NFPA1031-2014) LEVEL I

PRACTICAL SKILLS

Dated: January 5, 2015

Revised: May 24, 2017

ADMINISTRATION - NFPA 1031-2014, 4.2.6 PARTICIPATE IN LEGAL PROCEEDING

STUDENT NAME:	SKILL SHEET # 6

Participate in a Legal Proceeding 4.2.6

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:

- Testified at simulated legal proceeding
- Testified to the conditions present at given fire safety problem
- Testified to the codes and standards applicable to the situation
- Testified to the proper resolution of the situation
- Presented a demeanor appropriate courtroom proceedings
- Listened to questions carefully and responded appropriately
- Presented accurate information in response to questions

Fire Inspector I Standard

4.2.6 Participate in legal proceedings, given the findings of a field inspection or a complaint and consultation with legal counsel, so that all information is presented accurately and the inspector's demeanor is professional.

Skill Objective: Using the scenario, Candidate will play the role of the Fire Inspector facing a legal challenge of the fire safety problem given in that exercise. Conduct courtroom role play exercise to the extent necessary to ensure that Candidate testifies to the conditions, applicable codes and standards, and resolution of the fire safety problem.

Candidate MUST successfully master each step listed to pass this skill.		
☐ Signed off on pages 5	5-8 (Verification of Successful Completion of Practical Skills Evaluation)	
Evaluator's Signature:	Date:	



FIRE INSPECTOR I (NFPA1031-2014) LEVEL I

PRACTICAL SKILLS

ADMINISTRATION - NFPA 1031-2014, 4.2.6 PARTICIPATE IN LEGAL PROCEEDING

STUDENT NAME: SKILL SHEET # 6

The examiner will provide a specific fire code situation in writing and/or pictures that could require testimony in a legal proceeding. The examiner will act as legal counsel for the proceeding.

Scenario:

An inspection was conducted at a restaurant that had excessive accumulations of grease on the hood and nozzles. Under the Provincial Offences Act, a Part III Information was issued charging the owner with the offence of failing to ensure the commercial cooking exhaust and fire protection systems were maintained in conformance with NFPA 96 as required by Division B Article 2.6.1.13. O. Reg. 213/07.

Contrary to the Fire Protection and Prevention Act, 1997, S. O. 1997, Chapter 4, Section 28 (1)(c)

Legal proceedings in provincial court require you to testify.

Candidate, through simulation, will be directed to testify to the facts of the situation in a verbal response to the examiner. Evidence such as pictures, plans or diagrams will be presented as required for the proceeding.

Scenario:

Upon examination, you state the facts:

1. On	at approximately 0945 hours,
at	

- 2. I observed excessive grease accumulation on the hood and nozzles of the commercial cooking equipment. I also took photographs and outlined inspection details in file notes. Owner discontinued use of cooking until combustible deposits were removed.
- 3. Charges were laid for the Fire Code contravention.



FIRE INSPECTOR I (NFPA 1031-2014) LEVEL I

PRACTICAL SKILLS

Dated: January 5, 2015

Revised: May 24, 2017

ADMINISTRATION - NFPA 1031-2014, 4.31 IDENTIFY THE OCCUPANCY CLASSIFICATION OF A SINGLE-USE OCCUPANCY

STUDENT NAME:	SKILL SHEET #7

Identify the Occupancy Classification of a Single-Use Occupancy 4.3.1

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:

- Identify the occupancy classification of given occupancy
- Consider use of occupancy in occupancy classification
- Utilize applicable codes and standards in classification

Fire Inspector I Standard

4.3.1 Identify the occupancy classification of single-use occupancy, given a description of the occupancy and its use, so that an accurate classification is made according to the applicable codes and standards.

Skill Objective: Given a detailed description of single-use occupancy, identify the proper occupancy classification according to applicable codes and standards.

Candidate MUST successfully master each step listed to pass this skill.		
☐ Signed off on pages 5	5-8 (Verification of Successful Completion of Practical Skills Evaluation)	
Evaluator's Signature:	Date:	



FIRE INSPECTOR I (NFPA1031-2014) LEVEL I

PRACTICAL SKILLS

Dated: January 5, 2015

Revised: May 24, 2017

ADMINISTRATION - NFPA 1031-2014, 4.31 IDENTIFY THE OCCUPANCY CLASSIFICATION OF A SINGLE-USE OCCUPANCY

STUDENT NAME: SKILL SHEET # 7

Scenario:

Based on the following photo and description; identify the occupancy classification of single use occupancy.

Majestic Restaurant, 104 N. Vine Street, Anytown, Ontario. Occupant load is 65 persons

Occupancy Classification:			
Based on	of the	Code.	





FIRE INSPECTOR I (NFPA1031-2014) LEVEL I

PRACTICAL SKILLS

Dated: January 5, 2015

Revised: May 24, 2017

ADMINISTRATION - NFPA 1031-2014, 4.3.2 COMPUTE THE ALLOWABLE OCCUPANT LOAD OF A SINGLE-USE OCCUPANCY

STUDENT NAME: SKILL SHEET #8

Compute the Allowable Occupant Load of a Single-Use Occupancy 4.3.2

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:

- Calculated allowable occupant load for single-use occupancy
- Used given description of occupancy to establish occupant load
- Used applicable codes and standards to establish occupant load
- Utilize proper occupant load formula for calculation
- Used measuring tools
- Made field sketches

Fire Inspector I Standard

4.3.2 Compute the allowable occupant load of a single-use occupancy or portion thereof, given a detailed description of the occupancy so that the calculated allowable occupant load is established in accordance with applicable codes and standards.

Skill Objective: Given the attached description of a single-use occupancy, calculate the allowable occupant load for this occupancy or portion thereof. Use the description and applicable codes and standards to establish occupant load. After completing this task, candidates will be evaluated by making their own field sketch of a single-use occupancy provided by the evaluator.



FIRE INSPECTOR I (NFPA1031-2014) LEVEL I

PRACTICAL SKILLS

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

ADMINISTRATION - NFPA 1031-2014, 4.3.2 COMPUTE THE ALLOWABLE OCCUPANT LOAD OF A SINGLE-USE OCCUPANCY

STUDENT NAME:	SKILL SHEET #8

Example Scenario: Description:

Reference the floor plan below and calculate the allowable occupant load for the use of each space. Provide occupant load calculations on the lines provided.

Occupant Load for Meeting Room A 12 m x 6 m	
Occupant Load for Dining Room B 10 m x 9 m	
Occupant Load for Dinning Room D To III X O III	
	_
	_
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:	



FIRE INSPECTOR I (NFPA 1031-2014) LEVEL I

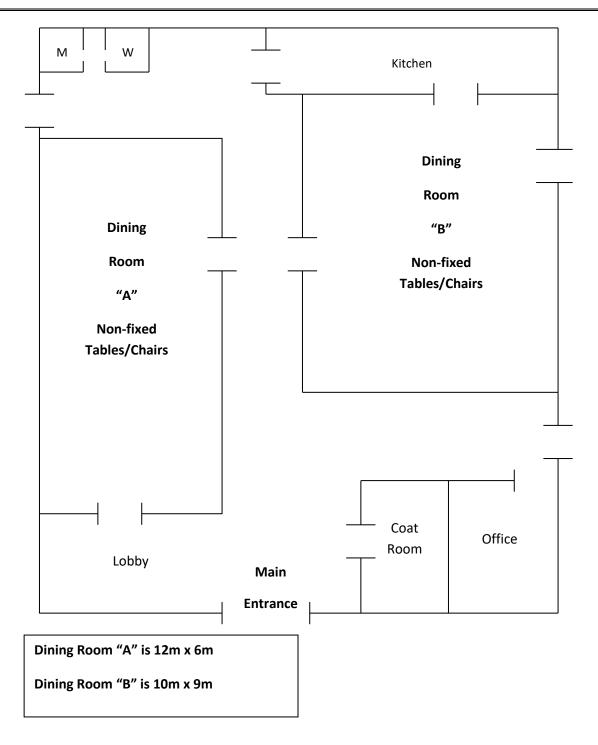
PRACTICAL SKILLS

Dated: January 5, 2015

Revised: May 24, 2017

ADMINISTRATION - NFPA 1031-2014, 4.3.2 COMPUTE THE ALLOWABLE OCCUPANT LOAD OF A SINGLE-USE OCCUPANCY

STUDENT NAME: SKILL SHEET #8





FIRE INSPECTOR I (NFPA 1031-2014) LEVEL I

PRACTICAL SKILLS

Dated: January 5, 2015

Revised: May 24, 2017

ADMINISTRATION - NFPA 1031-2014, 4.3.3 INSPECT MEANS OF EGRESS ELEMENTS

STUDENT NAME: SKILL SHEET # 9

Inspect Means of Egress Elements 4.3.3

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:

- Make personal observations or use given field observations and recognize problems
- Inspect means of egress and "panic hardware" elements for an existing building
- Make basic decisions on ensuring that means of egress is being maintained
- Make calculations and confirm compliance with applicable codes and standards
- Use measuring tools
- Make field sketches
- Identify and document deficiencies
- Report deficiencies in accordance with policies of jurisdiction

Fire Inspector I Standard

4.3.3* Inspect means of egress elements, given observations made during a field inspection of an existing building, so that means of egress elements are maintained in compliance with applicable codes and standards and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

Skill Objective: Using field observations from scenario, establish that means of egress elements are being maintained in adherence to applicable codes and standards. Identify, document, and report deficiencies in accordance with the policies of the jurisdiction. Candidates will be evaluated by making their own field sketch of an egress in a single-use occupancy provided by the evaluator.



FIRE INSPECTOR I (NFPA1031-2014) LEVEL I

PRACTICAL SKILLS

ADMINISTRATION - NFPA 1031-2014, 4.3.3 INSPECT MEANS OF EGRESS ELEMENTS

STUDENT NAME:	SKILL SHEET #9

Scenario:
Consider the floor plan and observations below for the exits in the means of egress in the Majestic Restaurant. Identify and document deficiencies and provide code references.
Exit 1 does not have an exit sign.
Exit 3 obstructed by storage of chairs.
Exit sign from dining room B covered with drapery.
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:

Dated: January 5, 2015

Revised: May 24, 2017



FIRE INSPECTOR I (NFPA1031-2014) LEVEL I

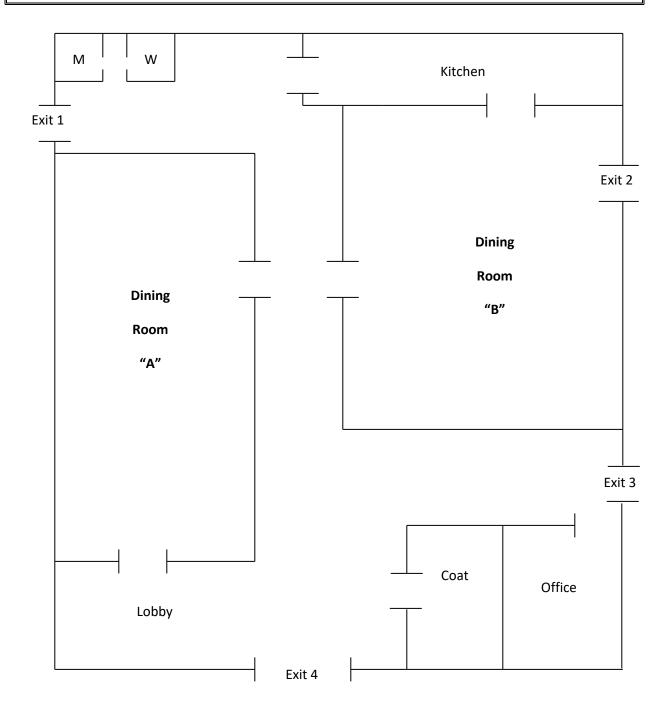
PRACTICAL SKILLS

Dated: January 5, 2015

Revised: May 24, 2017

ADMINISTRATION - NFPA 1031-2014, 4.3.3 INSPECT MEANS OF EGRESS ELEMENTS

STUDENT NAME: SKILL SHEET # 9





FIRE INSPECTOR I (NFPA 1031-2014) LEVEL I

PRACTICAL SKILLS

Dated: January 5, 2015

Revised: May 24, 2017

ADMINISTRATION - NFPA 1031-2014, 4.3.4 VERIFY THE TYPE OF CONSTRUCTION FOR AN ADDITION OR REMODELLING

STUDENT NAME: SKILL SHEET # 10

Verify the Type of Construction for an Addition or Remodelling Project 4.3.4

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:

- Read plans and make field observations or use project description.
- Verify the type of construction for an addition or remodeling project and make decisions.
- Classify and record construction type in accordance with applicable codes and standards.
- Classify and record construction type according to the policies of jurisdiction.

Fire Inspector I Standard

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

Skill Objective: Classify the type of construction for an addition or remodeling project. Use the description of the project and materials being used to identify and record the construction type in accordance with applicable codes, standards, and policies of the jurisdiction.



FIRE INSPECTOR I (NFPA 1031-2014) LEVEL I

PRACTICAL SKILLS

Dated: January 5, 2015

Revised: May 24, 2017

ADMINISTRATION - NFPA 1031-2014, 4.3.4 VERIFY THE TYPE OF CONSTRUCTION FOR AN ADDITION OR REMODELLING

STUDENT NAME: SKILL SHEET # 10

Scenario:

The Ontario Fire Academy, 8895 East Main Street, Anytown, Ontario is adding 4080-sq ft. of floor space to their existing building. The existing building has metal siding and a metal roof over metal rafters and is fully equipped with a wet fire sprinkler system. The proposed addition will have 3 overhead doors and provide housing for 5 fire vehicles. The new additional will be made out of the same material as the existing building.

Identify and record the type of construction of the existing building and new construction		



FIRE INSPECTOR I (NFPA1031-2014) LEVEL I

PRACTICAL SKILLS

Dated: January 5, 2015

Revised: May 24, 2017

ADMINISTRATION - NFPA 1031-2014, 4.3.4 VERIFY THE TYPE OF CONSTRUCTION FOR AN ADDITION OR REMODELLING





FIRE INSPECTOR I (NFPA 1031-2014) LEVEL I

PRACTICAL SKILLS

Dated: January 5, 2015

Revised: May 24, 2017

ADMINISTRATION - NFPA 1031-2014, 4.3.4 VERIFY THE TYPE OF CONSTRUCTION FOR AN ADDITION OR REMODELLING



Candidate MUST successfully master each step liste	ed to pass this skill.
☐ Signed off on pages 5-8 (Verification of Successful Completion of	Practical Skills Evaluation)
Evaluator's Signature:	Date:



FIRE INSPECTOR I (NFPA1031-2014) LEVEL I

PRACTICAL SKILLS

Dated: January 5, 2015

Revised: December 1, 2016

ADMINISTRATION - NFPA 1031-2014, 4.3.5

DETERMINE THE OPERATIONAL READINESS OF EXISTING FIXED FIRE SUPPRESSION SYSTEMS

STUDENT NAME: SKILL SHEET # 11

Determine the Operational Readiness of Existing Fixed Fire Suppression Systems 4.3.5

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:

- Observe and determine operational readiness of existing fixed fire suppression system
- Make decisions based on test documentation to determine operational readiness
- Make decisions based on field observations to determine operational readiness
- Recognize problems in documentation of maintenance and testing reports
- Identify and document deficiencies according to policies
- Identify, document, and report deficiencies in according with the applicable codes and standards and the policies of jurisdiction

Fire Inspector I Standard

4.3.5* Determine the operational readiness of existing fixed fire suppression systems, given test documentation and field observations, so that the systems are in an operational state, maintenance is documented, and all deficiencies are identified, documented, and reported in accordance with the applicable codes and standards and the policies of the jurisdiction.

Skill Objective: Use scenario to determine operational readiness of existing fixed fire suppression systems. Ensure that system is operational, maintenance is documented, and deficiencies are identified, documented, and reported according to the applicable codes and standards and the policies of the jurisdiction.



FIRE INSPECTOR I (NFPA 1031-2014) LEVEL I

PRACTICAL SKILLS

ADMINISTRATION - NFPA 1031-2014, 4.3.5

DETERMINE THE OPERATIONAL READINESS OF EXISTING FIXED FIRE SUPPRESSION SYSTEMS

STUDENT NAME:	SKILL SHEET # 11
---------------	------------------

Scenario:

During an inspection you observe a fire sprinkler system and water supply to that system, photos below. Based on your knowledge and training received; does this system appear to be in-service and ready?

If: YES – STOP- no further action is required; If NO continue:

f: NO – Identify and document deficiencies that have given you cause to be he system will not function properly.	lieve



FIRE INSPECTOR I (NFPA 1031-2014) LEVEL I

PRACTICAL SKILLS

Dated: January 5, 2015

Revised: May 24, 2017

ADMINISTRATION - NFPA 1031-2014, 4.3.5

DETERMINE THE OPERATIONAL READINESS OF EXISTING FIXED FIRE SUPPRESSION SYSTEMS





FIRE INSPECTOR I (NFPA1031-2014) LEVEL I

PRACTICAL SKILLS

ADMINISTRATION - NFPA 1031-2014, 4.3.5

DETERMINE THE OPERATIONAL READINESS OF EXISTING FIXED FIRE SUPPRESSION SYSTEMS



Candidate M	UST 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:



FIRE INSPECTOR I (NFPA 1031-2014) LEVEL I

PRACTICAL SKILLS

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

ADMINISTRATION - NFPA 1031-2014, 4.3.6

DETERMINE THE OPERATIONAL READINESS OF EXISTING FIRE DETECTION AND ALARM SYSTEMS

STUDENT NAME: SKILL SHEET # 12

Determine the Operational Readiness of Existing Fire Detection and Alarm Systems 4.3.6

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:

- Observe and determine operational readiness of existing fixed fire detection/alarm system
- Make decisions based on test documentation to determine operational readiness
- Make decisions based on field observations to determine operational readiness
- Recognize problems in documentation of maintenance and testing reports
- Identify and document deficiencies according to policies
- Identify, document, and report deficiencies in according with policies of jurisdiction

Fire Inspector I Standard

4.3.6* Determine the operational readiness of existing fire detection and alarm systems, given test documentation and field observations, so that the systems are in an operational state, maintenance is documented, and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

Skill Objective: Use test documentation or field observations determine the operational readiness of existing fire detection and alarm systems. Verify that systems are in an operational state, maintenance is documented, and deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.



FIRE INSPECTOR I (NFPA1031-2014) LEVEL I

PRACTICAL SKILLS

Dated: January 5, 2015

Revised: May 24, 2017

ADMINISTRATION - NFPA 1031-2014, 4.3.6

DETERMINE THE OPERATIONAL READINESS OF EXISTING FIRE DETECTION AND ALARM SYSTEMS

Instruction	Example
Through observation of photographs of an existing fire alarm and detection system, verify the system is operational.	Reference the photo below of a fire alarm and detection system and document your findings as to the readiness of the system.
Use test and maintenance documentation to verify maintenance status.	Below is a fire alarm system annual test and inspection device record for the following building. Review the report for accuracy.
3. Document and report deficiencies.	Three storey apt building; 1st floor , zone 1 2nd floor , zone 2 3rd floor , zone 3 West stair , zone 4 East stair , zone 5



FIRE INSPECTOR I (NFPA1031-2014) LEVEL I

PRACTICAL SKILLS

ADMINISTRATION - NFPA 1031-2014, 4.3.6

DETERMINE THE OPERATIONAL READINESS OF EXISTING FIRE DETECTION AND ALARM SYSTEMS



1. Document your findings as to the readiness of the fire alarm and detection				
system.				
	OFC:			



FIRE INSPECTOR I (NFPA1031-2014) LEVEL I

PRACTICAL SKILLS

Dated: January 5, 2015

Revised: May 24, 2017

ADMINISTRATION - NFPA 1031-2014, 4.3.6

DETERMINE THE OPERATIONAL READINESS OF EXISTING FIRE DETECTION AND ALARM SYSTEMS

		FIRE	ALA	ARM	I AN	INU	AL 1	ΓEST	AN	D INSP	EC1	TION	R	ECORD
Company: ABC I	Fire			Site	: 1 E	lm :	St							Pg#: 1 of 1
Correctly				<u>alled</u>										
Technician: John	n Smith			Mis	ssing									
					Re		es Sei							
						Ala				onfirmed				
				ļ ļ	ļ ļ		Circ	uit Nu						
Date: 11/20/15				1	1	<u> </u>		Ann		tion Indica				
						H	H	H	<u>Sup</u> I	ervision C Smoke				
Location	Device		Ħ	H	H	H	H	H		I	Dete	otor c		Remarks
1st floor W exit	M		Y	N	N	Υ	1	Υ		l				
1st floor E exit	М		Υ	N	N	Υ	1	Υ						
1st floor lobby	В		Υ	N	N	Υ	Α							
1 st floor storage	HT													
1 st floor apt 1	RHT		Υ	N	N	Υ	1	Υ						
1 st floor apt 2	RHT		Υ	N	N	Υ	1	Υ						
2 nd floor W exit	М		Υ	N	N	Υ	2	Υ						
2 nd floor E exit	М		Υ	N	N	Υ	2	Υ						
2nd floor lobby	В		Υ	N	N	Υ	Α							
2 nd floor storage	HT													
2 nd floor apt 3	RHT		Υ	N	N	Υ	2	Υ						
2 nd floor apt 4	RHT		Υ	N	N	Υ	2	Υ						
3 rd floor W exit	М		Υ	N	N	Υ	3	Υ						
3 rd floor E exit	М		Υ	N	N	Υ	3	Υ						
3 rd floor lobby	В		Υ	N	N	Υ	В							
3 rd floor apt 5	RHT		Υ	N	N	Υ	3	Υ						
3 rd floor apt 6	RHT		Υ	N		Υ	3	Υ						
Top of west stair	S		Υ	N	N	Υ	4	Υ		1.5v				
Top of east stair	S		Υ	N	N	Υ	5	Υ		1.6v				
RHT: Rate of Ris Detector	e Heat	M: Ma Statio		l Pu	II	B:	Bell							Detector I Temp Heat det



FIRE INSPECTOR I (NFPA1031-2014) LEVEL I

PRACTICAL SKILLS

ADMINISTRATION - NFPA 1031-2014, 4.3.6

DETERMINE THE OPERATIONAL READINESS OF EXISTING FIRE DETECTION AND ALARM SYSTEMS

	Review the fire alarm system annual test and inspection device record and document your findings.		
		OFC:	
	Candidate MUST successfully master each step liste	d to pass this skill.	
☐ Signe	ed off on pages 5-8 (Verification of Successful Completicen)	on of Practical Skills	
Evaluato	r's Signature:	Date:	



FIRE INSPECTOR I (NFPA1031-2014) LEVEL I

PRACTICAL SKILLS

Dated: January 5, 2015

Revised: May 24, 2017

ADMINISTRATION - NFPA 1031-2014, 4.3.7

DETERMINE THE OPERATIONAL READINESS OF EXISTING PORTABLE FIRE EXTINGUISHERS

STUDENT NAME: SKILL SHEET # 13

Determine the Operational Readiness of Existing Portable Fire Extinguishers 4.3.7

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:

- Observe and determine operational readiness of existing fixed portable fire extinguishers.
- Make decisions based on test documentation to determine operational readiness.
- Make decisions based on field observations to determine operational readiness.
- Recognize problems in documentation of maintenance and testing reports.
- Identify and document deficiencies according to policies.
- Identify, document, and report deficiencies in according with policies of jurisdiction.

Fire Inspector I Standard

4.3.7* Determine the operational readiness of existing portable fire extinguishers, given field observations and test documentation, so that the equipment is in an operational state, maintenance is documented, and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

Skill Objective: Use test documentation, field observations, or scenario to determine operational readiness of existing portable fire extinguishers. Verify that extinguishers are in an operational state, maintenance is documented, and deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.



FIRE INSPECTOR I (NFPA1031-2014) LEVEL I

PRACTICAL SKILLS

ADMINISTRATION - NFPA 1031-2014, 4.3.7

DETERMINE THE OPERATIONAL READINESS OF EXISTING PORTABLE FIRE EXTINGUISHERS

STUDENT NAME:	SKILL SHEET # 13
Scenario:	
During an inspection, you observe a fire extinguisher, photo be extinguisher appear to be in-service, ready, and code compliant	
(circle) YES NO	
If: YES - STOP - no further action is required.	
If: NO - Identify deficiencies you noticed that has given unit is not operational or code compliant.	you a reason to believe the



FIRE INSPECTOR I (NFPA1031-2014) LEVEL I

PRACTICAL SKILLS

ADMINISTRATION - NFPA 1031-2014, 4.3.7

DETERMINE THE OPERATIONAL READINESS OF EXISTING PORTABLE FIRE EXTINGUISHERS



Candidate MUS	T successfully master each step listed to pass this skill.
☐ Signed off on pages Evaluation)	5-8 (Verification of Successful Completion of Practical Skills
Evaluator's Signature:	Date:



FIRE INSPECTOR I (NFPA1031-2014) LEVEL I

PRACTICAL SKILLS

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

ADMINISTRATION - NFPA 1031-2014, 4.3.8

RECOGNIZE HAZARDOUS CONDITIONS INVOLVING EQUIPMENT, PROCESSES AND OPERATIONS

STUDENT NAME: SKILL SHEET # 14

Recognize Hazardous Conditions Involving Equipment, Processes, and Operations 4.3.8

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:

- Recognize hazardous conditions and make decisions involving equipment
- Recognize hazardous conditions and make decisions involving processes and/or operations
- Verify that equipment is being maintained and operated in accordance with applicable codes and standards
- Verify that processes or operations are being maintained and operated in accordance with applicable codes and standards
- · Identify and document deficiencies according to policies
- Report deficiencies according to policies of the jurisdiction

Fire Inspector I Standard

4.3.8* Recognize hazardous conditions involving equipment, processes, and operations, given field observations, so that the equipment, processes, or operations are conducted and maintained in accordance with applicable codes and standards and all deficiencies are identified, documented, and reported in accordance with the applicable codes and standards and the policies of the jurisdiction.

Skill Objective: Use field observations or scenario to recognize hazardous conditions involving equipment, processes, and operations. Ensure that these are conducted and maintained in accordance with applicable codes and standards. Identify, document, and report deficiencies in accordance with the policies of the jurisdiction.



FIRE INSPECTOR I (NFPA 1031-2014) LEVEL I

Instruction

PRACTICAL SKILLS

Dated: January 5, 2015

Revised: May 24, 2017

Example

ADMINISTRATION - NFPA 1031-2014, 4.3.8

RECOGNIZE HAZARDOUS CONDITIONS INVOLVING EQUIPMENT, PROCESSES AND OPERATIONS

Provide a scenario of single use occupancy for inspection that contains equipment, process or operations that are hazardous. Identify specific equipment, process or operation that contains an existing condition that makes it hazardous.	Industrial occupancy, (F2 classification) Indoor storage of tires. Observations: 1) Single piles of tires exceeding 40 m in length. 2) Piles in close proximity to sprinkler heads. 3) Tires are piled up against the walls.						
	4) No fire extinguishers.						
In the space below, identify specific equipment, process or operation that contains an existing condition that makes it hazardous.							
Candidate MUST successfully master each step listed to pass this skill.							
☐ Signed off on pages 5-8 (Verification of Suc Evaluation)	cessful Completion of Practical Skills						
Evaluator's Signature:	Date:						



FIRE INSPECTOR I (NFPA1031-2014) LEVEL I

PRACTICAL SKILLS

Dated: January 5, 2015

Revised: May 24, 2017

ADMINISTRATION - NFPA 1031-2014, 4.3.9 COMPARE AN APPROVED PLAN TO AN EXISTING FIRE PROTECTION SYSTEM

STUDENT NAME: SKILL SHEET # 15

Compare an Approved Plan to an Existing Fire Protection System 4.3.9

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:

- Compare approved plans and applicable codes and standards to an installed fire protection system
- Compare field observations to approved plans and applicable codes and standards.
- Recognize problems and make decisions on any modifications to the system.
- Document any modifications to the system.
- Report any modifications to the system.
- Adhere to policies of the jurisdiction.

Fire Inspector I Standard

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

Skill Objective: Use an approved fire protection system plan to evaluate an existing fire protection system. Use approved plans and field observations to identify, document, and report any modifications in accordance with the policies of the jurisdiction.



FIRE INSPECTOR I (NFPA1031-2014) LEVEL I

PRACTICAL SKILLS

Dated: January 5, 2015

Revised: May 24, 2017

ADMINISTRATION - NFPA 1031-2014, 4.3.9 COMPARE AN APPROVED PLAN TO AN EXISTING FIRE PROTECTION SYSTEM

Instructions	Example
Provide a set of approved fire protection system plans (sprinkler, fire alarm, suppression systems) to the candidate.	Scenario: Approved drawings for installation of commercial cooking system in a restaurant.
Through comparison of the plan to field observations of the system installation, identify modifications to the system if any.	Comparison of the following field observations of the system installation, identify changes to the system.
Document and report deficiencies.	Appliances:



FIRE INSPECTOR I (NFPA1031-2014) LEVEL I

PRACTICAL SKILLS

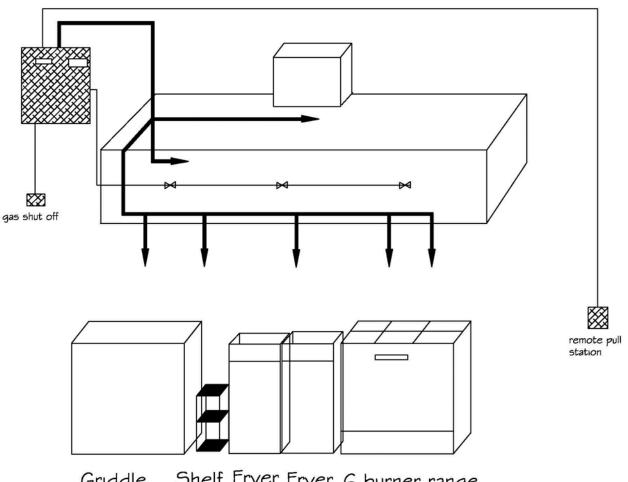
Dated: January 5, 2015

Revised: May 24, 2017

ADMINISTRATION - NFPA 1031-2014, 4.3.9 COMPARE AN APPROVED PLAN TO AN EXISTING FIRE PROTECTION SYSTEM

STUDENT NAME: SKILL SHEET # 15

Kitchen suppression system NFPA 1031 - I Skill # 15



Shelf Fryer Fryer 6 burner range Griddle



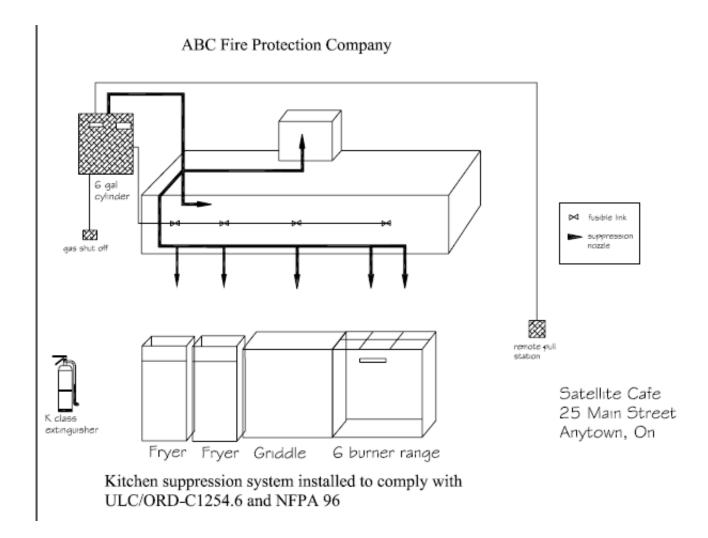
FIRE INSPECTOR I (NFPA 1031-2014) LEVEL I

PRACTICAL SKILLS

Dated: January 5, 2015

Revised: May 24, 2017

ADMINISTRATION - NFPA 1031-2014, 4.3.9 COMPARE AN APPROVED PLAN TO AN EXISTING FIRE PROTECTION SYSTEM





FIRE INSPECTOR I (NFPA1031-2014) LEVEL I

PRACTICAL SKILLS

Dated: January 5, 2015

Revised: May 24, 2017

ADMINISTRATION - NFPA 1031-2014, 4.3.9 COMPARE AN APPROVED PLAN TO AN EXISTING FIRE PROTECTION SYSTEM

STUDENT NAME:	SKILL SHEET # 15

Candidate MUST successf	fully master each step listed to pass this skill.
☐ Signed off on pages 5-8 (Ve	erification of Successful Completion of Practical Skills Evaluation)
Evaluator's Signature:	Date:



FIRE INSPECTOR I (NFPA1031-2014) LEVEL I

PRACTICAL SKILLS

Dated: January 5, 2015

Revised: May 24, 2017

ADMINISTRATION - NFPA 1031-2014, 4.3.10

VERIFY THAT EMERGENCY PLANNING AND PREPAREDNESS MEASURES ARE IN PLACE

STUDENT NAME: SKILL SHEET # 16

Verify that Emergency Planning and Preparedness Measures are in Place 4.3.10

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:

- Verify that an emergency/preparedness plan is in place
- Review, interpret, and make decisions on written plan as it applies to codes and standards
- Review, interpret, and make decisions on report of emergency plan exercises
- Use field observations to confirm emergency preparedness
- Identify and document deficiencies in the emergency plan
- Report deficiencies according to policies of the jurisdiction

Fire Inspector I Standard

4.3.10* Verify that emergency planning and preparedness measures are in place and have been practiced, given field observations, copies of emergency plans, and records of exercises, so that plans are prepared and exercises have been performed in accordance with applicable codes and standards and all deficiencies are identified, documented, and reported in accordance with the applicable codes and standards and the policies of the jurisdiction.

Skill Objective: Evaluate whether emergency plans and preparedness measures exist and have been practiced. Confirm that plans have been prepared and practiced according to applicable codes and standards and deficiencies have been properly identified, documented, and reported.



FIRE INSPECTOR I (NFPA1031-2014) LEVEL I

PRACTICAL SKILLS

ADMINISTRATION - NFPA 1031-2014, 4.3.10

VERIFY THAT EMERGENCY PLANNING AND PREPAREDNESS MEASURES ARE IN PLACE

STUDENT NAME: SKILL SHEET # 16

Scenario:

Fire Drill Procedures for Elementary School located in Fire Safety Plan.

- Fire drills shall be held annually.
- Fire drills shall include all supervisory and support staff. Students are not required to evacuate during the fire drill training.
- Prior to commencing a fire drill the Fire and Emergency Services shall be notified along with the monitoring agency for the building.
- Records shall be kept for a period of 24 months after the drill.
- Fire drill is designed to ensure that all staff is familiar with the roles and responsibilities bestowed on them.

Example Scenario:

During an inspection of an elementary school you reviewed the fire drill procedures in the fire safety plan located in the Principal's Office. Based on this information and records provided for fire drill procedures, is the fire drill requirements compliant?



FIRE INSPECTOR I (NFPA 1031-2014) LEVEL I

PRACTICAL SKILLS

ADMINISTRATION - NFPA 1031-2014, 4.3.10 VERIFY THAT EMERGENCY PLANNING AND PREPAREDNESS MEASURES ARE IN PLACE

STUDENT NAME: SKILL SHEET # 16

Fire Drill Procedures for Elementary School

Fire drills shall be held annually.

Fire drills shall include all supervisory and support staff. Candidates are not required to evacuate during the fire drill training.

Prior to commencing a fire drill the Fire and Emergency shall be notified along with the monitoring agency for the building.

Records shall be kept for a period of 24 months after the drill.

The fire drill is designed to ensure that all staff is familiar with the roles and responsibilities bestowed on them.

Candidate MUS	T successfully master each step listed to pass this skill.
☐ Signed off on pages 5 Evaluation)	i-8 (Verification of Successful Completion of Practical Skills
Evaluator's Signature:	Date:



FIRE INSPECTOR I (NFPA 1031-2014) LEVEL I

PRACTICAL SKILLS

Dated: January 5, 2015

Revised: May 24, 2017

ADMINISTRATION - NFPA 1031-2014, 4.3.11 INSPECT EMERGENCY ACCESS FOR AN EXISTING SITE

STUDENT NAME: SKILL SHEET # 17

Inspect Emergency Access for an Existing Site 4.3.11

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:

- Inspect emergency access for a site
- Make decisions to determine if required emergency access is accurate
- Identify and make decisions on deficiencies according to codes, standards, policies
- Document deficiencies according to codes, standards, policies
- Correct deficiencies according to codes, standards, policies

Fire Inspector I Standard

4.3.11 Inspect emergency access for a site, given field observations, so that the required access for emergency responders is maintained or so that deficiencies are identified, documented, and corrected in accordance with the applicable codes, standards, and policies of the jurisdiction.

Skill Objective: Scenario for emergency access for a site to determine if required access for emergency responders is correct. Identify, document, and correct deficiencies according to applicable codes, standards, and policies of the jurisdiction.



FIRE INSPECTOR I (NFPA 1031-2014) LEVEL I

PRACTICAL SKILLS

Dated: January 5, 2015

Revised: May 24, 2017

ADMINISTRATION - NFPA 1031-2014, 4.3.11 INSPECT EMERGENCY ACCESS FOR AN EXISTING SITE

STUDENT NAME: SKILL SHEET # 17

Verify that emergency access for the property is maintained and in compliance with the codes or standards and local policies or procedures. Reference the 2012 Ontario Building Code.

Aspect of access route design	Details	OBC Reference
Width	not less than 6 m	
centerline radius	not less than 12 m	
overhead clearance	not less than 5 m	
grade	not more than 1 in 12.5 over minimum distance of 15 m	
loadbearing	capable of supporting expected loads imposed by firefighting apparatus under all climates	
turnaround facilities	provided for any dead-end more than 90 m	
location	connected to a public thoroughfare	

A proposed fire department access route has the following attributes:

- width of 6 metres
- overhead clearance of 7 metres
- a centerline turning radius of 13 metres
- a turnaround facility at the end of a 99 metre dead-end
- connected to a public thoroughfare

Based on the requirements in the Ontario Building Code, this access route would be considered as:

- a) acceptable with the exception of the centerline radius
- b) acceptable with the exception of the overhead clearance
- c) acceptable with the exception of the turnaround provisions
- d) acceptable



FIRE INSPECTOR I (NFPA1031-2014) LEVEL I

PRACTICAL SKILLS

Dated: January 5, 2015

Revised: May 24, 2017

ADMINISTRATION - NFPA 1031-2014, 4.3.11 INSPECT EMERGENCY ACCESS FOR AN EXISTING SITE

SKILL SHEET # 17

Candidate MUST successfully master each step listed to pass this skill.	
☐ Signed off on pages 5-8 (Verification of Successful Comple Evaluation)	tion of Practical Skills
Evaluator's Signature:	Date:



FIRE INSPECTOR I (NFPA1031-2014) LEVEL I

PRACTICAL SKILLS

Dated: January 5, 2015

Revised: May 24, 2017

ADMINISTRATION - NFPA 1031-2014, 4.3.12 AND 4.3.13

VERIFY CODE COMPLIANCE FOR INCIDENTAL STORAGE, HANDLING AND USE OF MATERIALS

STUDENT NAME: SKILL SHEET # 18

Verify Code Compliance for Incidental Storage, Handling, and Use of Materials 4.3.12 and 4.3.13

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 code compliance for storage, handling, and use of flammable and combustible liquids.
- Use field observations to recognize problems and make decisions on determining code compliance.
- Use codes, standards, and policies to recognize problems and make decisions on determining compliance.
- Identify deficiencies according to codes, standards, policies.
- Document and report deficiencies according to policies.

Fire Inspector I Standard

- **4.3.12*** Verify code compliance for incidental storage, handling, and use of flammable and combustible liquids and gases, given field observations and inspection guidelines from the AHJ (authority having jurisdiction), so that applicable codes and standards are addressed and all deficiencies are identified, documented, and reported in accordance with the applicable codes and standards and the policies of the jurisdiction.
- **4.3.13*** Verify code compliance for incidental storage, handling, and use of hazardous materials, given field observations, so that applicable codes and standards for each hazardous material encountered are properly addressed and all deficiencies are identified, documented, and reported in accordance with the applicable codes and standards and the policies of the jurisdiction.

Skill Objective: Determine code compliance for incidental storage, handling, and use of flammable and combustible liquids. Use scenario, determine applicable codes and standards, and policies of the authority having jurisdiction to identify, document, and report deficiencies.



FIRE INSPECTOR I (NFPA1031-2014) LEVEL I

PRACTICAL SKILLS

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

ADMINISTRATION - NFPA 1031-2014, 4.3.12 AND 4.3.13

VERIFY CODE COMPLIANCE FOR INCIDENTAL STORAGE, HANDLING AND USE OF MATERIALS

_	_
Instruction	Example
Occupancy that has incidental storage, handling and use of hazardous materials.	Residential 6 storey apartment building. On the first floor tenants have access to a hobby shop where wood projects are
Candidate through scenario based inspection will recognize product classification, quantities and storage, handling or use limits as established by	stained or painted, such as small cabinets, shelves, picture frames. Hobby shop has no ventilation. Underneath the workshop bench in closed
the codes in relation to hazard and physical properties.	containers (when not being used) are: 10 L of Class II oil based paint; 20 L of latex paint;
Candidate will make decisions in regards to storage, handling or use and document	30 L of a wood stain product with a flash point of 30 0 C, and
deficiencies and communicate via a report of deficiencies.	Stained rags were discarded in a plastic bin.
	Consider strategies to prevent flammable and combustible liquids from igniting.



FIRE INSPECTOR I (NFPA1031-2014) LEVEL I

PRACTICAL SKILLS

Dated: January 5, 2015

Revised: May 24, 2017

ADMINISTRATION - NFPA 1031-2014, 4.3.12 AND 4.3.13

VERIFY CODE COMPLIANCE FOR INCIDENTAL STORAGE, HANDLING AND USE OF MATERIALS

Candidate MUST successfully master each step lis	ted to pass this skill.
☐ Signed off on pages 5-8 (Verification of Successful Comple Evaluation)	tion of Practical Skills
Evaluator's Signature:	Date:



FIRE INSPECTOR I (NFPA 1031-2014) LEVEL I

PRACTICAL SKILLS

Dated: January 5, 2015

Revised: May 24, 2017

ADMINISTRATION - NFPA 1031-2014, 4.3.12 AND 4.3.13

RECOGNIZE A HAZARDOUS FIRE GROWTH POTENTIAL IN A BUILDING OR SPACE AND DETERMINE CODE COMPLIANCE

STUDENT NAME: SKILL SHEET # 19

Recognize a Hazardous Fire Growth Potential in a Building or Space and Determine Code Compliance 4.3.14 and 4.3.15

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:

- Recognize hazardous fire growth potential
- Identify and make decisions on hazardous conditions
- Identify and make decisions on remedies for the hazardous conditions
- Documented and reported deficiencies in accordance with local policy

Fire Inspector I Standard

- **4.3.14*** Recognize a hazardous fire growth potential in a building or space, given field observations, so that the hazardous conditions are identified, documented, and reported in accordance with the applicable codes and standards and the policies of the jurisdiction.
- **4.3.15*** Determine code compliance, given the codes, standards, and policies of the jurisdiction and a fire protection issue, so that the applicable codes, standards, and polices are identified and compliance is determined.

Skill Objective: Using a scenario or actual field observation determine hazardous fire growth potential and compliance with local policy.



FIRE INSPECTOR I (NFPA1031-2014) LEVEL I

PRACTICAL SKILLS

Dated: January 5, 2015

Revised: May 24, 2017

ADMINISTRATION - NFPA 1031-2014, 4.3.12 AND 4.3.13

RECOGNIZE A HAZARDOUS FIRE GROWTH POTENTIAL IN A BUILDING OR SPACE AND DETERMINE CODE COMPLIANCE

STUDENT NAME:	SKILL SHEET # 19

Instruction	
Consider single use occupancy.	
Code requirements for furnishings, decorative materials and interior finish will be evaluated.	
Identify any item or conditions that would create dangerous fire growth potential.	
Identify features in the code that are there to keep fire growth potential to an absolute minimum.	
Scenario: Care occupancy. Identify specific elements that would contribute to the spread of fire. Identify features in the code to reduce the spread of fire.	
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:	



FIRE INSPECTOR I (NFPA 1031-2014) LEVEL I

PRACTICAL SKILLS

Dated: January 5, 2015

Revised: May 24, 2017

ADMINISTRATION - NFPA 1031-2014, 4.3.16 VERIFY FIRE FLOWS FOR A SITE

STUDENT NAME: SKILL SHEET # 20

Verify Fire Flows for a Site 4.3.16

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 required flow
- Identified the available fire flow from the test results
- Calculated and graphed fire flow results
- Referenced the correct section of the applicable code or standard
- Identified, documented and reported deficiencies

Fire Inspector I Standard

4.3.16* Verify fire flow for a site, given fire flow test results and water supply data, so that required fire flows are in accordance with applicable standards and codes and all deficiencies are identified, documented, and reported in accordance with the applicable codes and standards and the policies of the jurisdiction.

Skill Objective: Determine fire flow for a site. Given fire flow test results and water supply data, so that required fire flows are in accordance with applicable standards and codes and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.



STUDENT NAME:

ONTARIO OFFICE OF THE FIRE MARSHAL AND EMERGENCY MANAGEMENT

FIRE INSPECTOR I (NFPA1031-2014) LEVEL I

PRACTICAL SKILLS

SKILL SHEET # 20

Dated: January 5, 2015

Revised: May 24, 2017

ADMINISTRATION - NFPA 1031-2014, 4.3.16 VERIFY FIRE FLOWS FOR A SITE

Candidate will view video of fire flow test demonstrating use of pitot tube and gauges.	Using the fire flow formula and the fire flow data below, determine the fire flow for this hydrant outlet.
Using fire flow data or other fire flow test data provided, Inspector candidate will review the test results from the test information and water supply data.	Fire-flow formula $GPM = (29.83) \times C_d \times d^2 \times \sqrt{P}$ or $L/min = 0.0667766 \times C_d \times d^2 \times \sqrt{P}$ Flow pressure = 20 psi (140 kPa) Coefficient of rounded outlet = 0.9 Diameter = 2 7/16 or 2.44 inches (65 mm) Fire flow for this hydrant outlet is ———
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: