



FIRE INSPECTOR I

STUDENT ***Task Book***

Agency: _____

Bring this completed PTB to test location to have it reviewed by GFSTC's test proctor, along with a signed test prerequisite form.

FAILURE TO DO THIS WILL RESULT IN DENIAL OF TESTING!

TASK BOOK ASSIGNED TO:

INDIVIDUAL'S PRINTED NAME & TITLE

DO NOT COMPLETE THIS UNLESS YOU ARE RECOMMENDING THE INDIVIDUAL FOR TESTING AND CERTIFICATION

**VERIFICATION/CERTIFICATION OF COMPLETED
STUDENT TASK BOOK FOR TESTING AND CERTIFICATION**

FINAL CANDIDATE'S VERIFICATION

I verify that all tasks have been performed and are documented with appropriate signatures & dates.

I also verify that I have performed all tasks satisfactorily and should therefore be considered for testing and certification.

FINAL CANDIDATE'S SIGNATURE

DATE

FINAL CANDIDATE'S PRINTED NAME

GFSTC ID

**VERIFICATION/CERTIFICATION OF COMPLETED
FIRE INSPECTOR I COMPETENCY TASK BOOK**

FINAL EVALUATOR'S VERIFICATION

I verify that all tasks have been performed and are documented with appropriate signatures & dates.

I also verify that _____
has performed satisfactorily and should therefore be considered for testing and certification.

FINAL EVALUATOR'S SIGNATURE

DATE

FINAL EVALUATOR'S PRINTED NAME

GFSTC ID

AGENCY/DEPARTMENT CERTIFICATION

I certify that _____ has met all requirements for testing and certification.

CERTIFYING OFFICIAL'S SIGNATURE

DATE

CERTIFYING OFFICIAL'S PRINTED NAME

GFSTC ID

A person who knowingly and willfully falsifies, conceals, or covers up by any trick, scheme, or device a material fact; makes false, fictitious, or fraudulent statement or representation; or makes or uses any false writing or document, knowing the same to contain any false, fictitious, or fraudulent statement or entry, in any matter within the jurisdiction of any department or agency of state government of the government of any county, city, or other political subdivision of this state shall, upon conviction thereof, be punished by a fine of not more than \$1000.00 or by imprisonment for not less than one nor more than five years or both.

**GFSTC USE ONLY
VERIFICATION OF COMPLETED TASK BOOK**

PROCTOR'S NAME (PRINT)

GFSTC ID

DATE

SIGNATURE: _____

FIRE INSPECTOR I TASK BOOK

This Position Task Book (PTB) has been developed to document the required performance objectives for Fire Inspector I certification. Each objective lists the performance requirements (tasks) in a format that allows the individual to be evaluated against written guidelines. Successful performance of all tasks, as observed and recorded by a GFSTC evaluator, will result in a recommendation to the Fire Chief (or an authorized person) of the fire department that the candidate has met part of the prerequisite requirement.

Evaluation and confirmation of the individual's performance of all tasks may involve more than one evaluator. It is important that performance be critically evaluated and accurately recorded by each evaluator.

RESPONSIBILITIES

The Fire Chief or his/her authorized designee will need to ensure that the evaluators are:

1. Recognized as a GFSTC evaluator
2. Hold Pro Board certification for Fire Inspector I.

Individuals **may not** sign off on themselves.

The Training Officer, or designee, is normally the designated final evaluator and he/she will review each PTB prior to completion.

The "Evaluator" **CANNOT teach or coach while he/she is evaluating and must not have taught the skill to the candidate.**

The **candidate** is responsible for:

- Reviewing and understanding instructions in the PTB.
- Identifying desired objectives/goals.
- Satisfactorily demonstrating all tasks.
- Assuring the Evaluation Record is complete.
- Notifying his/her training officer, when the PTB is complete.
- **Bringing completed PTB to test location to have it reviewed by GFSTC's test monitor, along with a signed prerequisite form. FAILURE TO DO THIS WILL RESULT IN DENIAL OF TESTING.**

The **Evaluator** is responsible for:

- Being qualified and proficient in the position being evaluated.
- Explaining to the student the evaluation procedures that will be utilized.
- Identifying tasks to be performed during the evaluation period.
- Accurately evaluating and recording demonstrated performance of tasks. Dating and signing after completion of the task shall document satisfactory performance.

The **Final Evaluator** is responsible for:

- Signing the verification statement inside the front cover of the PTB when all tasks have been initialed and the candidate is recommended for testing and certification.

NFPA 1031 “Standard for Fire Inspector Professional Qualifications” 2013 Edition

Skill/Task	Date	Candidate Signature	Evaluator Signature
4.2.1 Prepare Inspection Reports <ul style="list-style-type: none"> • Conduct a field inspection. (CFI1) • Apply codes and standards during a field inspection. (CFI1) • Communicate orally and in writing in preparation of an inspection report. (PIR1) 			
4.2.2 Recognize the need for a permit <ul style="list-style-type: none"> • Communicate orally and in writing to explain the permit process used by the AHJ. (NFP1) 			
4.2.3 Recognize the need for plan review <ul style="list-style-type: none"> • Communicate orally and in writing to explain the plan review process used by the AHJ. (NPR1) 			
4.2.4 Investigate common complaints <ul style="list-style-type: none"> • Apply codes and standards in the investigation & resolution of common complaints. (ICC1) • Recognize problems in the investigation & resolution of common complaints. (ICC1) • Resolve complaints following an investigation conducted according to policies and procedures of the AHJ. (ICC1) 			
4.2.5 Identify the applicable code or standard <ul style="list-style-type: none"> • Apply codes and standards to resolve fire protection, fire prevention, or life safety issues. (ICS1) 			
4.2.6 Participate in legal proceedings <ul style="list-style-type: none"> • Maintain a professional courtroom demeanor, communicate, listen, and differentiate facts from opinions. (PLP1) • 			

<p>4.3.1 Identify the occupant classification of a single-use occupancy</p> <ul style="list-style-type: none"> • Make observations and correct decisions so that the classification is made according to the applicable codes and standards. (OCL1) 			
<p>4.3.2 Compute the allowable occupant load of a single-use occupancy or portion thereof</p> <ul style="list-style-type: none"> • Calculate occupant loads. (COL1) • Identify occupancy factors related to various occupancy classifications. (COL1) • Use measuring tools to calculate allowable occupant load. (COL1) • Make field sketches so that the calculated allowable occupant load is established. (COL1) 			
<p>4.3.3 Inspect means of egress elements</p> <ul style="list-style-type: none"> • Observe and recognize problems so that means of egress elements are maintained. (MOE1) • Calculate so that means of egress elements are maintained and deficiencies are identified, documented, and reported. (MOE1) • Make basic decisions related to means of egress so that means of egress elements are maintained and deficiencies are identified, documented, and reported. (MOE1) • Use measuring tools so that means of egress elements are maintained. (MOE1) • Make field sketches so that means of egress elements are maintained. (MOE1) 			
<p>4.3.4 Verify the type of construction for an addition or remodeling project</p> <ul style="list-style-type: none"> • Read plans so that the construction type is identified and recorded. (TOC1) • Make decisions so that the construction type is identified and recorded. (TOC1) • Apply codes and standards so that the construction type is identified and recorded. (TOC1) 			

<p>4.3.5 Determine the operational readiness of existing fixed fire suppression systems</p> <ul style="list-style-type: none"> • Observe that the existing fixed fire suppression systems are in an operational state, maintenance is documented, and deficiencies are identified, documented, and reported. (FSS1) • Recognize problems with existing fixed fire suppression systems, that maintenance is documented, and deficiencies are identified, documented, and reported. (FSS1) • Read reports to determine that the existing fixed fire suppression systems are in an operational state, maintenance is documented, and deficiencies are identified, documented, and reported. (FSS1) 			
<p>4.3.6 Determine the operational readiness of existing fire detection and alarm systems</p> <ul style="list-style-type: none"> • Observe so that the existing fire detection and alarm systems are in an operational state, maintenance is documented, and deficiencies are identified, documented, and reported. (FDA1) • Make decisions so that the existing fire detection and alarm systems are in an operational state, maintenance is documented, and deficiencies are identified, documented, and reported. (FDA1) • Recognize problems with existing fire detection and alarm systems, that maintenance is documented, and deficiencies are identified, documented, and reported. (FDA1) • Read reports to determine that the existing fire detection and alarm systems are in an operational state, maintenance is documented, and deficiencies are identified, documented, and reported. (FDA1) 			
<p>4.3.7 Determine the operational readiness of existing portable fire extinguishers</p> <ul style="list-style-type: none"> • Observe that the existing portable fire extinguishers are in an operational state, maintenance is 			

<p>documented, and deficiencies are identified, documented, and reported. (PFE1)</p> <ul style="list-style-type: none"> • Make decisions so that the existing portable fire extinguishers are in an operational state, maintenance is documented, and deficiencies are identified, documented, and reported. (PFE1) • Recognize problems with existing portable fire extinguishers, that maintenance is documented, and deficiencies are identified, documented, and reported. (PFE1) • Read reports so that the existing portable fire extinguishers are in an operational state, maintenance is documented, and deficiencies are identified, documented, and reported. (PFE1) 			
<p>4.3.8 Recognize hazardous conditions involving equipment, processes, and operations</p> <ul style="list-style-type: none"> • Observe that the equipment, processes, or operations are conducted and maintained and deficiencies are identified, documented, and reported. (RHC1) • Communicate so that the equipment, processes, or operations are conducted and maintained and deficiencies are identified, documented, and reported. (RHC1) • Apply codes and standards so that the equipment, processes, or operations are conducted and maintained and deficiencies are identified, documented, and reported. (RHC1) • Recognize problems with equipment, processes, or operations are conducted and maintained and deficiencies are identified, documented, and reported. (RHC1) • Make decisions so that the equipment, processes, or operations are conducted and maintained and deficiencies are identified, documented, and reported. (RHC1) 			

<p>4.3.9 Compare an approved plan to an existing fire protection system</p> <ul style="list-style-type: none"> • Read and comprehend plans for fire protection systems so that any modifications to the system are identified, documented, and reported. (PIS1) • Observe so that any modifications to the system are identified, documented, and reported. (PIS1) • Communicate so that any modifications to the system are identified, documented, and reported. (PIS1) • Apply codes and standards so that any modifications to the system are identified, documented, and reported. (PIS1) • Recognize problems so that any modifications to the system are identified, documented, and reported. (PIS1) • Make decisions so that any modifications to the system are identified, documented, and reported. (PIS1) 			
<p>4.3.10 Verify that emergency planning and preparedness measures are in place and have been practiced</p> <ul style="list-style-type: none"> • Identify the emergency evacuation requirements contained in the applicable codes and standards so that plans are prepared and exercises have been performed and deficiencies are identified, documented, and reported. (EPP1) • Interpret plans and reports so that plans are prepared and exercises have been performed in accordance with applicable codes and standards and deficiencies are identified, documented, and reported. (EPP1) 			
<p>4.3.11 Inspect emergency access for an existing site</p> <ul style="list-style-type: none"> • Identify the emergency access requirements contained in the applicable codes and standards so that the required access for emergency responders is 			

<p>maintained and deficiencies are identified, documented, and corrected. (ESA1)</p> <ul style="list-style-type: none"> • Observe so that the required access for emergency responders is maintained and deficiencies are identified, documented, and corrected. (ESA1) • Make decisions so that the required access for emergency responders is maintained and deficiencies are identified, documented, and corrected. (ESA1) • Use measuring tools so that the required access for emergency responders is maintained and deficiencies are identified, documented, and corrected. (ESA1) 			
<p>4.3.12 Verify code compliance for incidental storage, handling, and use of flammable and combustible liquids and gases</p> <ul style="list-style-type: none"> • Observe flammable and combustible liquids and gases so that applicable codes and standards are addressed and deficiencies are identified & documented. (ERG1) (SDS1) (CIS1) • Apply codes and standards for flammable and combustible liquids and gases so that applicable codes and standards are addressed and deficiencies are identified & documented. (CIS1) • Recognize problems involving flammable and combustible liquids and gases so that applicable codes and standards are addressed and deficiencies are identified & documented. (ERG1) (SDS1) • Make decisions involving flammable and combustible liquids and gases so that applicable codes and standards are addressed and deficiencies are identified & documented. (ERG1) (SDS1) (CIS1) 			

<p>4.3.13 Verify code compliance for incidental storage, handling, and use of hazardous materials</p> <ul style="list-style-type: none"> • Observe hazardous materials so that applicable codes and standards are addressed and deficiencies are identified & documented. (ERG1) (SDS1) (CHM1) • Communicate for hazardous materials so that applicable codes and standards are addressed and deficiencies are identified & documented. (ERG1) • Apply codes and standards for hazardous materials so that applicable codes and standards are addressed and deficiencies are identified & documented. (CHM1) • Recognize problems involving hazardous materials so that applicable codes and standards are addressed and deficiencies are identified & documented. (ERG1) (SDS1) (CHM1) • Make decisions involving hazardous materials so that applicable codes and standards are addressed and deficiencies are identified & documented. (ERG1) (SDS1) (CHM1) 			
<p>4.3.14 Recognize a hazardous fire growth potential in a building or space</p> <ul style="list-style-type: none"> • Observe hazardous conditions so that applicable codes and standards are addressed and deficiencies are identified & documented. (FGP1) • Communicate for hazardous conditions so that applicable codes and standards are addressed and deficiencies are identified & documented. (FGP1) • Apply codes and standards for hazardous conditions so that applicable codes and standards are addressed and deficiencies are identified & documented. (FGP1) • Recognize problems involving hazardous conditions so that applicable codes and standards are addressed and deficiencies are identified & documented. (FGP1) 			

<ul style="list-style-type: none"> • Make decisions involving hazardous conditions so that applicable codes and standards are addressed and deficiencies are identified & documented. (FGP1) 			
<p>4.3.15 Determine code compliance</p> <ul style="list-style-type: none"> • Observe a fire protection issue so that applicable codes and standards are addressed and compliance is determined. (CMP1) • Communicate so that applicable codes and standards are addressed and compliance is determined. (CMP1) • Apply codes and standards so that applicable codes and standards are addressed and compliance is determined. (CMP1) • Recognize problems so that applicable codes and standards are addressed and compliance is determined. (CMP1) • Make decisions so that applicable codes and standards are addressed and compliance is determined. (CMP1) 			
<p>4.3.16 Verify fire flows for a site</p> <ul style="list-style-type: none"> • Use Pitot tubes, gauges, and other data gathering devices as well as calculate and graph fire flow results. (FFT1) (FFT2) (FFT3) 			

Each box must contain a date, Candidate Signature and Evaluator Signature for this task book to be complete.