

Minnesota Fire Service Certification Fire Inspector I

NFPA 1031 - 2014 Edition

Prerequisite

A completed application and test fee payment arrangements are required before taking the Fire Inspector I Certification test. The candidate is expected to be knowledgeable and able to meet the criteria outlined in NFPA 1031. The Minnesota Fire Service Certification Board does not provide any training nor do we provide examination reviews. The Board does not require a specific program for applicants. No prior certification is required.

Standard

NFPA 1031 Fire Inspector & Plan Examiner; 2014 Edition

The questions and skills tested are designed to test the candidate on the knowledge and proficiencies outlined in NFPA 1031 for Fire Inspector I. All questions in the test bank have been referenced to the standards noted above.

Reference List (V9.0)

The textbooks listed below were used in developing the test questions and the practical exams for the Certification test. The candidate should have knowledge of the information contained in the related books below.

- NFPA 1031, *Standard for Professional Qualifications for Fire Inspector and Plan Examiner*, 2014 Edition
- IFSTA, *Fire Inspection and Code Enforcement*, 7th Edition, 1st Printing
- Jones and Bartlett, *Fire Inspector, Principles and Practice*, 1st Edition, 1st Printing

Test

The test is two parts, a written test and a practical exam. The written test is made up of 100 multiple-choice questions. The questions are selected at random from a Fire Inspector I test bank of 519 questions. A score of 70 percent (adjusted by standard measurement of error) must be achieved in order to achieve a passing score. The practical exam consists of the candidate demonstrating proficiency in at least 8 (eight) categories selected at random from the proficiencies required in the NFPA 1031 standard.

Cost \$126.00

Re-certification

- Every three years.
- Requires 24 hours of Fire Inspector I training/experience for each of the three years.
 - NFPA 1031 (2014 Edition) 1.3.10
 - Requires 8 hours of continues training and 16 hours of inspection time in the field. The Fire Inspector and plan examiner at all levels of progression shall remain current with the origins and limits of their authority, fire protection technology, fire prevention practices, inspection methods, and applicable codes and standards.
- Re-certification cost is \$26.25.

Minnesota Fire Service Certification Fire Inspector I

Fire Inspector I NFPA 1031 2014 Edition



Requirements:

1. There are no prerequisites for Fire Inspector I
2. Completed application form and fee of \$120 is covered.
3. Candidate will be required to complete 8 of the 19 skill stations. Skills will be chosen at random by the evaluator.
4. Candidate is required to provide their own copy of the current Minnesota State Fire Code.

Minnesota Fire Service Certification Fire Inspector I

SKILL STATION 1

ADMINISTRATION/COMMUNICATIONS

Candidate Number _____

Reference: NFPA 1031 (2014 Edition) Section: 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. (4.2.2)

Skill: You have received a telephone request for information about the installation of a new fire alarm system. Provide a one-page correspondence to communicate the need for a permit, so that the correspondence is concise, accurately reflects codes and standards, and is appropriate for the intended audience.

Scenario: A warehouse in your community wants to install a fire alarm system. Write a letter informing them of the permits and fees required by your jurisdiction.

Competencies:

1. Recognize the need for a permit in the given situation.
2. Letter is concise and written to the intended audience.
3. Letter is written using correct grammar and punctuation.
4. Letter reflects the applicable code sections and standards with references.
5. The ability to communicate orally.

This skills test is to be completed at this test site. The Lead Examiner will forward the completed test to the Inspector test evaluator for grading. All correspondence and inspection documents submitted must be attached to this form.

RATING & EVALUATION (for evaluator's use only)

Performance Rating: Pass Fail

Evaluator Comments: _____

Evaluator Signature: _____ Date: _____

Minnesota Fire Service Certification Fire Inspector I

SKILL STATION 2

ADMINISTRATION/REPORT

Candidate Number _____

Reference: NFPA 1031 (2014 Edition) Section: 4.2.1

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

Skill: Prepare and complete a typed inspection report not to exceed two pages in length. Correspondence shall be concise and accurately reflect the finding of an inspection utilizing the applicable codes and standards.

Scenario: During an inspection of a multi-tenant building you come across a small auto repair shop in one of the bays with clear evidence that along with auto repair, body work is also being performed. The entire building has an automatic fire suppression.

Competencies:

1. Letter is concise and written to the intended audience.
2. Letter is written using correct grammar and punctuation.
3. Letter reflects the applicable Fire codes and standards, with references.
4. The ability to interpret codes and standards

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Performance Rating: Pass Fail

Evaluator Comments: _____

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Minnesota Fire Service Certification Fire Inspector I

SKILL STATION 3

ADMINISTRATION/INVESTIGATE COMPLAINT

Candidate Number _____

Reference: NFPA 1031 (2014 Edition) Section: 4.2.4 and 4.2.5

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. (4.2.4)

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

Skill: On one page describe procedures to investigate a common complaint that requires an inspection. Include the process from initial complaint recording to resolving the complaint.

Scenario: You receive a letter from a concerned citizen who resides in one of the apartment buildings stating their smoke detector in their apartment is not working.

Competencies:

1. Receive the complaint and record all information with regards to the complaint.
2. Identify the applicable code or standard.
3. Explain the appropriate actions or process followed, correctly interpreting the code
4. Action taken reflects proper code enforcement based upon correct code/standard reference.
5. Appropriate records and files are maintained to document action taken to resolve the complaint.

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Performance Rating: Pass Fail

Evaluator Comments: _____

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SKILL STATION 4

ADMINISTRATION/PROPER DOCUMENTATION

Candidate Number _____

Reference: NFPA 1031 (2014 Edition) Section: 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 and the inspector's demeanor is professional. (4.2.6)

Skill: Prepare proper documents in preparation for testimony at a legal proceeding.

Scenario: Based upon multiple complaints from a competitor regarding improper storage of tires at their location you investigate tires are piled to high and are blocking exits. This occurs four times over a six month period. A complaint is received and subsequent inspection and corrective action occurs but eventually occupant receives new shipment of tires that exceeds safe storage ability. You have issued a citation for non-compliance.

Competencies:

1. Prior to the court proceedings, prepare proper documentation and other information that will be needed for the hearing process.
2. Describe which fire codes sections apply to this violation and appeals.
3. Describe the proper demeanor for the hearing or court appearance both in action and during the communication process.
4. Differentiate between fact and opinion.
5. Listens to questions and answers appropriately.

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Minnesota Fire Service Certification Fire Inspector I

SKILL STATION 5

ADMINISTRATION/OCCUPANCY CLASSIFICATION

Candidate Number _____

Reference: NFPA 1031 (2014 Edition) Section: 4.3.1

Identify the occupancy classification of a single use structure, given the description of the occupancy and its use, so that an accurate classification is made according to the applicable codes and standards. Based on the scenario below, prepare and provide the owner with the proper classification for his/her new facility along with current codes and standards. (4.3.1)

Skill: Identify the occupancy classification of a single use structure, given the description of the occupancy and its use, so that an accurate classification is made according to the applicable codes and standards. Based on the scenario below, prepare and provide the owner with the proper classification for his/her new facility along with current codes and standards.

Scenario: A building owner in your municipality is in the process of remodeling more than 50% of the footprint of the building and is requesting a change in occupancy. The building is a single story structure and is currently classified as a Day Care facility.

The building owner is requesting that an adequate plan review be conducted to reclassify the current structure from a Day Care occupancy to accommodate the new use, which will be an out-patient clinic.

Competencies:

1. Demonstrate ability to reference current applicable codes.
2. Demonstrate ability to adequately reclassify the occupancy.
3. Demonstrate the working knowledge of current codes and statutes related to the above mentioned.
4. Ability to make observations.

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Performance Rating: Pass Fail

Evaluator Comments: _____

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SKILL STATION 6

ADMINISTRATION/OCCUPANT LOAD

Candidate Number _____

Reference: NFPA 1031 (2014 Edition) Section: 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. (4.3.2)

Skill: Compute the allowable occupant load of a single use occupancy or portion thereof.

Scenario: The owner of the nightclub has requested an occupant load calculation. Calculate the occupant load for both the seating area and dance floor areas. Identify the appropriate instruments to take the measurement. The seating area is 425' by 100' and the dance area is 100' by 150'.

Competencies:

1. Make a field sketch including the measurements.
2. Calculate the total occupant load for the specific area of the occupancy.
3. Identify the occupancy type.
4. Provide codes and standards used for computing occupancy.
5. Show mathematical calculations.
6. Measure properly

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Evaluator Comments: _____

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SKILL STATION 7

FIELD INSPECTIONS/EGRESS

Candidate Number _____

Reference: NFPA 1031 (2014 Edition) Section: 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 applicable codes and standards and the policies of the jurisdiction. (4.3.3)

Skill: Inspect means of egress to insure that all elements are maintained in compliance with all applicable codes and standards. Identify all deficiencies and prepare written report of violations.

Scenario: During an inspection at a renovated farm complex turned event center with a posted occupant load of 150, you observe you observe that the required emergency exit has no egress lighting or panic hardware.

Competencies:

1. Identify all code violations observed.
2. Reference applicable code sections calculating the appropriate egress.
3. Provide written documentation of the violations.

This skills test is to be completed at this test site. The Lead Examiner will forward the completed test to the Inspector test evaluator for grading. All correspondence and inspection documents submitted must be attached to this form.

RATING & EVALUATION (for evaluator's use only)

Performance Rating: Pass Fail

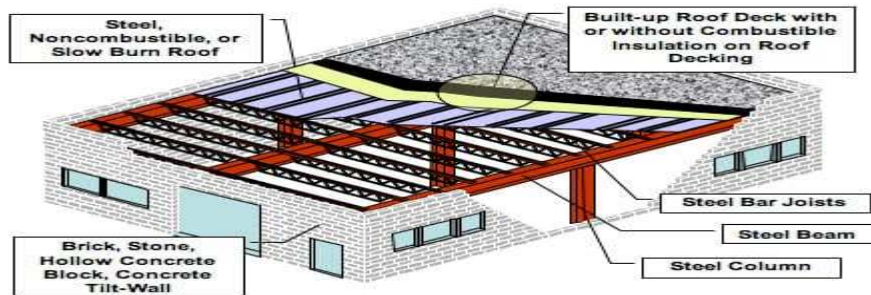
Evaluator Comments: _____

Evaluator Signature: _____ Date: _____

Minnesota Fire Service Certification Fire Inspector I

SKILL STATION 8

FIELD INSPECTIONS/PLAN REVIEW



Candidate Number _____

Reference: NFPA 1031 (2014 Edition) Section: 4.2.3 and 4.3.4

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

Recognize the need for a plan review given a situation of conditions so the requirements for a plan review are communicated in accordance with the policies of the jurisdiction. Based on the scenario below, determine the construction type and plan review. Write a brief report and communicate it written and orally to the property owner. (4.2.4)

Skill: Recognize the need for a plan review given a situation of conditions so the requirements for a plan review are communicated in accordance with the policies of the jurisdiction. Based on the scenario below, determine the construction type and plan review. Write a brief report and communicate it written and orally to the property owner.

Scenario: You arrive at the building to meet with a building owner who would like to remodel and add on to the existing building. The building was constructed for light manufacturing of non-combustible product, concrete tip up panels and bar joists. The new owner will be a production metal fabrication shop with both cold and hot processes (welding).

Competencies:

1. The proper type of construction was determined.
2. Identify the need for a plan and communicate the requirements.
3. The ability to communicate in writing and orally.

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SKILL STATION 9

FIELD INSPECTIONS/OPERATIONAL READINESS

Candidate Number _____

Reference: NFPA 1031 (2014 Edition) Section: 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 deficiencies are identified, documented, and reported in accordance with the applicable codes and standards and the policies of the jurisdiction. (4.3.5)

Skill: Determine the operational readiness of an existing fixed fire suppression system and components.

Scenario: You are a fire inspector and conducting an inspection of a facility in your area. You are inspecting the fire sprinkler system and observe the following (see attachment). Determine if the system is operational and identify and explain all operational deficiencies.

Competencies:

1. All operational deficiencies are identified and explained.
2. Referenced applicable codes and standards.
3. Properly read inspection reports and tags

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RATING & EVALUATION (for evaluator's use only)

Performance Rating: Pass Fail

Evaluator Comments: _____

Evaluator Signature: _____ Date: _____

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SKILL STATION 10

FIELD INSPECTIONS/OPERATIONAL READINESS DETECTION

Candidate Number _____

Reference: NFPA 1031 (2014 Edition) Section: 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 deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction. (4.3.6)

Skill: Given test documentation and field observations, determine the operational readiness of an existing fire detection and alarm system.

Scenario: You are a Fire Inspector inspecting an apartment building with a local fire alarm system. The manager has provided you with test papers showing that the system has recently been tested, serviced, and corrections shown in the report have been made. The manager then leads you to the fire alarm panel where you see the following:

The panel is a three-zone panel, the power light is glowing green, and the lights on all zones are not lit.

Competencies:

1. The applicant is able to explain in writing if the fire alarm system is or is not operational and in compliance.
2. The ability to observe and make proper decisions.
3. The ability to recognize problems.
4. The ability to read reports.

This skills test is to be completed at this test site. The Lead Examiner will forward the completed test to the Inspector test evaluator for grading. All correspondence and inspection documents submitted must be attached to this form.

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Minnesota Fire Service Certification Fire Inspector I

SKILL STATION 11

FIELD INSPECTIONS/FIRE EXTINGUISHERS

Candidate Number _____

Reference: NFPA 1031 (2014 Edition) Section: 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 deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction. (4.3.7)

Skill: Describe in writing the operational readiness of a portable fire extinguisher.

Scenario: View attached photo of a fire extinguisher.

Competencies:

1. Identify the type of fire extinguisher.
2. Explain fire extinguisher gauge reading.
3. Explain components of a visual fire extinguisher inspection.
4. Explain the information required on the fire extinguisher service tag.
5. Noted deficiencies.

This skills test is to be completed at this test site. The Lead Examiner will forward the completed test to the Inspector test evaluator for grading. All correspondence and inspection documents submitted must be attached to this form.

RATING & EVALUATION (for evaluator's use only)

Performance Rating: Pass Fail

Evaluator Comments: _____

Evaluator Signature: _____ Date: _____

Minnesota Fire Service Certification Fire Inspector I



SKILL

Minnesota Fire Service Certification Fire Inspector I

STATION 12

FIELD INSPECTIONS/HAZARDOUS CONDITIONS

Candidate Number _____

Reference: NFPA 1031 (2014 Edition) Section: 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 deficiencies are identified, documented, and reported in accordance with the applicable codes and standards and the policies of the jurisdiction. (4.3.8)

Skill: Describe to the owner/occupant your concerns and advise them you will be following up with a written corrective action document that details the applicable code section in violation and corrective action needed.

Scenario: During an inspection of a custom cabinetry woodworking shop you observe that a very large dust collection system that has no fire suppression system along with fine particulate dust in the air and coating walls, ceilings, and equipment throughout the building.

Competencies:

1. Identify and explain all code violations observed.
2. Reference applicable code section.
3. Provide written documentation of the violations.

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RATING & EVALUATION (for evaluator's use only)

Performance Rating: Pass Fail

Evaluator Comments: _____

Evaluator Signature: _____ Date: _____

Minnesota Fire Service Certification Fire Inspector I

SKILL STATION 13

FIELD INSPECTIONS/MODIFCATIONS

Candidate Number _____

Reference: NFPA 1031 (2014 Edition) Section: 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. (4.3.9)

Skill: Compare an approved plan to an installed fire protection system and determine if there are any modifications. Document any modifications observed using the applicable codes.

Scenario: See attached plan and photo.

Competencies:

1. Ability to read and comprehend plans.
2. Ability to observe and recognize differences in plan vs. installation.
3. Ability to interpret, document, and enforce applicable codes.

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RATING & EVALUATION (for evaluator's use only)

Performance Rating: Pass Fail

Evaluator Comments: _____

Evaluator Signature: _____ Date: _____

Minnesota Fire Service Certification Fire Inspector I

SKILL STATION 14

FIELD INSPECTIONS/EMERGENCY PLANNING

Candidate Number _____

Reference: NFPA 1031 (2014 Edition) Section: 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 deficiencies are identified, documented, and reported in accordance with the applicable codes and standards and the policies of the jurisdiction. (4.3.10)

Skill: Verify that emergency planning and preparedness measures are in place and have been practiced.

Scenario: You are a Fire Inspector conducting a fire drill at a local senior assisted living and memory care facility. Part of your assignment is to verify that the facility has a proper emergency plan and has been conducting the required drills.

Competencies:

1. Explain emergency evacuation requirements in assisted living and memory care occupancies.
2. Explain how you would verify that fire drills have been conducted in accordance with applicable codes.
3. Interpret evacuation plans and reports on drills.

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Performance Rating: Pass Fail

Evaluator Comments: _____

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Minnesota Fire Service Certification Fire Inspector I

SKILL STATION 15

FIELD INSPECTIONS/ACCESS

Candidate Number _____

Reference: NFPA 1031 (2014 Edition) Section: 4.3.11 and 4.3.15

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

Determine code compliance, given the codes, standards, and policies of the jurisdiction and a fire protection issue, so that the applicable codes, standards, and policies are identified and compliance determined. (4.3.15)

Skill: Inspect and verify emergency access for a site. Insure that the required access for emergency responders is maintained.

Based on the scenario below, briefly describe the minimum code requirements that would regulate fire department access.

Scenario: You are a Fire Inspector for a local municipality and you are conducting a fire inspection of an existing facility. You observe storage has been placed in the stairway and is reducing the usable width..

Competencies:

1. Identify all code violations observed.
2. Reference applicable code sections.
3. Provide proper documentation regarding the violations.
4. Make appropriate measurements

This skills test is to be completed at this test site. The Lead Examiner will forward the completed test to the Inspector test evaluator for grading. All correspondence and inspection documents submitted must be attached to this form.

RATING & EVALUATION (for evaluator's use only)

Performance Rating: Pass Fail

Evaluator Comments: _____

Evaluator Signature: _____ Date: _____

Minnesota Fire Service Certification Fire Inspector I

SKILL STATION 16

FIELD INSPECTIONS/STORAGE FLAMMABLE LIQUIDS

Candidate Number _____

Reference: NFPA 1031 (2014 Edition) Section: 4.3.12 and 4.3.15

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, so that applicable codes and standards are addressed and deficiencies are identified, documented, in accordance with the applicable codes and standards and the policies of the jurisdiction. (4.3.12)

Determine code compliance, given the codes, standards, and policies of the jurisdiction and a fire protection issue, so that the applicable codes, standards, and policies are identified and compliance determined. (4.3.15)

Skill: Verify code compliance for incidental storage, handling, and use of flammable and combustible liquids. Create a report in accordance with the code and policies of your jurisdiction.

Scenario: You are conducting an inspection of an un-sprinklered office/ warehouse building. You notice quantities of flammable and combustible liquids stored in the warehouse area. Communicate your findings to the property owner with appropriate suggestions and corrective action required.

Competencies:

1. Using applicable codes, identify allowable quantities of Class IA flammable and combustible liquids which are acceptable for storage in an office/ Warehouse building and proper storage methods.
2. Reference applicable code sections
3. Provide written documentation of any violations.
4. The ability to observe and communicate both written and orally.

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Performance Rating: Pass Fail

Evaluator Comments: _____

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Minnesota Fire Service Certification Fire Inspector I

SKILL STATION 17

FIELD INSPECTIONS/STORAGE HAZARDOUS MATERIALS

Candidate Number _____

Reference: NFPA 1031 (2014 Edition) Section: 4.3.13 and 4.3.15

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 addressed and deficiencies are identified, documented, and reported in accordance with the applicable codes and standards and the policies of the jurisdiction. (4.3.13)

Determine code compliance, given the codes, standards, and policies of the jurisdiction and a fire protection issue, so that the applicable codes, standards, and policies are identified and compliance determined. (4.3.15)

Skill: Verify code compliance for incidental storage, handling, and use of hazardous materials so that all code for each hazardous material encountered are properly addressed.

Scenario: During an inspection in a warehouse you observe five 55 gallon plastic containers labeled flammable liquid stored in a corner of the building.

Competencies:

1. Identify all code violations observed.
2. Reference applicable code sections.
3. Provide written documentation of the violations.

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Minnesota Fire Service Certification Fire Inspector I

SKILL STATION 18

FIELD INSPECTIONS/FIRE GROWTH

Candidate Number _____

Reference: NFPA 1031 (2014 Edition) Section: 4.3.14 and 4.3.15

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. (4.3.14)

Determine code compliance, given the codes, standards, and policies of the jurisdiction and a fire protection issue, so that the applicable codes, standards, and policies are identified and compliance determined. (4.3.15)

Skill: Recognize a hazardous fire growth potential in a building or space. You observe hundreds of small candles, a number of plastic/foam figures on wooden tables.

Scenario: You are conducting an inspection of a local night club. You observe foam sound batting attached to the ceiling. In addition, you observe bales of hay and corn stalks in the lobby which the manager states are seasonal decorations.

Competencies:

1. Accurately identify the fire hazard(s).
2. Reference the applicable code section.
3. Provide written documentation of the violations.

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Minnesota Fire Service Certification Fire Inspector I

SKILL STATION 19

FIELD INSPECTIONS/FIRE FLOW

Candidate Number _____

Reference: NFPA 1031 (2014 Edition) Section: 4.3.16

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

Skill: Determine fire flow calculations.

Scenario: Given the following scenario, what are the fire flow requirements a 12,500 sq. ft. and is a type II B structure.

Competencies:

1. Reference the applicable code section.
2. What is the flow duration in hours
3. Provide written documentation of the flow requirements for the building.

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Performance Rating: Pass Fail

Evaluator Comments: _____

Evaluator Signature: _____ Date: _____