

# Minnesota Fire Service Certification Fire Inspector III

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## NFPA 1031 - 2014 Edition

### Prerequisite

A completed application and test fee payment arrangements are required before taking the Fire Inspector III Certification test. The candidate must be certified at Fire Inspector II and 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.

### Standard

NFPA 1031 Fire Inspector & Plan Examiner; 2014 Edition

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

### Reference List

The textbooks listed below were used in developing 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 consists of a practical exam.

The practical exam consists of the candidate demonstrating proficiency in all twenty (20) categories And to defend at least six (6) categories selected at random from the proficiencies required in the NFPA 1031 Fire Inspector III standard.

**Cost \$220**

### Re-certification

- Every three years.
- Requires 24 hours of Fire Inspector III training/experience for each of the three years.
  - NFPA 1031 (2014 Edition) 1.3.10 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 \$25.

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### Requirements:

1. Prerequisites for Fire Inspector III is Fire Inspector II
2. Completed application form and fee of \$220 is covered.
3. Candidate will be required to complete all skill stations or standard requirements via submitting a portfolio of documentation. Candidate will have 60 days from the date of the written test to submit practical skills to MSFCB, 2704 Mounds View Blvd. Mounds View, MN 55112
4. Professional writing, organization, and presentation standards are required for the portfolio submission.
5. Candidates will be assigned an evaluator who will contact them upon receipt of application form and fee. Upon completion of submission and review by evaluator, candidate and evaluator shall meet during which candidate shall be required to defend at least 6 skills randomly selected by the evaluator.

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The Fire Inspector III performs all types of fire inspections, plans review duties, and resolves complex code-related issues. The skill level for Fire Inspector III, as determined by the Minnesota Fire Service Certification Board (MFSCB), is focused on the fire service person who is the senior inspector in an inspection bureau or who is striving to be eligible for promotion.

It is with this purpose that the Fire Inspector III level is established within this standard. These requirements reflect the minimum requirements as found in NFPA 1031, 2014, Chapter 6.

In order to certify in the Minnesota Fire Inspector III program, firefighters must fulfill the following requirements:

- 1- Be certified as an Inspector II with the MFSCB.
- 2- Successfully complete the Inspector III requirement form and provide documentation to the Certification Office as required by this standard. This completed documentation will constitute the certification portfolio.
- 3- Submit completed portfolio to the Certification Board for approval.
- 4- Portfolio approved by the Certification Board
- 5- Submit the Request for Certification form

There is no set course to obtain Inspector III. Due to the nature of the requirements for Inspector III, training is received by on the job experience. This is documented in this standard by completing the Inspector III requirements form (contained within this standard) which will lead to the development of a portfolio.

Participants in the Minnesota Fire Inspector III program must successfully complete the Inspector III requirements form (contained within this standard). Documentation is required to provide proof that all requirements and skills are met.

This requirement form is self-directing in what is being required by the certification Board to become eligible to test for the Inspector III level. Documentation must accompany the requirement form to provide the necessary proof that the candidate has met the requirements as outlined by NFPA 1031, 2014, chapter 6, and as adopted by the MFSCB.

Once the Inspector III requirements form and appropriate documentation have been submitted to the certification office, they will be submitted to a qualified reviewer who has been approved by the Certification Board. If deficiencies are found, the reviewer will work with the candidate to correct those areas. Once the review is completed, a recommendation will be submitted to the Certification Board for final approval. Once approved by the Certification Board the Inspector III candidate is eligible for certification at the Inspector III level.

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## Inspector III Requirement Form

Date of Submission: \_\_\_\_\_

Name: \_\_\_\_\_

Department or Agency: \_\_\_\_\_

Present Job Title: \_\_\_\_\_

To obtain certification as an Inspector III with the Minnesota Fire Service Certification Board, please complete the following form and provide documentation as required. Please address each requirement in the standard and document how you meet the criteria.

All documents submitted should be typed whenever possible, have proper grammar and English, if not typed, be legible, be original or if copies, then legible copies. You should also include photographs whenever and wherever appropriate.

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\*The following requirements for Inspector III certification are based on NFPA 1031, Chapter 6, 2014, Ed.

NFPA Reference	Description of skill/knowledge	Completed ✓
Skill 1 6.2.1 (a) (b)	<p><u>Description of skill and /or knowledge;</u> Generate written correspondence related to the issuance of appeals and variances so that the resulting document clearly addresses the issue and is appropriate for the intended audience.</p> <p><u>Required Task</u> Provide one (1) sample of a correspondence that you have written in regards to the approval or denial of a variance or an appeal.</p> <p><u>Criteria measured to meet standard</u></p> <ol style="list-style-type: none"> <li>1. Candidate understands the established procedures for modification of applicable codes and standards</li> <li>2. Candidate demonstrates understanding of the judicial review process.</li> <li>3. Candidate understands the appeals procedure for the jurisdiction.</li> </ol>	Example include original correspondence on department stationary bearing your signature.
Skill 2 6.2.2.(a) (b)	<p><u>Description of skill and /or knowledge;</u> Facilitate code adoption and modification processes so that the code is correctly written and precisely addresses the identified need to deficiency.</p> <p><u>Required Task</u> Provide one (1) example of a code modification that you have submitted on a local, state or national level.</p> <p><u>Criteria measured to meet standard</u></p> <ol style="list-style-type: none"> <li>1. Candidate understands the development and adoption process for fire safety legislation or regulations.</li> </ol>	Example includes promulgation of code, fire regulation, code submission document to local, state, or national body.
Skill 3 6.2.3.(a) (b)	<p><u>Description of skill and /or knowledge;</u> Assess the impact of proposed codes, ordinances, and other legislation so that the impact of the proposal on fire safety and code enforcement activities are documented.</p> <p><u>Required Task</u> Review a proposed code, ordinance, or legislation that has an impact on your agency and provide an assessment of how it will affect your department.</p>	Example includes letter, white paper, report, analysis generated by applicant on department letterhead

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	<p><u>Criteria measured to meet standard</u></p> <ol style="list-style-type: none"> <li>1. Ability to recognize problems.</li> <li>2. Ability to communicate in writing.</li> <li>3. Ability to identify cost/risk benefit.</li> </ol>	
<p>Skill 4 6.2.4. (a) (b)</p>	<p><u>Description of skill and /or knowledge;</u> Develop policies and procedures for the administration of inspection functions so that the policies are clearly defined and concise and in accordance with the legal obligations of the jurisdiction.</p> <p><u>Required Task</u> Provide one (1) example of a management policy that you developed and adopted for your inspection division.</p> <p><u>Criteria measured to meet standard</u></p> <ol style="list-style-type: none"> <li>1. Understands legal precedence and the various systems of government that affect the performance of the fire inspector’s duties.</li> <li>2. Ability to read blueprints and identify symbols related to construction plans and specifications.</li> <li>3. Understands policies and procedures of the jurisdiction related to code enforcement and plans review.</li> <li>4. Identifies sources of detailed and technical information relative to plans and specifications.</li> </ol>	<p>Example includes original or copy of original policy/procedure developed by applicant and adopted by governing body</p>
<p>Skill 5 6.2.5.(a) (b)</p>	<p><u>Description of skill and /or knowledge;</u> Propose technical reference material acquisition, given a scope of responsibility, budget limitations, and specific code-related issues, so that resources matching specific needs are acquired.</p> <p><u>Required Task</u> Generate/develop list of reference materials and documents to enable a code enforcement division in a Twin City suburban community greater than 60,000 population to enforce the current adopted version of the International Fire Code</p> <p><u>Criteria measured to meet standard</u></p> <ol style="list-style-type: none"> <li>1. Understands types and sources of publications including approval and listing guides, codes and standards, and technical references.</li> </ol>	<p>Examples include a word document detailing a comprehensive list of reference materials</p>
<p>Skill 6 6.2.6.(a) (b)</p>	<p><u>Description of skill and /or knowledge;</u> Enforce permit regulations so that revocation decisions are in accordance with the policies of the jurisdiction and applicable codes and standards.</p> <p><u>Required Task</u> Provide one (1) example of a permit that has been denied or revoked and the accompanying documentation.</p> <p><u>Criteria measured to meet standard</u></p>	<p>Example includes permit, application, letter or order of revocation and all documentation</p>

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	<ol style="list-style-type: none"> <li>1. Understands who has the legal authority for permit issuance and revocation.</li> <li>2. Knows applicable codes and standards adopted by the jurisdiction.</li> </ol>	
Skill 7 6.2.7.(a) (b)	<p><u>Description of skill and /or knowledge;</u>            Initiate legal action related to a fire code violation so that the action taken is in accordance with the policies of the jurisdiction and due process of the law is followed.</p> <p><u>Required Task</u>            Provide one (1) example of a fire code violation or enforcement issue which resulted in legal action including supporting documentation (Investigation report, Case Report/File).</p> <p><u>Criteria measured to meet standard</u></p> <ol style="list-style-type: none"> <li>1. Understands legal procedure for fire code enforcement and authority and limitations of police powers.</li> </ol>	Example includes all documents, photographs related to initiating legal action
Skill 8 6.2.8.(a) (b)	<p><u>Description of skill and /or knowledge;</u>            Recommend a program budget so that overall program needs are addressed within budget guidelines.</p> <p><u>Required Task</u>            Provide a sample of a proposed budget that you helped prepare.</p> <p><u>Criteria measured to meet standard</u></p> <ol style="list-style-type: none"> <li>1. Demonstrates understanding of the budget process and procedure for the jurisdiction including revenue sources and funding mechanisms.</li> </ol>	Example includes copy of proposed budget
Skill 9 6.2.9.(a) (b)	<p><u>Description of skill and /or knowledge;</u>            Evaluate the completion and correctness of inspection reports, completed forms and checklists so that the information contained in the report forms and checklists is correct, clear, and concise and key issues are addressed in compliance with applicable codes, standards and policies.</p> <p><u>Required Task</u>            Provide an example of a process that could be used to review inspection documents for accuracy, to ensure quality assurance and compliance with applicable laws, codes and policies.</p> <p><u>Criteria measured to meet standard</u></p> <ol style="list-style-type: none"> <li>1. Knows applicable codes and standards adopted by the jurisdiction and their interrelationships and various sources for additional reference materials related to code enforcement</li> </ol>	Example includes copy of departments review policy, examples of reports, forms, and checklists along with white paper reviewing submitted documents
Skill 10 6.3.1(a) .(b)	<p><u>Description of skill and /or knowledge;</u>            This duty involves analysis of code compliance alternatives; evaluation of construction, occupancy, fire protection, and exposures; and emergency planning, according to the following job performance requirements.</p>	Example includes correspondence specific to alternative

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	<p><u>Required Task</u> Provide one (1) example where you have adjusted occupant loads while still remaining in compliance with the code.</p> <p><u>Criteria measured to meet standard</u></p> <ol style="list-style-type: none"> <li>1. Knowledge of applicable codes and standards adopted by the jurisdiction.</li> <li>2. Knowledge of construction types, occupancy requirements, means of egress, and evaluation of evacuation procedures.</li> </ol>	methods and materials
Skill 11 6.3.2.(a) (b)	<p><u>Description of skill and /or knowledge;</u> Evaluate corrective measures so that each means of egress deficiency and its proposed correction are evaluated for compliance with applicable codes and standards and all deficiencies are identified, documented, and reported in accordance with policies of the jurisdiction.</p> <p><u>Required Task</u> Provide one (1) example of an inspection report with serious/major means of egress deficiencies and how the deficiencies were corrected.</p> <p><u>Criteria measured to meet standard</u></p> <ol style="list-style-type: none"> <li>1. Knowledge of applicable codes and standards adopted by the jurisdiction.</li> <li>2. Knowledge of construction types, occupancy requirements, means of egress, and evaluation of evacuation procedures.</li> </ol>	Example includes correspondence specific to egress deficiencies, if possible, photographs and resolution documents
Skill 12 6.3.3.(a) (b)	<p><u>Description of skill and /or knowledge;</u> Evaluate the construction type required for an addition or remodeling project so that the construction type is evaluated based on applicable codes and standards and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.</p> <p><u>Required Task</u> Provide one (1) example where you had to evaluate type of construction and the buildings use with regards to applicable codes.</p> <p><u>Criteria measured to meet standard</u></p> <ol style="list-style-type: none"> <li>1. Knowledge of applicable codes and standards adopted by the jurisdiction.</li> <li>2. Knowledge of construction types, occupancy requirements, construction methods, and polices and procedures.</li> </ol>	Example includes construction plan indicating construction type
Skill 13 6.3.4 (a) .(b)	<p><u>Description of skill and /or knowledge;</u> Evaluate alternative protection measures of equipment, operations, and processes so that the equipment, process, or operation is provided with a level of protection that is in compliance with the intent of applicable codes and standards.</p> <p><u>Required Task</u> Provide one (1) example of an inspection report with an identified</p>	Example includes correspondence specific to alternative methods and materials



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	<p>deficiency where an alternative method or performance based design was used to meet the intent of the code.</p> <p><u>Criteria measured to meet standard</u></p> <ol style="list-style-type: none"> <li>1. Knowledge of applicable codes and standards adopted by the jurisdiction.</li> <li>2. Knowledge of hazards of process or operation, fire protections system requirements, inherent hazards and safety precautions needed.</li> </ol>	
Skill 14 6.3.5.(a) (b)	<p><u>Description of skill and /or knowledge;</u> Evaluate fire protection plans and practices so that the fire growth potential for all areas are determined, the level of protection is appropriate to the hazard, and applicable codes and standards are met.</p> <p><u>Required Task</u> Provide one (1) example of a high hazard process or operation that required additional fire protection and the corrective actions taken.</p> <p><u>Criteria measured to meet standard</u></p> <ol style="list-style-type: none"> <li>1. Knowledge of fire behavior, fire growth potential, protection, scenarios and evacuation procedures.</li> </ol>	Example includes marked up construction plan and documents
Skill 15 6.3.6.(a) (b)	<p><u>Description of skill and /or knowledge;</u> Recommend criteria for the development of emergency planning and procedures so that plans and procedures are in compliance with applicable codes and standards.</p> <p><u>Required Task</u> Provide one (1) example of an emergency plan or procedures which you have approved for a high-risk occupancy (Large Assembly, High-rise, Hospital, Large Hazmat Facility, etc.).</p> <p><u>Criteria measured to meet standard</u></p> <ol style="list-style-type: none"> <li>1. Knowledge of applicable codes and standards adopted by jurisdiction, purpose, use and applicability of evacuation plans and human behavior.</li> </ol>	Example includes marked up construction plan and documents
Skill 16 6.3.7.(a) (b)	<p><u>Description of skill and /or knowledge;</u> Evaluate alternative compliance measures for the storage, handling and use of hazardous materials, so that the storage, handling and use are provided with a level of safety that are in compliance with the intent of applicable codes and standards.</p> <p><u>Required Task</u> Provide one (1) example of an inspection report with an identified hazardous materials deficiency where an alternative method or performance based design was used to meet the intent of the code.</p> <p><u>Criteria measured to meet standard</u></p> <ol style="list-style-type: none"> <li>1. Knowledge of other agencies that have requirements and jurisdiction related to hazardous materials.</li> </ol>	Example includes marked up construction plan and documents
Skill 17	<u>Description of skill and /or knowledge;</u>	Example

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6.3.8.(a) (b)	<p>Evaluate alternative compliance measures for the storage, handling and use of flammable or combustible liquids and gases so that the storage, handling, and use is provided with a level of safety that is in compliance with the intent of applicable codes and standards.</p> <p><u>Required Task</u> Provide one (1) example of an inspection report with an identified flammable/combustible liquids or gases deficiency where an alternative method or performance based design was used to meet the intent of the code.</p> <p><u>Criteria measured to meet standard</u></p> <ol style="list-style-type: none"> <li>1. Knowledge of properties and hazards of flammable and combustible liquids and gases.</li> <li>2. Knowledge and understanding of Material Safety Data Sheets, safe handling practices, appropriate codes and standards, fire protection systems and equipment appropriate for material, fire behavior, safety procedures, other agencies that have requirements, chemical reactions, and storage compatibility.</li> </ol>	includes marked up construction plan and documents
Skill 18 6.3.9 (a) (b)	<p><u>Description of skill and /or knowledge:</u> Witness an acceptance test for an integrated fire protection system, given approved shop drawings, test protocols, and an installed system, so that system performance can be evaluated for compliance, and deficiencies are identified, documented, and reported in accordance with the applicable codes and standards and the policies of the jurisdiction.</p> <p><u>Required Task</u> Provide one (1) example of an inspection or evaluation that you performed of a smoke control or smoke removal system.</p> <p><u>Criteria measured to meet standard</u></p> <ol style="list-style-type: none"> <li>1. Knowledge of acceptance test procedures and appropriate codes and standards.</li> </ol>	Example includes marked up construction plan and documents
Skill 19 6.3.10 (a) .(b)	<p><u>Description of skill and /or knowledge:</u> Develop emergency access criteria, given the jurisdiction’s emergency fire apparatus and fire suppression practices, so that fire suppression services can be delivered in accordance with the policies of the jurisdiction.</p> <p><u>Required Task</u> Provide one (1) sample of an evaluation you have completed for emergency fire apparatus access to a building.</p> <p><u>Criteria measured to meet standard</u></p> <ol style="list-style-type: none"> <li>1. Knowledge of emergency access requirements and performance specifications related to access of emergency vehicles of the jurisdiction</li> </ol>	Example includes photographs, attestation, address location of test, compliance order

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Skill 20 6.3.11 (a) (b)	<p><u>Description of skill and /or knowledge;</u> Evaluate compliance with construction documents so that life safety systems and building services equipment are installed, inspected, and tested to perform as described in the engineering documents and the operations and maintenance manual that accompanies the design and all deficiencies are identified, documented and reported in accordance with policies of the jurisdiction.</p> <p><u>Required Task</u> Provide one (1) sample of an evaluation you have completed for construction document review for a building in your jurisdiction</p> <p><u>Criteria measured to meet standard</u></p> <ol style="list-style-type: none"> <li>1. Knowledge of applicable codes and standards for installation and testing of fire protection systems, means of egress and Building services equipment.</li> </ol>	Example includes marked up construction plan and documents
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### Certification Office Use Only:

Approved by Certification Board: Yes  No

Date approved: \_\_\_\_\_