



Appendix E

NFPA 1031

Professional Qualifications for Fire Inspector and Plan Examiner

This document is an appendix to the Evaluation and Certification Guide published by the Saskatchewan Office of the Fire Commissioner. Use this appendix in conjunction with the Guide.



Saskatchewan Fire Service Evaluation and Certification Guide

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Introduction

NFPA 1031 Professional Qualification for Fire Inspector identifies the Job Performance Requirements (JPR's) that must be completed to gain a qualification as a Fire Inspector.

This appendix contains information on completing the certification process. It also contains a record keeping system that candidates must use to record their progress within the program towards certification under the International Fire Service Accreditation Congress (IFSAC).

Qualification and Certification Steps

The certification process is not bound by a specific time frame, nor is the process rigid in procedure. However, certification should be completed within the life span of the NFPA Standard, which is usually revised every 5 years. Participants may be required to complete additional JPR's to gain certification if they have not completed the entire program within the life span of the currently adopted standard.

To gain certification as a Level 1 Fire Inspector the individual must:

1. Produce a letter of recommendation from their Fire Chief indicating they are a member of a fire department, have received training and are adequately prepared for evaluation.
2. Be certified under NFPA 472 Standard for Professional Competencies Of Responders To Hazardous Materials Incidents to the Awareness level.
3. Be certified under NFPA 1001 Standard for Fire Fighting Professional Qualifications or have training in:
 - Fire Behaviour
 - Fire Department Organization
 - Public Relations
4. Complete all NFPA 1031 JPR's through self-study, training on the job and/or through courses and seminars.
5. Provide proof that you have testified at a legal proceeding or demonstrate this ability in an appeal hearing or courtroom setting for audit purposes.
6. Successfully pass a 100 question written evaluation based upon the National Building Code and National Fire Code of Canada, Fire Prevention Act, 1992, Freedom of Information and Protection of Privacy Act, and IFSTA Fire Inspection & Enforcement 5th Edition, within 2 hours and attain a minimum 70% mark.
7. Successfully complete a practical evaluation based upon the Job Performance requirements outlined in this Appendix and NFPA 1031 Professional Qualification for Fire Inspector.

JPRs for 1031 Level 1

Name: _____

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The fire Inspector 1 shall meet the job performance requirements defined in Sections 3-2 through 3-4. In addition, the Fire Inspector 1 shall meet the requirements of Section 2-2 of NFPA 472, Standard for Professional Competence of Responders to Hazardous Materials Incidents.	3-1		
This duty involves the preparation of correspondence and inspection reports, handling of complaints, and maintenance of records, according job performance requirements.	3-2.2		
Prepare written correspondence to communicate fire protection and prevention practices, given a common fire safety issue, so that the correspondence is concise, accurately reflects applicable codes and standards, and is appropriate for the intended audience.	3-2.2		
Prepare inspection reports, given 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.	3-2.3		
Recognize the need for a permit, given a situation or condition, so that requirements for permits are communicated in accordance with the policies of the jurisdiction.	3-2.4		
Investigate common complaints, given a reported situation or condition, so that complaint information is recorded, the appropriate process is initiated, and the complaint is resolved.	3-2.5		
Maintain files, given inspection reports, complaint investigations, and related documents, so that information can be easily retrieved and is filed in compliance with the record-keeping policies of the organization	3-2.6		
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.	3-2.7		
Testify at 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 appropriate for the proceeding.	3-2.8		
This duty involves fire safety inspections of new and existing structures and properties for construction, occupancy, fire protection, and exposures as outlined in the job performance requirements of this article.	3-3		
Identify the occupancy classification of a 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.	3-3.1		

JPRs for 1031 Level 1

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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.	3-3.2		
Inspect means of egress elements, given observations made during a field inspection of an existing building, so the 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.	3-3.3		
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 classified and recorded in accordance with the applicable codes and standards and the policies of the jurisdiction.	3-3.4		
Determine the operational readiness of existing fixed fire suppression systems, given test documentation and field observations, so that the system(s) is in an operational state, maintenance is documented, and all deficiencies are identified, documented and reported in accordance with the policies of the jurisdiction.	3-3.5		
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.	3-3.6		
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.	3-3.7		
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 policies of the jurisdiction.	3-3.8		

JPRs for 1031 Level 1

Name: _____

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Compare an approved plan to an installed 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 policies of the jurisdiction.	3-3.9		
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 policies of the jurisdiction.	3-3.10		
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.	3-3.11		
Verify code compliance for incidental storage, handling, and use of flammable and combustible liquids and gases, given field observations and inspection guidelines from the authority having jurisdiction, so that applicable codes and standards are addressed and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.	3-3.12		
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 policies of the jurisdiction.	3-3.13		
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 policies of the jurisdiction.	3-3.14		

Date JPRs Completed

Fire Chief, Fire Service Instructor, Supervisor signature