

State of Oregon  
Department of Public Safety Standards and Training

**NFPA<sup>®</sup> 1031**  
Standard for  
Professional Qualifications for Fire Inspector III  
2009 Edition

Task Book Assigned To:	
Name	DPSST Fire Service #
Agency Name	Date Initiated
Signature of Agency Head or Training Officer	Date Completed

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<http://oregon.gov/DPSST/FC/index.shtml>

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Task Book Qualification Record Books (Task Book) have been developed for various certification levels within the Oregon Department of Public Safety Standards and Training (DPSST) system. Each Task Book lists the job performance requirements (JPRs) for the specific certification level in a format that allows a candidate to be trained and evaluated during three (3) sequential sessions. Successful performance of all tasks, as observed and recorded by a qualified and approved evaluator will result in the candidate's eligibility for DPSST certification.

To become certified at a specific level, the applicant must successfully complete the job performance requirements in sequence. Before a job performance evaluation can be taken, all requisite knowledge and skills must be satisfied. In addition, all relative task book evaluations must be checked off by the evaluator. When all prescribed requirements have been met, an application for Certification will be forwarded to DPSST. All certificates are mailed to the Training Officer at his/her Fire Service Agency.

**NOTE TO FIRE SERVICE AGENCIES:** These JPRs serve as general guidelines. As such they are not intended to replace specific sequences of apparatus or equipment operation that may be outlined by manufacturer specifications. At all times, standard operating procedures of the Fire Service Agency in which the evaluation is being conducted will govern. Fire Service Agencies should have available for evaluators a copy of manufacturer specifications and the Fire Service Agencies standard operational guidelines.

The JPRs covered in this Task Book meet or exceed all NFPA published standards for this certification level at the time of this publication. Mention of NFPA and its standards do not, and are not intended as adoption of—or reference to—NFPA standards.

**\*A vertical line (|) to the left of the document indicates a change from the previous standard.**

**Oregon Administrative Rule 259-009-0062**

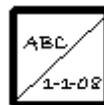
**Fire Service Personnel Certification**

(D) Task books must be monitored by a Field Training Officer approved by the Department. The Field Training Officer must be certified at or above the level being monitored and have at least five (5) years inspection experience. The Department may approve other Field Training Officers with equivalent training, education and experience as determined by designated Department staff.

**HOW TO EVALUATE PERFORMANCE:**

Each JPR has one corresponding box to the right in which to confirm a candidate's success. The evaluator shall indicate successful passing by the candidate of each JPR by initialing and dating (see example).

**(B) Requisite Skills.** The ability to interpret codes and standards, communicate requirements, make decisions, listen, read reports and plans, evaluate, and issue written reports.



# TASK BOOK QUALIFICATION RECORD

FOR THE CERTIFICATION LEVEL OF

## NFPA FIRE INSPECTOR III

Prior to becoming certified in this position, the sample candidate must successfully complete the following Job Performance Requirements (JPR). The evaluator must initial and date the appropriate box to indicate successful completion. For each JPR there are requisite knowledge and skill requirements. The evaluator must initial and date in the box provided to indicate the meeting of those requirements before the firefighter may proceed.

### 6.1 General.

**The Fire Inspector III shall meet the job performance requirements defined in Chapter 5 and Sections 6.2 and 6.3.**

### 6.2 Administration.

**This duty involves the recommendation, creation, and evaluation of policies and procedures for fire safety inspections and code enforcement activities, according to the following job performance requirements.**

**6.2.1** Generate written correspondence related to the issuance of appeals, given a request for an appeal, so that the resulting document clearly addresses the issue and is appropriate for the intended audience.

**(A) Requisite Knowledge.** The established procedure for modification of applicable codes and standards, the judicial review process, and the established appeals procedure for the jurisdiction.

**(B) Requisite Skills.** The ability to interpret codes and standards, communicate requirements, make decisions, listen, read reports and plans, evaluate, and issue written reports.

**6.2.2** Facilitate code adoption and modification processes, given fire loss data and a demonstrated need or deficiency, so that the modification is written to address the identified need or deficiency.

**(A) Requisite Knowledge.** The development and adoption process for fire safety legislation or regulations.

**(B) Requisite Skills.** The ability to compose legally adoptable language, recognize problems, make observations, and communicate to legislative authority.

**6.2.3** Evaluate the impact of proposed codes, ordinances, and other legislation, given draft documents, so that the impact of the proposal on fire safety and code enforcement activities is documented.

**(A) Requisite Knowledge.** The process for the development of codes and standards at the local, state/provincial, and national level and sources that can provide information and technical assistance in the development of fire safety legislation.

**(B) Requisite Skills.** The ability to recognize problems, communicate, and identify cost/risk benefit.

**6.2.4** Develop policies and procedures for the administration of inspection functions, given management objectives, so that the policies are in accordance with the legal obligations of the jurisdiction.

**(A) Requisite Knowledge.** Legal precedence and the various systems of government that affect the performance of the fire inspector's duties, how to read blueprints and identify symbols related to construction plans and specifications, policies and procedures of the jurisdiction related to code enforcement and plans review, and sources of detailed and technical information relative to plans and specifications.

**(B) Requisite Skills.** The ability to identify acceptable construction methods and materials related to fire safety, read and interpret construction plans and specifications, communicate verbally and in writing, educate, research, make decisions, recognize problems, and resolve conflicts.

**6.2.5** 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.

**(A) Requisite Knowledge.** Types and sources of publications, including approval and listings guides, codes and standards, and technical references.

**(B) Requisite Skills.** The ability to recognize the need for materials, identify correct materials, calculate budget impact, and make decisions regarding priorities.

**6.2.6** Enforce permit regulations, given a permit application, or report of a violation and applicable codes and standards and policies of the jurisdiction, so that enforcement actions are taken in accordance with the applicable codes and standards and the policies of the jurisdiction and the violation is mitigated.

**(A) Requisite Knowledge.** Legal authority for permit issuance and revocation and applicable codes and standards adopted by the jurisdiction.

**(B) Requisite Skills.** The ability to communicate, make decisions, evaluate consequences of improper enforcement, and evaluate skills of others.

**6.2.7** Initiate legal action related to a fire code violation, given a description of a violation and a legal opinion, so that the action taken is in accordance with the policies of the jurisdiction and due process of law is followed.

**(A) Requisite Knowledge.** Legal procedure for fire code enforcement and authority and limitations of police powers.

**(B) Requisite Skills.** The ability to address legal action in accordance with the policies and procedures of the jurisdiction.

**6.2.8** Recommend a program budget, given organizational goals and needs, budget guidelines, and organizational needs, so that overall program needs are addressed.

**(A) Requisite Knowledge.** Budget procedures of the jurisdiction, revenue sources, and funding mechanisms.

**(B) Requisite Skills.** The ability to recognize problems, measure cost/benefit, and identify additional resources.

**6.2.9** Evaluate inspection reports and completed forms and checklists, given applicable codes, standards, policies, and procedures of the jurisdiction, so that the information is correct, clear, and concise.

**(A) Requisite Knowledge.** Applicable codes and standards adopted by the jurisdiction and their interrelationships and various sources for additional reference materials related to code enforcement.

**(B) Requisite Skills.** Familiarity with code-related research and the ability to compare code requirements of a jurisdiction with prepared reports and provide corrective information or correction where necessary.

### **6.3 Field Inspection.**

**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.**

**6.3.1** Assess alternative methods to adjust occupant loads, given a description of an area, building, or portion of a building and its intended use, so that the occupant load is in accordance with applicable codes and standards.

**(A) Requisite Knowledge.** Applicable codes and standards adopted by the jurisdiction, construction types, occupancy requirements, means of egress requirements, and the evaluation of evacuation plan procedures.

**(B) Requisite Skills.** The ability to evaluate evacuation plan procedures, make decisions, read plans and reports, interpret codes and standards, and analyze performance-based reports.

**6.3.2** Evaluate corrective measures, given a list of means of egress deficiencies in a building and the proposed correction, so that each deficiency and its proposed correction are evaluated for compliance with applicable codes and standards and deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

**(A) Requisite Knowledge.** Applicable codes and standards adopted by the jurisdiction, construction types, occupancy requirements, and means of egress requirements.

**(B) Requisite Skills.** The ability to make decisions, read plans and reports, interpret codes and standards, and analyze performance-based reports.

**6.3.3** Evaluate the construction type required for an addition or remodeling project, given a description of the building and its use, so that the construction type is evaluated based on applicable codes and standards and deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

**(A) Requisite Knowledge.** Applicable codes and standards adopted by the jurisdiction, construction types, occupancy requirements, construction methods, policies, and procedures.

**(B) Requisite Skills.** The ability to recognize problems and read reports and plans.

**6.3.4** Evaluate alternative protection measures of equipment, operations, and processes, given deficiencies noted during a field inspection of a facility and proposed alternative methods, 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.

**(A) Requisite Knowledge.** Applicable codes and standards adopted by the jurisdiction, hazards of the process or operation, fire protection systems required, inherent hazards, and safety precautions necessary.

**(B) Requisite Skills.** The ability to make observations, recognize problems, and resolve conflicts.

**6.3.5** Evaluate fire protection plans and practices, given a field report describing a facility housing a complex process or operation, so that the fire growth potential for all areas is determined and the level of protection is appropriate to the hazard and in accordance with the applicable codes and standards and the policies of the jurisdiction.

(A) **Requisite Knowledge.** Fire behavior, fire growth potential, protection, scenarios, and evacuation procedures.

(B) **Requisite Skills.** The ability to observe, recognize problems, and evaluate hazards.

**6.3.6** Recommend criteria for the development of emergency planning and procedures, given a description of a building and its use, so that plans and procedures are in accordance with the applicable codes and standards and the policies of the jurisdiction.

(A) **Requisite Knowledge.** Applicable codes and standards adopted by the jurisdiction; purpose, use, and applicability of evacuation plans; and human behavior.

(B) **Requisite Skills.** The ability to read plans and reports and recognize problems.

**6.3.7** Evaluate compliance alternatives for the storage, handling, and use of hazardous materials, given field inspection reports and proposed compliance alternatives, so that the hazardous materials are provided with a level of safety that is in accordance with the intent of applicable codes and standards and the policies of the jurisdiction.

(A) **Requisite Knowledge.** Other agencies that have requirements and jurisdiction related to hazardous materials.

(B) **Requisite Skills.** The ability to observe, recognize problems, communicate, read plans and reports, and read material safety data sheets.

**6.3.8** Evaluate compliance alternatives for the storage, handling, and use of flammable or combustible liquids and gases, given field inspection reports and proposed compliance alternatives, so that the storage, handling, and use is provided with a level of safety that is in accordance with the intent of applicable codes and standards and the policies of the jurisdiction.

**(A) Requisite Knowledge.** Properties and hazards of flammable and combustible liquids and gases, material safety data sheets, safe handling practices, appropriate codes and standards, fire protection systems and equipment appropriate for the material, fire behavior, safety procedures, and other agencies that have requirements and jurisdiction related to flammable and combustible liquids and gases, chemical reactions, and storage compatibility.

**(B) Requisite Skills.** The ability to observe, recognize problems, communicate, read plans and reports, and read material safety data sheets.

**6.3.9** 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.

**(A) Requisite Knowledge.** Acceptance test procedures and appropriate codes and standards.

**(B) Requisite Skills.** The ability to supervise the performance of acceptance tests.

**6.3.10** 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.

**(A) Requisite Knowledge.** Emergency access and accessibility requirements and performance specifications related to access of emergency vehicles of the jurisdiction.

**(B) Requisite Skills.** The ability to identify emergency access requirements contained in the applicable codes and standards, observe, make decisions, and use measuring tools.

**6.3.11** Evaluate compliance with construction documents, given a performance-based design, 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 deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

**(A) Requisite Knowledge.** Applicable codes and standards for installation and testing of fire protection systems, means of egress, and building services equipment.

**(B) Requisite Skills.** Ability to witness and document tests of fire protection systems and building services equipment.