

# INSPECTOR I SKILLS

## ADMINISTRATION

- 1- Prepare inspection reports so that the report is clear and concise and reflects the findings of the inspection in accordance with the applicable codes and standards. .**

REFERENCE: NFPA 1031, 2009 Edition, 4.2.1, 4.2.5

CONDITION: Given agency policy and procedures, an observation from a field inspection, appropriate reference material as used by the AHJ, computer or writing material.

COMPETENCE:

- Report is clear, concise and accurate.
- Use and reference applicable codes and standards as adopted by the AHJ.

TIME: 20:00 Minutes

- 2- Recognize the need for a permit so that requirements for permits are communicated in accordance with the policies and procedures of the AHJ.**

REFERENCE: NFPA 1031, 2009 Edition, 4.2.2, 4.2.5

CONDITION: Given a situation or condition needing a permit, appropriate reference material as used by the AHJ, computer or writing material.

COMPETENCE:

- Determine applicable code and reference material, which addresses the need for a permit.
- Respond to owner/individual in professional manner in person or by written correspondence following AHJ policies.

TIME: 20:00 Minutes

- 3- Recognize the need for a plan review so that requirements for plan reviews are communicated in accordance with the policies and procedures of the AHJ.**

REFERENCE: NFPA 1031, 2009 Edition, 4.2.3, 4.2.5

CONDITION: Given a situation or condition needing a permit, appropriate reference material as used by the AHJ, computer or writing material.

COMPETENCE:

- Determine applicable code and reference material, which addresses the need for a permit.
- Respond to owner/individual in professional manner in person or by written correspondence following AHJ policies.

TIME: 20:00 Minutes

**4- Investigate a common complaint so that complaint information is recorded, the AHJ approved process is initiated and the complaint is resolved.**

REFERENCE: NFPA 1031, 2009 Edition, 4.2.4, 4.2.5, 4.2.6

CONDITION: Given a situation or condition involving a complaint, appropriate reference material as used by the AHJ, computer or writing material.

COMPETENCE:

- Record and document complaint information.
- Process the complaint following agency SOP's.
- Determine applicable code and reference material, which addresses the complaint.
- Address all legal issues associated with the complaint and as necessary discuss complaint with legal counsel.
- If necessary, prepare to testify at a legal hearing in conjunction with the complaint process by understanding the legal process, courtroom demeanor and preparation.
- Respond to owner/individual in professional manner in person or by written correspondence following AHJ policies.

TIME: 30:00 Minutes

**5- Participate in legal proceedings so that all information is presented and the inspector's demeanor is professional.**

REFERENCE: NFPA 1031, 2009 Edition, 4.2.6

CONDITION: Given the findings of a field inspection or a complaint and consultation with legal counsel.

COMPETENCE:

- Prepare prior to the court proceedings, proper documentation and other information that would be required for the hearing process.
- Dress appropriately for the type of hearing or court.
- Maintain proper hearing/court demeanor both in action and during the communication process.
- Differentiate between facts and opinions.

TIME: 30:00 Minutes

## FIELD INSPECTION

**6- Identify the occupancy classification of a single use occupancy so that an accurate classification is made according to the applicable codes and standards.**

REFERENCE: NFPA 1031, 2009 Edition, 4.3.1, 4.2.1, 4.2.5, 4.3.15

CONDITION: Given a description of the occupancy and its use, and appropriate reference materials.

COMPETENCE:

- Identify occupancy classification type.
- Identify applicable codes and standards for the occupancy
- Determine which regulations are needed for the occupancy
- Identify which operational features change classification
- Identify fire hazards presented by the occupancy

TIME: 20:00 Minutes

**7- Compute the allowable occupant load of a single-use occupancy or portion thereof so that the calculated allowable occupant load is established in accordance with applicable codes and standards.**

REFERENCE: NFPA 1031, 2009 Edition, 4.3.2, 4.2.1, 4.2.5, 4.3.15

CONDITION: Given a detailed description of the structure or portion thereof, its occupancy, and appropriate reference materials

COMPETENCE:

- Identify occupancy classification
- Identify the occupant load factor
- Identify applicable codes and standards
- Calculate occupant load of a structure or portion thereof

TIME: 30:00 Minutes

**8- Inspect means of egress so that means of egress elements are maintained in compliance with applicable codes and standards.**

REFERENCE: NFPA 1031, 2009 Edition, 4.3.3, 4.2.1, 4.2.5, 4.3.15

CONDITION: Given observations from a field inspection report of an existing building.

COMPETENCE:

- Identify occupancy egress requirements
- Identify the occupant load factor
- Identify applicable codes and standards
- Identify egress elements
- Maintenance requirements of egress elements
  - exit access, exit enclosures, exit discharges, exit travel distances, stairways, ramps, doors, hardware, exit marking and illumination.
- Recognize deficiencies and document findings

TIME: 30:00 Minutes

**9- Verify the type of construction for an addition or remodeling project so that the construction type is classified and recorded in accordance with it with applicable codes and standards**

REFERENCE: NFPA 1031, 2009 Edition, 4.3.4, 4.2.1, 4.2.5, 4.3.15

CONDITION: Given a field observation or a description of a project and the materials being used

COMPETENCE:

- Identify and classify the construction type, allowable area, height
- Identify the types of materials being used
- Determine that the materials meet applicable codes and standards
- Recognize deficiencies and document findings

TIME: 30:00 Minutes

**10- Determine the operational readiness of an existing fixed fire suppression (automatic sprinkler) system and fixed fire detection and alarm system.**

REFERENCE: NFPA 1031, 2009 Edition, 4.3.5, 4.3.6, 4.2.1, 4.2.5, 4.3.15

CONDITION: Given test documentation and field observations

COMPETENCE:

- Identify each type of fire protection system
  - automatic fire sprinkler system (wet or dry)
  - standpipe and hose system
  - automatic and manual fire alarm systems and devices
  - portable fire extinguishers
- Identify if a system is operational
- Identify control panel, zones, system trouble indicators and reset process
- Identify if maintenance records for a given system are properly documented; deficiencies are noted and documented.
- Recognize deficiencies and document findings

TIME: 30:00 Minutes

**11- Determine the operational readiness of an existing portable fire extinguishers.**

REFERENCE: NFPA 1031, 2009 Edition, 4.3.7, 4.2.1, 4.2.5

CONDITION: Given a field observation and test documentation.

COMPETENCE:

- Identify the type of fire extinguisher
- Identify currency of inspection tag
- Identify pressure is in acceptable ranges
- Identify if maintenance records for extinguishers
- Identify overall condition of extinguisher, hose, nozzle, pin,
- Recognize deficiencies and document findings

TIME: 30:00 Minutes

**12- Recognize hazardous conditions involving equipment, processes, and operations so that the equipment, processes, or operations are conducted and maintained in accordance with it with applicable codes and standards**

REFERENCE: NFPA 1031, 2009 Edition, 4.3.8, 4.2.1, 4.2.5, 4.3.15

CONDITION: Given a field observation of industrial or commercial operation.

COMPETENCE:

- Understand the basic principles of electricity
- Identify common methods for materials storage in a given occupancy
- Identify acceptable practices for welding and cutting process
- Identify acceptable practices for application of flammable finishes
- Identify acceptable practices for the use of dip tanks
- Identify acceptable practices when using a dry cleaning process
- Identify acceptable practices while dealing with a dust hazard
- Identify acceptable practices in the use of heating and cooking equipment
- Recognize deficiencies and document findings

TIME: 30:00 Minutes

**13- Compare an approved plan to an existing fire protection system so that any modifications to the system are identified.**

REFERENCE: NFPA 1031, 2009 Edition, 4.3.9, 4.2.1, 4.2.5, 4.3.15

CONDITION: Given a field observation and approved plans.

COMPETENCE:

- Determine building location and plans are for the same building
- Read fire protection symbols on plans
- Inspect fire protection system
- Determine if plans match system which is installed in building
- Recognize deficiencies and document findings

TIME: 30:00 Minutes

**14- Verify that emergency planning and preparedness measures are in place and have been practiced so that plans are prepared and exercises have been performed in accordance with it with applicable codes and standards**

REFERENCE: NFPA 1031, 2009 Edition, 4.3.10, 4.2.1, 4.2.5, 4.3.15

CONDITION: Given a field observation, copies of emergency plans and records of exercises.

COMPETENCE:

- Obtain emergency plans for facility
- Obtain documentation of evacuation drills
- Identify drill requirements for type of facility
- Recognize deficiencies and document findings

TIME: 30:00 Minutes

**15- Inspect emergency access for an existing site so that the required access for emergency responders is maintained in accordance with it with applicable codes and standards**

REFERENCE: NFPA 1031, 2009 Edition, 4.3.11, 4.2.1, 4.2.5, 4.3.15

CONDITION: Given field observations, measuring tool or device.

COMPETENCE:

- Identify type of occupancy
- Identify applicable code and standard
- Determine emergency access for facility
- Recognize deficiencies and document findings

TIME: 30:00 Minutes

**16- Verify code compliance for incidental storage, handling, and use of flammable and combustible liquids and gases so that applicable codes and standards are addressed in accordance with it with applicable codes and standards**

REFERENCE: NFPA 1031, 2009 Edition, 4.3.12, 4.2.1, 4.2.5, 4.3.15

CONDITION: Given a field observation and inspection guidelines.

COMPETENCE:

- Identify flammable and combustible liquids by;
  - classifications,
  - properties,
  - labeling,
  - transportation,
  - storage,
  - handling.
- Identify acceptable methods for the use of flammable and combustible liquids.
- Recognize deficiencies and document findings

TIME: 30:00 Minutes

**17- Verify code compliance for storage, handling, and use of hazardous materials so that applicable codes and standards are addressed in accordance with it with applicable codes and standards**

REFERENCE: NFPA 1031, 2009 Edition, 4.3.13, 4.2.1, 4.2.5, 4.3.15

CONDITION: Given a field observation and inspection guidelines.

COMPETENCE:

- Identify the followings types of hazardous materials: fire works and explosives, compressed and liquefied gases, flammable solids, toxic materials, oxidizers, radioactive materials, corrosive and other regulated materials by the following categories;
  - classification
  - properties
  - labeling
  - transportation
  - storage,
  - handling
- Recognize deficiencies and document findings

TIME: 30:00 Minutes

**18- Recognize a hazardous fire growth potential in a building or space so that the hazardous conditions are identified, documented, and reported in accordance with the policies of the AHJ.**

REFERENCE: NFPA 1031, 2009 Edition, 4.3.14, 4.2.1, 4.2.5, 4.3.15

CONDITION: Given a field observation

COMPETENCE:

- Understand basic fire behavior, flame spread and smoke development ratings of:
  - interior finishes
  - building construction elements
  - decorations
  - decorative materials
  - furnishings
- Recognize safe housekeeping practices
- Recognize deficiencies and document findings

TIME: 30:00 Minutes



**19- Verify fire flows for a site so that required fire flows are in accordance with the policies of the AHJ.**

REFERENCE: NFPA 1031, 2009 Edition, 4.3.16, 4.2.1, 4.2.5, 4.3.15

CONDITION: Given fire flow test results and water supply data

COMPETENCE:

- Identify the types of water distribution systems or other water sources
- Identify how to test a water distribution system
- Identify the characteristics of a public and private water supply system
- Use Pitot tube and gauge to gather data for a fire flow test
- Calculate and graph data gained from a fire flow test

TIME: 30:00 Minutes