NFPA 1031

Standard for Professional Qualifications for Fire Inspector and Plan Examiner

2003 Edition

NFPA, 1 Batterymarch Park, PO Box 9101, Quincy, MA 02269-9101
An International Codes and Standards Organization

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NFPA 1031

Standard for

Professional Qualifications for Fire Inspector and Plan Examiner

2003 Edition

This edition of NFPA 1031, *Standard for Professional Qualifications for Fire Inspector and Plan Examiner*, was prepared by the Technical Committee on Fire Inspector Professional Qualifications, released by the Technical Correlating Committee on Professional Qualifications, and acted on by NFPA at its May Association Technical Meeting held May 18–21, 2003, in Dallas, TX. It was issued by the Standards Council on July 18, 2003, with an effective date of August 7, 2003, and supersedes all previous editions.

This edition of NFPA 1031 was approved as an American National Standard on July 18, 2003.

Origin and Development of NFPA 1031

In 1972, the Joint Council of National Fire Service Organizations (JCNFSO) created the National Professional Qualifications Board (NPQB) for the fire service to facilitate the development of nationally applicable performance standards for uniformed fire service personnel. The initial committees addressed the following career areas: fire fighter, fire officer, fire service instructor, and fire inspector and investigator.

The original concept of the professional qualification standards, as directed by the JCNFSO and the NPQB, was to develop an interrelated set of performance standards specifically for the uniformed fire service. The various levels of achievement in the standards were to build upon each other within a strictly defined career ladder.

The Committee on Fire Inspector and Investigator Professional Qualifications met from 1973 through 1977 and produced the first edition of NFPA 1031, *Professional Qualifications for Fire Inspector, Fire Investigator, and Fire Prevention Education Officer*. The Association adopted that document in May of 1977.

In 1986, the joint council directed the committee to develop separate documents for each of the job functions the original document addressed. This direction was coupled with the decision to remove the job of fire inspector from the strict career path previously followed and allow for civilian entry. The first edition of this new document, NFPA 1031, *Standard for Professional Qualifications for Fire Inspector*, was adopted by the NFPA in June of 1987.

In 1990, responsibility for the appointment of professional qualifications committees and the development of the professional qualifications standards was assumed by the NFPA.

The NFPA Standards Council established the Technical Committee on Fire Inspector Professional Qualifications in 1990 based on a recommendation by the Professional Qualifications Correlating Committee. This recommendation addressed the need for specific expertise in the area of fire inspector to review and revise the existing document. This committee completed a job task analysis and developed specific job performance requirements that are applicable to fire inspectors, both public and private. Those requirements were published in the 1993 edition of this document.

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In the 1998 edition of the standard, the committee reviewed and updated the job performance requirements for Fire Inspector I, II, and III and added job performance requirements for plan examiner at levels I and II. The title of the standard was changed to *Standard for Professional Qualifications for Fire Inspector and Plan Examiner*.

In the 2003 edition of the standard, the committee has added material on performance-based codes and made changes to bring it into conformance with the new NFPA *Manual of Style*.

In Memoriam, September 11, 2001

We pay tribute to the 343 members of FDNY who gave their lives to save civilian victims on September 11, 2001, at the World Trade Center. They are true American heroes in death, but they were also American heroes in life. We will keep them in our memory and in our hearts. They are the embodiment of courage, bravery, and dedication. May they rest in peace.

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Committee Scope: This Committee shall have primary responsibility for the management of the NFPA Professional Qualifications Project and documents related to professional qualifications for fire service, public safety, and related personnel.

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Committee Scope: This Committee shall have primary responsibility for documents on professional competence required of fire inspectors.

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A reference in brackets [ ] following a section or paragraph indicates material that has been extracted from another NFPA document. As an aid to the user, Annex F lists the complete title and edition of the source documents for both mandatory and nonmandatory extracts. Editorial changes to extracted material consist of revising references to an appropriate division in this document or the inclusion of the document number with the division number when the reference is to the original document. Requests for interpretations or revisions of extracted text shall be sent to the technical committee responsible for the source document.

Information on referenced publications can be found in Chapter 2 and Annex F.

Chapter 1 Administration

1.1 Scope. This standard shall identify the professional levels of performance required for fire inspectors and plan examiners, specifically identifying the job performance requirements necessary to perform as a fire inspector or a plan examiner.

1.2 Purpose. The purpose of this standard shall be to specify in terms of job performance requirements the minimum standards for professional competence for fire inspectors and plan examiners.

1.2.1 This standard shall define three levels of progression for fire inspectors and two levels of progression for plan examiners.

1.2.2* This standard shall not address management responsibility, nor is it the intent of this standard to restrict any jurisdiction from exceeding or combining these minimum requirements.

1.3 General.

1.3.1* The Fire Inspector I or Plan Examiner I candidate shall provide evidence of knowledge of characteristics and behavior of fire, fire prevention principles, written and oral communications, public relations, and basic mathematics.

1.3.2 The job performance requirements for each level of progression shall be completed in accordance with recognized practices and procedures or as defined by law or the authority having jurisdiction.

1.3.3 The job performance requirements need not be mastered in the order in which they appear. The local, state/provincial, or federal training programs shall establish the instructional priority and the training program content to prepare individuals to meet the job performance requirements of this standard.

1.3.4* Evaluation of job performance requirements shall be by individuals approved by the authority having jurisdiction.

1.3.5 A person assigned the duties of Fire Inspector shall meet all of the requirements defined in Chapter 4 prior to being certified as a Fire Inspector I.

1.3.6 A person assigned the duties of Fire Inspector I shall meet all of the requirements defined in Chapter 5 prior to being certified as a Fire Inspector II.

1.3.7* A person assigned the duties of Fire Inspector II shall meet all of the requirements defined in Chapter 6 prior to being certified as a Fire Inspector III.

1.3.8 A person assigned the duties of Plan Examiner shall meet all of the requirements defined in Chapter 7 prior to being certified as a Plan Examiner I.

1.3.9 A person assigned the duties of Plan Examiner I shall meet all of the requirements defined in Chapter 8 prior to being certified as a Plan Examiner II.

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 by attending workshops and seminars, undergoing certification testing, or accessing professional publications, journals, and web sites.

1.3.11* The fire inspector and plan examiner at all levels shall perform assigned duties in accordance with applicable safety standards. The authority having jurisdiction shall provide personal protective clothing and the equipment necessary to conduct assigned inspections and plan review.

1.3.12* The fire inspector and plan examiner at all levels shall be provided with codes, standards, policies, and procedures applicable to the jurisdiction and the assignment.

1.3.13 The fire inspector and plan examiner at all levels shall complete inspections, plan review duties, and other related activities, so that available time is used efficiently.

1.3.14* The fire inspector and plan examiner at all levels shall be able to develop written correspondence to communicate fire protection and fire and life safety code requirements, so that the correspondence provides an accurate interpretation of applicable codes and standards and is for the intended audience.

1.3.15* The fire inspector and plan examiner at all levels shall maintain records and related documents, so that information can be retrieved and is filed in compliance with the record-keeping policies of the organization.

1.3.16 The fire inspector and plan examiner at all levels shall be able to read plans.

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Chapter 2 Referenced Publications

2.1 General. The documents or portions thereof listed in this chapter are referenced within this standard and shall be considered part of the requirements of this document.

2.2 NFPA Publication. National Fire Protection Association, 1 Batterymarch Park, P.O. Box 9101, Quincy, MA 02269-9101.

NFPA 472, *Standard for Professional Competence of Responders to Hazardous Materials Incidents,* 2002 edition.

2.3 Other Publications. (Reserved)

Chapter 3 Definitions

3.1* General. The definitions contained in this chapter shall apply to the terms used in this standard. Where terms are not included, common usage of the terms shall apply.

3.2 NFPA Official Definitions.

3.2.1* Approved. Acceptable to the authority having jurisdiction.

3.2.2* Authority Having Jurisdiction (AHJ). An organization, office, or individual responsible for enforcing the requirements of a code or standard, or for approving equipment, materials, an installation, or a procedure.

3.2.3 Labeled. Equipment or materials to which has been attached a label, symbol, or other identifying mark of an organization that is acceptable to the authority having jurisdiction and concerned with product evaluation, that maintains periodic inspection of production of labeled equipment or materials, and by whose labeling the manufacturer indicates compliance with appropriate standards or performance in a specified manner.

3.2.4* Listed. Equipment, materials, or services included in a list published by an organization that is acceptable to the authority having jurisdiction and concerned with evaluation of products or services, that maintains periodic inspection of production of listed equipment or materials or periodic evaluation of services, and whose listing states that either the equipment, material, or service meets identified standards or has been tested and found suitable for a specified purpose.

3.2.5 Shall. Indicates a mandatory requirement.

3.2.6 Should. Indicates a recommendation or that which is advised but not required.

3.2.7 Standard. A document, the main text of which contains only mandatory provisions using the word "shall" to indicate requirements and which is in a form generally suitable for mandatory reference by another standard or code or for adoption into law. Nonmandatory provisions shall be located in an appendix or annex, footnote, or fine-print note and are not to be considered a part of the requirements of a standard.

3.3 General Definitions.

3.3.1 Applicable Codes and Standards. Those codes and standards that are legally adopted and enforced by a jurisdiction at the time of construction of an occupancy or installation of a system or of equipment. These applicable codes and standards can include ordinances, statutes, regulations, or other legal documents adopted by the jurisdiction.

3.3.2 Building Service Equipment. The items or components which provide lighting, heating, ventilation, air conditioning along with elevators and escalators.

3.3.3 Candidate. A person who has applied to become a fire inspector or plan examiner.

3.3.4 Construction Documents. See 3.3.12, Plan.

3.3.5 Fire Growth Potential. The potential size or intensity of a fire over a period of time based on the available fuel and the fire's configuration.

3.3.6 Fire Inspector I. An individual at the first level of progression who has met the job performance requirements specified in this standard for Level I. The Fire Inspector I conducts basic fire inspections and applies codes and standards.

3.3.7 Fire Inspector II. An individual at the second or intermediate level of progression who has met the job performance requirements specified in this standard for Level II. The Fire Inspector II conducts most types of inspections and interprets applicable codes and standards.

3.3.8 Fire Inspector III. An individual at the third and most advanced level of progression who has met the job performance requirements specified in this standard for Level III. The Fire Inspector III performs all types of fire inspections, plans review duties, and resolves complex code-related issues.

3.3.9 Job Performance Requirement. A statement that describes a specific job task, lists the items necessary to complete the task, and defines measurable or observable outcomes and evaluation areas for the specific task.

3.3.10* Means of Egress. A continuous and unobstructed way of exit travel from any point in a building or structure to a public way, consisting of three separate and distinct parts: (a) the exit access, (b) the exit, and (c) the exit discharge. [***101*:**3.3]

3.3.11 Personal Protective Clothing. Clothing provided for the fire inspector's personal protection, including a helmet/hard hat, safety glasses, safety shoes/boots, gloves, and coveralls.

3.3.12* Plan. A graphic representation of a building structure or portion of a building structure, fire protection system, or fire assembly or equipment.

3.3.13 Plan Examiner I. An individual at the first level of progression who has met the job performance requirements specified in this standard for Level I. The Plan Examiner I conducts basic plan reviews and applies codes and standards.

3.3.14 Plan Examiner II. An individual at the second or most advanced level of progression who has met the job performance requirements specified in this standard for Level II. The Plan Examiner II conducts plan reviews and interprets applicable codes and standards.

3.3.15 Process and Operations. Include the manufacture, storage, and transportation of goods and chemicals; the storage and dispensing of flammable and combustible liquids, solids, and gases; and the manufacture, use, storage, and transportation of explosives, spray painting, milling, and the like.

3.3.16 Requisite Knowledge. Fundamental knowledge one must have in order to perform a specific task.

3.3.17 Requisite Skills. The essential skills one must have in order to perform a specific task.

3.3.18 Shop Drawings. Scaled working drawings, equipment cutsheets, and design calculations. *(See 3.3.12, Plan.)*

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3.3.19 Systems.

3.3.19.1 ***Fire Protection Systems.*** Systems, devices, and equipment used to detect a fire and its by-products, actuate an alarm, or suppress or control a fire and its by-products, or any combination thereof.

3.3.19.2* ***Life Safety Systems.*** Those systems that enhance or facilitate evacuation smoke control, compartmentalization, and/or isolation.

3.3.19.3 ***Security Systems.*** Several items of equipment, processes, design features and actions or behaviors intended to discover, report, deter, or delay criminal acts from being perpetrated against persons or property.

3.3.20 Task. A specific job behavior or activity.

3.3.21 Third Party. A professional qualified as a result of training, education, and experience who can perform a compliance and hazard analysis.

Chapter 4 Fire Inspector I

4.1* General. The Fire Inspector I shall meet the job performance requirements defined in Sections 4.2 through 4.4. In addition, the Fire Inspector I shall meet the requirements of Section 4.2 of NFPA 472.

4.2* Administration. This duty involves the preparation of correspondence and inspection reports, handling of complaints, and maintenance of records, as well as participation in legal proceedings and maintenance of an open dialogue with the plan examiner and emergency response personnel according to the following job performance requirements.

4.2.1 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.

(A) Requisite Knowledge. Applicable codes and standards adopted by the jurisdiction and policies of the jurisdiction.

(B) Requisite Skills. The ability to interpret codes and standards.

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 policies of the jurisdiction.

(A) Requisite Knowledge. Permit policies of the jurisdiction and the rationale for the permit.

(B) Requisite Skills. The ability to communicate orally and in writing.

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

(A) Requisite Knowledge. Plan review policies of the jurisdiction and the rationale for the plan review.

(B) Requisite Skills. The ability to communicate orally and in writing.

4.2.4 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.

(A) Requisite Knowledge. Applicable codes and standards adopted by the jurisdiction and policies of the jurisdiction.

(B) Requisite Skills. The ability to interpret codes and standards, communicate orally and in writing, recognize problems, and refer complaints.

4.2.5* 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.

(A) Requisite Knowledge. Applicable codes and standards adopted by the jurisdiction.

(B) Requisite Skills. The ability to interpret codes.

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 accurately and the inspector's demeanor is professional.

(A) Requisite Knowledge. The legal requirements pertaining to evidence rules in the legal system and types of legal proceedings.

(B) Requisite Skills. The ability to maintain a professional courtroom demeanor, communicate, listen, and differentiate facts from opinions.

4.3 Field Inspection. This duty involves fire safety inspections of new and existing structures and properties for construction, occupancy, fire protection, and exposures, according to the following job performance requirements.

4.3.1 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.

(A) Requisite Knowledge. Occupancy classification types; applicable codes, regulations, and standards adopted by the jurisdiction; operational features; and fire hazards presented by various occupancies.

(B) Requisite Skills. The ability to make observations and correct decisions.

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.

(A) Requisite Knowledge. Occupancy classification types; applicable codes, regulations, and standards adopted by the jurisdiction; operational features; fire hazards presented by various occupancies; and occupant load factors.

(B) Requisite Skills. The ability to calculate accurate occupant loads, identify occupancy factors related to various occupancy types, use measuring tools, and make field sketches.

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 policies of the jurisdiction.

(A) Requisite Knowledge. Applicable codes and standards adopted by the jurisdiction related to means of egress elements, maintenance requirements of egress elements, types of construction, occupancy egress requirements, and the relationship of fixed fire protection systems to egress requirements

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and to approved means of egress, including, but not limited to, doors, hardware, and lights.

(B) Requisite Skills. The ability to observe and recognize problems, calculate, make basic decisions related to means of egress, use measuring tools, and make field sketches.

4.3.4* 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.

(A) Requisite Knowledge. Applicable codes and standards adopted by the jurisdiction, types of construction classification, rated construction components, and accepted building construction methods and materials.

(B) Requisite Skills. The ability to read plans, make decisions, and interpret codes.

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 all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

(A) Requisite Knowledge. A basic understanding of the components and operation of fixed fire suppression systems and applicable codes and standards.

(B) Requisite Skills. The ability to observe, make decisions, recognize problems, and read reports.

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 all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

(A) Requisite Knowledge. A basic understanding of the components and operation of fire detection and alarm systems and devices and applicable codes and standards.

(B) Requisite Skills. The ability to observe, make decisions, recognize problems, and read reports.

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 all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

(A) Requisite Knowledge. A basic understanding of portable fire extinguishers, including their components and placement, and applicable codes and standards.

(B) Requisite Skills. The ability to observe, make decisions, recognize problems, and read reports.

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 all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

(A) Requisite Knowledge. Practices and techniques of code compliance inspections, fire behavior, fire prevention practices, ignition sources, safe housekeeping practices, and classification of hazardous materials.

(B) Requisite Skills. The ability to observe, communicate, interpret codes, recognize problems, and make decisions.

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 policies of the jurisdiction.

(A) Requisite Knowledge. Fire protection symbols and terminology.

(B) Requisite Skills. The ability to read and comprehend plans for fire protection systems, observe, communicate, interpret codes, recognize problems, and make decisions.

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 all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

(A) Requisite Knowledge. Requirements relative to emergency evacuation drills that are required within the jurisdiction, ways to conduct and/or evaluate fire drills in various occupancies, and human behavior during fires and other emergencies.

(B) Requisite Skills. The ability to identify the emergency evacuation requirements contained in the applicable codes and standards and interpret plans and reports.

4.3.11 Inspect emergency access for an existing 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.

(A) Requisite Knowledge. Applicable codes and standards, the policies of the jurisdiction, and emergency access and accessibility requirements.

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

4.3.12* 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.

(A) Requisite Knowledge. Classification, properties, labeling, storage, handling, and use of incidental amounts of flammable and combustible liquids and gases.

(B) Requisite Skills. The ability to observe, communicate, interpret codes, recognize problems, and make decisions.

4.3.13* 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 all deficiencies

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are identified, documented, and reported in accordance with the policies of the jurisdiction.

(A) Requisite Knowledge. Classification, properties, labeling, transportation, storage, handling, and use of hazardous materials.

(B) Requisite Skills. The ability to observe, communicate, interpret codes, recognize problems, and make decisions.

4.3.14 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.

(A) Requisite Knowledge. Basic fire behavior, flame spread and smoke development ratings of contents, interior finishes, building construction elements, decorations, decorative materials, and furnishings, and safe housekeeping practices.

(B) Requisite Skills. The ability to observe, communicate, interpret codes, recognize hazardous conditions, and make decisions.

4.3.15* 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.

(A) Requisite Knowledge. Basic fire behavior, flame spread and smoke development ratings of contents, interior finishes, building construction elements, decorations, decorative materials, and furnishings, and safe housekeeping practices.

(B) Requisite Skills. The ability to observe, communicate, interpret codes, recognize hazardous conditions, and make decisions.

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 all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

(A) Requisite Knowledge. Types of water distribution systems and other water sources in the local community, water distribution system testing, characteristics of public and private water supply systems, and flow testing procedures.

(B) Requisite Skills. The ability to use Pitot tubes and gauges as well as calculate and graph fire flow results.

4.4 Plans Review. There are no plan review job performance requirements for Fire Inspector I.

Chapter 5 Fire Inspector II

5.1* General. The Fire Inspector II shall meet the job performance requirements defined in Chapter 4 and Sections 5.2 through 5.4.

5.2* Administration. This duty involves conducting research, interpreting codes, implementing policy, testifying at legal proceedings, and creating forms and job aids, according to the following job performance requirements.

5.2.1 Process a permit application, given a specific request, so that the application is evaluated and a permit is issued or denied in accordance with the applicable codes, standards, policies, and procedures of the jurisdiction.

(A) Requisite Knowledge. Permit application process and applicable codes, standards, policies, and procedures of the jurisdiction.

(B) Requisite Skills. The application of the requisite knowledge.

5.2.2 Process a plan review application, given a specific request, so that the application is evaluated and processed in accordance with the applicable policies and procedures of the jurisdiction.

(A) Requisite Knowledge. Plan review application process, code requirements of the jurisdiction, and policies and procedures of the jurisdiction.

(B) Requisite Skills. The ability to communicate orally and in writing on matters related to code requirements, policies, and procedures of the jurisdiction.

5.2.3* Investigate complex complaints, given a reported situation or condition, so that complaint information is recorded, the investigation process is initiated, and the complaint is resolved.

(A) Requisite Knowledge. Applicable codes and standards adopted by the jurisdiction and policies of the jurisdiction.

(B) Requisite Skills. The ability to interpret codes and standards, recognize problems, and refer complaints to other agencies when required.

5.2.4* Recommend modifications to codes and standards of the jurisdiction, given a fire safety issue, so that the proposed codes and standards are correctly written and address the problem, need, or deficiency.

(A) Requisite Knowledge. State statutes or local ordinances establishing or empowering the agency to adopt, enforce, and revise codes and standards; the legal instruments establishing or adopting codes and standards; and the development and adoption process for fire and life safety legislation or regulations.

(B) Requisite Skills. The ability to recognize problems, collect and develop potential solutions, and identify cost/risk benefits.

5.2.5* Recommend policies and procedures for the delivery of inspection services, given management objectives, so that inspections are conducted in accordance with the policies of the jurisdiction and due process of the law is followed.

(A) Requisite Knowledge. Policies and procedures of the jurisdiction related to code enforcement as well as sources of detailed and technical information relating to fire protection and life safety.

(B) Requisite Skills. The ability to identify approved construction methods and materials related to fire safety, read and interpret construction plans and specifications, educate, conduct research, make decisions, recognize problems, and resolve conflicts.

5.3 Field Inspection. This duty involves code enforcement inspections and analyses of new and existing structures and properties for construction, occupancy, fire protection, and exposures, according to the following job performance requirements.

5.3.1 Compute the maximum allowable occupant load of a multi-use building, given field observations or a description of its uses, so that the maximum allowable occupant load calculation is in accordance with applicable codes and standards.

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(A) Requisite Knowledge. How to calculate occupant loads for an occupancy and for building use; and code requirements, regulations, operational features, and fire hazards presented by various occupancies.

(B) Requisite Skills. The ability to calculate accurate occupant loads, identify occupancy factors related to various occupancy types, use measuring tools, read plans, and use a calculator.

5.3.2* Identify the occupancy classifications of a mixed-use building, given a description of the uses, so that each area is classified in accordance with applicable codes and standards.

(A) Requisite Knowledge. Occupancy classification types, applicable codes and standards, operational features, and fire hazards presented by various occupancies.

(B) Requisite Skills. The ability to interpret code requirements and recognize building uses that fall into each classification of occupancy types.

5.3.3 Determine the building's area, height, occupancy classification, and construction type, given an approved plan, a description of a building, or observations of construction features, so that they are in accordance with the applicable codes and standards.

(A) Requisite Knowledge. Building construction with emphasis on fire-rated construction, evaluation of methods of construction and assemblies for fire rating, analysis of test results, and manufacturer's specifications.

(B) Requisite Skills. The ability to identify characteristics of each type of building construction.

5.3.4* Evaluate fire protection systems and equipment provided for the protection of life safety, a building, or a facility, given field observations of the facility and documentation, the hazards protected, and the system specifications, so that the fire protection systems provided are approved for the occupancy or hazard being protected. Evaluate installation for compliance with applicable codes and standards so that deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

(A) Requisite Knowledge. Applicable codes and standards for fire protection systems, basic physical science as it relates to fire behavior and fire suppression, implications and hazards associated with system operation, installation techniques and acceptance inspection, testing and reports of maintenance of completed installations, and use and function of various systems.

(B) Requisite Skills. The ability to recognize problems, use codes and standards, and read reports, plans, and specifications.

5.3.5 Analyze the egress elements of a building or portion of a building, given observations made during a field inspection, so that means of egress elements are provided and located in accordance with applicable codes and standards and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

(A) Requisite Knowledge. Acceptable means of egress devices.

(B) Requisite Skills. The ability to calculate egress requirements, read plans, and make decisions related to the adequacy of egress.

5.3.6* Evaluate hazardous conditions involving equipment, processes, and operations, given field observations and documentation, so that the equipment, processes, or operations are installed in accordance with applicable codes and standards and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

(A) Requisite Knowledge. Applicable codes and standards, accepted fire protection practices, fire behavior, ignition sources, safe housekeeping practices, and additional reference materials related to code enforcement.

(B) Requisite Skills. The ability to observe, communicate, interpret codes, recognize problems, and make decisions.

5.3.7 Evaluate emergency planning and preparedness procedures, given copies of existing or proposed plans and procedures, to determine their applicability to the facility and their compliance with codes and standards.

(A) Requisite Knowledge. Occupancy requirements for emergency evacuation plans, fire safety programs for crowd control, roles of agencies and individuals in implementation and development of emergency evacuation plans, and information sources for emergency evacuation plans.

(B) Requisite Skills. The ability to compare submitted plans and procedures with applicable codes and standards adopted by the jurisdiction.

5.3.8 Verify code compliance for 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.

(A) Requisite Knowledge. Flammable and combustible liquids properties and hazards, material safety data sheet, safe handling practices, applicable codes and standards, fire protection systems and equipment approved for the material, fire behavior, safety procedures, and storage compatibility.

(B) Requisite Skills. The ability to identify typical fire hazards associated with processes or operations utilizing flammable and combustible liquids and observe, communicate, interpret codes, recognize problems, and make decisions.

5.3.9 Evaluate code compliance for the 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.

(A) Requisite Knowledge. Hazardous materials properties and hazards, material safety data sheet, safe handling practices, applicable codes and standards, fire protection systems and equipment approved for the material, fire behavior, safety procedures, chemical reactions, and storage compatibility.

(B) Requisite Skills. The ability to identify fire hazards associated with processes or operations utilizing hazardous materials and observe, communicate, interpret codes, recognize problems, and make decisions.

5.3.10* Determine fire growth potential in a building or space, given field observations or plans, so that the contents, interior finish, and construction elements can be evaluated for compliance with applicable codes and standards and all deficiencies are identified, documented, and corrected in accordance with the policies of the jurisdiction.

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(A) Requisite Knowledge. Basic fire behavior; flame spread and smoke development ratings of contents, interior finishes, building construction elements, decorations, decorative materials, and furnishings; and safe housekeeping practices.

(B) Requisite Skills. The ability to observe, communicate, interpret codes, recognize hazardous conditions, and make decisions.

5.3.11* Inspect emergency access for a site, given field observations, so that the required access for emergency responders is provided, approvals are issued, or deficiencies are identified, documented, and corrected in accordance with the applicable codes, standards, and policies of the jurisdiction.

(A) Requisite Knowledge. Applicable codes and standards, policies of the jurisdiction, and emergency access and accessibility requirements.

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

5.3.12 Verify 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, so that all 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.

5.4 Plans Review. This duty involves field verification of shop drawings, plans, and construction documents to ensure that they meet the intent of applicable codes and standards for fire and life safety, according to the following job performance requirements.

5.4.1* Classify the occupancy type, given a set of plans, specifications, and a description of a building, so that the classification is made according to applicable codes and standards.

(A) Requisite Knowledge. Occupancy classification types, applicable codes and standards, regulations, operational features, and fire hazards presented by various occupancies.

(B) Requisite Skills. The ability to read plans.

5.4.2* Compute the maximum allowable occupant load, given a floor plan of a building or portion of the building, so that the calculated occupant load is in accordance with applicable codes and standards.

(A) Requisite Knowledge. How to calculate occupant loads for an occupancy and building use, code requirements, regulations, operational features such as fixed seating, and fire hazards presented by various occupancies.

(B) Requisite Skills. The ability to calculate accurate occupant loads, identify occupancy factors related to various occupancy types, use measuring tools, read plans, and use a calculator.

5.4.3* Review the proposed installation of fire protection systems, given shop drawings and system specifications for a process or operation, so that the system is reviewed for code compliance and installed in accordance with the approved drawings and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

(A) Requisite Knowledge. Proper selection, distribution, location, and testing of portable fire extinguishers; methods used to evaluate the operational readiness of water supply systems used for fire protection; evaluation and testing of automatic sprinkler, water spray, and standpipe systems and fire pumps; evaluation and testing of fixed fire suppression systems; and evaluation and testing of automatic fire detection and alarm systems and devices.

(B) Requisite Skills. The ability to read basic floor plans or shop drawings and identify symbols used by the jurisdiction.

5.4.4 Verify that means of egress elements are provided, given a floor plan of a building or portion of a building, so that all elements are identified and checked against applicable codes and standards and any deficiencies are discovered and communicated in accordance with the policies of the jurisdiction.

(A) Requisite Knowledge. Applicable codes and standards adopted by the jurisdiction, the identification of standard symbols used in plans, and field verification practices.

(B) Requisite Skills. The ability to read plans and research codes and standards.

5.4.5* Verify the construction type of a building or portion thereof, given a set of approved plans and specifications, so that the construction type complies with the approved plans and applicable codes and standards.

(A) Requisite Knowledge. Building construction with emphasis on fire-rated construction, evaluation of methods of construction and assemblies for fire rating, analysis of test results, and manufacturer's specifications.

(B) Requisite Skills. The ability to identify characteristics of each type of building construction.

Chapter 6 Fire Inspector III

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 code is correctly written and precisely addresses the identified need or deficiency.

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(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 Assess 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 clearly defined and concise and 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, 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, and educate, research, make decisions, recognize problems, and resolve conflicts.

6.2.5* Suggest technical reference material acquisition, given a scope of responsibility, budget limitations, and specific code-related issues, so that resources matching specific needs are acquired within budget limitations.

(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 report of a violation, so that enforcement actions are in accordance with the policies of the jurisdiction and applicable codes and standards.

(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 apply the requisite knowledge.

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

(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 the completion and correctness of inspection reports and completed forms and checklists, given applicable codes, standards, policies, and procedures of the jurisdiction, so that the information contained in the reports, forms, and checklists is correct, clear, and concise and key issues are addressed in compliance with applicable codes, standards, and policies.

(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 all 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 all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

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(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, the level of protection is appropriate to the hazard, and applicable codes and standards are met.

(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 compliance with applicable codes and standards.

(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 alternative compliance measures for the storage, handling, and use of hazardous materials, given field inspection reports and proposed alternative compliance measures, so that the hazardous materials are provided with a level of safety that is in compliance with the intent of applicable codes and standards.

(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 alternative compliance measures for the storage, handling, and use of flammable or combustible liquids and gases, given field inspection reports and proposed alternative compliance measures, 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.

(A) Requisite Knowledge. Properties and hazards of flammable and combustible liquids and gases, material safety data sheet, 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* Verify code compliance of heating, ventilation, air conditioning, and other building service equipment and operations, given field observations, so that the systems and other equipment are maintained in accordance with applicable codes and standards and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

(A) Requisite Knowledge. Types, installation, maintenance, and use of building service equipment; operation of smoke and heat vents; installation of kitchen cooking equipment (including hoods and ducts), laundry chutes, elevators, and escalators; and applicable codes and standards adopted by the jurisdiction.

(B) Requisite Skills. The ability to observe, recognize problems, interpret codes and standards, and write reports.

6.3.10* Witness an acceptance test for an integrated fire protection system, given an installed system, so that the test is conducted in accordance with the approved design, applicable codes and standards and the system performance can be evaluated for compliance, and all deficiencies are identified, documented, and reported in accordance with 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.

6.3.11 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.

6.3.12 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 all 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.

Chapter 7 Plan Examiner I

7.1 General. The Plan Examiner I shall meet the job performance requirements defined in Sections 7.2 and 7.3.

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7.2* Administration. This duty involves the review of plans, preparation of correspondence and plan review reports, communication with fire inspectors and emergency response personnel, handling of complaints, maintenance of records, participation in legal proceedings, identification of when additional expertise is required, and being familiar with procedures used by the jurisdiction to evaluate alternative methods, according to the following job performance requirements.

7.2.1 Prepare reports, given observations from a plan review, so that the report is clear, concise, and accurately reflects the findings of the plan review in accordance with applicable codes and standards and the policies and procedures of the jurisdiction.

(A) Requisite Knowledge. Codes and standards, legal requirements for plan review reports, and accepted practices, policies, and procedures of the jurisdiction.

(B) Requisite Skills. The ability to conduct code-related research, write reports.

7.2.2 Facilitate the resolution of deficiencies identified during the plan review, given a submittal and the established practices and procedures of the jurisdiction, so that deficiencies are identified, documented, and reported to the plan submitter with applicable references to codes and standards and alternative methods for compliance are identified.

(A) Requisite Knowledge. Policies and procedures of the jurisdiction regarding the communication of discrepancies, the appeals process, and codes and standards.

(B) Requisite Skills. The ability to communicate orally and in writing.

7.2.3 Process plan review documents, given a set of plans and specifications, so that required permits are issued in accordance with the policies of the jurisdiction.

(A) Requisite Knowledge. Plan review policies and procedures of the jurisdiction.

(B) Requisite Skills. The ability to review completed applications for completeness and execute policies and procedures concerning the plan review policies and procedures of the jurisdiction.

7.2.4* Determine the applicable code or standard, given a fire protection issue, so that the proper document, edition, and section are referenced.

(A) Requisite Knowledge. Applicable codes and standards adopted by the jurisdiction, format of codes and standards, interrelationship of codes and standards, and procedures adopted by the organizations responsible for promulgating these documents.

(B) Requisite Skills. The ability to conduct code-related research, interpret codes, and make decisions.

7.3 Plans Review. This duty involves the review and approval of plans for life and fire issues including interior finish, occupancy type, height and area limitations, construction type, and general fire safety and the identification of the requirements for fire protection systems and permits, to ensure that the plans meet the intent of applicable codes and standards for fire and life safety, according to the following job requirements.

7.3.1 Identify the requirements for fire protection or a life safety system, given a set of plans, so that all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

(A) Requisite Knowledge. Applicable code requirements for life safety systems, interior finish, and third-party testing and evaluation.

(B) Requisite Skills. The ability to read basic floor plans or shop drawings and identify symbols used by the jurisdiction and apply codes and standards.

7.3.2 Verify the classification of the occupancy type, given a set of plans, specifications, and a description of a building and its intended use, so that the classification is made according to applicable codes and standards.

(A) Requisite Knowledge. Occupancy classification types, applicable codes and standards, regulations, operational features, and fire hazards presented by various occupancies.

(B) Requisite Skills. Application of the requisite knowledge.

7.3.3 Verify the classification of the construction type, given a set of plans, including the proposed area, height, number of stories, and location, so that the proposed building is classified in accordance with applicable codes and standards and deficiencies are identified, documented, and reported.

(A) Requisite Knowledge. Types of construction classification, fire-rated construction components, typical building construction methods and materials, and code requirements related to construction types.

(B) Requisite Skills. The ability to read plans, determine construction classification, and conduct code-related research.

7.3.4 Verify the occupant load, given a set of plans, so that the maximum allowable occupant load is in accordance with applicable codes and standards.

(A) Requisite Knowledge. Calculate occupant loads for an occupancy and for building use, code requirements, regulations, operational features, and fire hazards presented by various occupancies.

(B) Requisite Skills. The ability to calculate accurate occupant loads, identify occupancy factors related to various occupancy types, and use measuring tools.

7.3.5* Verify that adequate egress is provided, given a set of plans and an occupant load, so that all required egress elements are provided and deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

(A) Requisite Knowledge. Applicable code requirements for means of egress elements, occupancy egress requirements, and the relationship of fixed fire protection systems to egress requirements.

(B) Requisite Skills. The ability to determine egress requirements based on occupant load and research codes.

7.3.6 Evaluate code compliance for required fire flow and hydrant location and spacing, given a plan, required fire flow, and fire flow test results, so that hydrants are correctly located and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

(A) Requisite Knowledge. Standard civil engineering symbols; types of water supply and distribution systems; water distribution system test methods; characteristics of public and private water supply systems, water meters, backflow

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prevention, and other devices that can impact on fire flow; the effects of friction loss and elevation on water flow; potential impact of state health regulations on fire flow; and the applicable codes and standards related to fire flow in the jurisdiction.

(B) Requisite Skills. The ability to interpret fire flow test results, determine fire hydrant locations and spacing, and read fire flow graphs.

7.3.7 Evaluate code compliance of emergency vehicle access, given a plan, so that emergency access is provided in accordance with applicable codes and standards and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

(A) Requisite Knowledge. Operating requirements for fire department apparatus, planning and zoning requirements, and emergency access and accessibility requirements of applicable codes and standards.

(B) Requisite Skills. The ability to interpret and use plan scale.

7.3.8 Recommend policies and procedures for the delivery of plan review services, given management objectives, so that plan reviews are carried out in accordance with the policies of the jurisdiction and due process of the law is followed.

(A) Requisite Knowledge. Policies and procedures of the jurisdiction related to plan review and sources of detailed and technical information relating to fire protection and life safety.

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

7.3.9* Participate in legal proceedings, given the findings of a plan review and consultation with legal counsel, so that testimony is accurate and the plan reviewer's demeanor is appropriate to the proceeding.

(A) Requisite Knowledge. The legal requirements pertaining to evidence rules in the legal system and the types of legal proceedings.

(B) Requisite Skills. Familiarity with courtroom demeanor, communication, and listening skills and the ability to differentiate facts from opinions.

7.3.10 Evaluate plans for the installation of fire protection and life safety systems, given a plan submittal, so that the fire protection systems, including pre-engineered systems, and equipment are reviewed and all deficiencies are identified, documented, and reported in accordance with the policies and procedures of the jurisdiction.

(A) Requisite Knowledge. Applicable codes and standards for fire protection systems, basic physical science as it relates to fire behavior and fire suppression, basic system design criteria, material listing requirements, material specifications, installation techniques, acceptance inspection/testing of completed installations, construction types and techniques, and classification of occupancies.

(B) Requisite Skills. The ability to review specifications, read plans, classify occupancies, and interpret and apply standards.

Chapter 8 Plan Examiner II

8.1 General. The Plan Examiner II shall meet the job performance requirements defined in Chapter 7 and Sections 8.2 and 8.3.

8.2* Administration. This duty involves research, interpretation of codes, implementation of policy, participation in legal proceedings, and creation of forms and job aids according to the following job performance requirements.

8.2.1* Create plan review checklists and forms, given applicable codes, standards, and departmental policies and procedures, so that the materials developed are clear and concise, address key issues, and clearly express code requirements of the jurisdiction in a logical and complete format.

(A) Requisite Knowledge. Plan review elements required by codes, standards, policies, and procedures of the jurisdiction.

(B) Requisite Skills. The ability to organize, communicate, and design checklists.

8.2.2* Develop policies and procedures for the administration of plan review functions, given management objectives, so that the policies are clearly defined and concise and are in accordance with the legal obligations of the jurisdiction.

(A) Requisite Knowledge. Legal requirements and the various systems of government that affect the plan examiner's duties, jurisdictional requirements and sources of information, and technical assistance used in the development of policies and procedures.

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

8.3 Plans Review. This duty involves the analysis and approval of plans, specifications, and construction documents for buildings, processes, operations, and fire protection systems and equipment to ensure they meet the intent of applicable codes and standards in accordance with the policies and procedures of the jurisdiction, according to the following job performance requirements.

8.3.1* Evaluate a design concept, given a preliminary design presentation, so that the agreed upon concept meets the intent of applicable codes and standards in accordance with the policies and procedures of the jurisdiction.

(A) Requisite Knowledge. Fire protection construction features, codes and standards, preliminary plan review procedures of the jurisdiction, and the approval process for alternative fire protection methodologies.

(B) Requisite Skills. The ability to verify the rating of a construction assembly using reference materials.

8.3.2 Evaluate proposed passive fire protection elements of a building or portion of a building, given a set of plans and specifications for a building or facility, so that the protection provided for the facility is in accordance with applicable codes and standards and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

(A) Requisite Knowledge. Fire protection construction features, such as rated assemblies, fire stops, draft stopping, draft curtains, and other passive fire protection features; and fire test methods.

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(B) Requisite Skills. The ability to verify the rating of an assembly using reference materials and use fire protection reference materials.

8.3.3* Evaluate plans for a process or operation, given plans and specifications, so that the process or operation is reviewed for code or standard compliance and all deficiencies are identified, documented, and reported in accordance with the policies and procedures of the jurisdiction.

(A) Requisite Knowledge. Hazards and applicable standards for arrangement and protection of various operations to be used in commercial and industrial occupancies; construction types; basic physical science as it relates to fire behavior and fire suppression, including mathematics, physics, and chemistry; and reference materials related to fire hazard properties of flammable liquids, gases, and volatile solids.

(B) Requisite Skills. The ability to read plans and interpret and apply codes and standards.

8.3.4 Evaluate plans for storage, handling, and use of flammable and combustible liquids and gases, given plans and specifications, so that the plans are reviewed for compliance with applicable codes and standards and all deficiencies are identified, documented, and reported in accordance with the applicable codes, standards, policies, and procedures of the jurisdiction.

(A) Requisite Knowledge. Properties of flammable and combustible liquids and gases; applicable standards for the handling, storage, arrangement, and protection of flammable and combustible liquids and gases; basic physical science as it relates to fire behavior and fire suppression; and reference materials related to flammable and combustible liquids and gases.

(B) Requisite Skills. The ability to determine the classification of flammable and combustible liquids and gases using reference materials on fire protection.

8.3.5* Evaluate plans for the installation of fire protection and life safety systems, given a plan submittal, so that the fire protection systems and equipment are reviewed and all deficiencies are identified, documented, and reported in accordance with the policies and procedures of the jurisdiction.

(A) Requisite Knowledge. Applicable codes and standards for fire protection systems, basic physical science as it relates to fire behavior and fire suppression, hydraulic theory, hydraulic calculations for fire suppression, material listing requirements, material specifications, installation techniques, acceptance inspection/testing of completed installations, construction types and techniques, and classification of occupancies.

(B) Requisite Skills. The ability to review specifications and read plans, classify occupancies, interpret and apply codes and standards, and verify hydraulic calculations.

8.3.6* Evaluate a proposed alternative method for compliance with applicable codes and standards, given supporting documentation of a design that does not meet prescriptive code requirements, so that the design meets the intent of applicable codes and standards.

(A) Requisite Knowledge. How a building should perform under adverse conditions, including the objectives and performance requirements reflecting the level of safety required by the jurisdiction or other performance-based regulation for a process or operation.

(B) Requisite Skills. The ability to comprehend alternative proposals to prescriptive codes and standards.

8.3.7* Evaluate the integration of life safety, fire protection, security, and building service systems, given a plan submittal, a life safety report, a sequence of operations report, and testing criteria, so that the integration of proposed systems meets the requirements or intent of the applicable codes and standards and meets the fire and life safety objectives of the jurisdiction and any deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

(A) Requisite Knowledge. The fire and life safety objectives of the jurisdiction and fire protection and life safety systems and their integration.

(B) Requisite Skills. The ability to evaluate system integration.

8.3.8 Evaluate plans for storage, handling, and use of hazardous materials, given plans and specifications, so that the plans are reviewed for compliance with applicable codes and standards and all deficiencies are identified, documented, and reported in accordance with the applicable codes, standards, policies, and procedures of the jurisdiction.

(A) Requisite Knowledge. Properties of hazardous materials and applicable standards for handling, storage, arrangement, and protection of hazardous materials; basic physical science as it relates to fire behavior and fire suppression; and reference materials related to hazardous materials.

(B) Requisite Skills. The ability to determine the classification of hazardous materials using reference materials.

8.3.9 Verify that egress elements are provided, given a plan of a building or portion of a building, so that all egress elements are identified and checked against applicable codes and standards and any 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, identification of standard symbols used in plans, and field verification practices.

(B) Requisite Skills. The ability to read plans and research codes and standards.

8.3.10 Evaluate a plan with special storage arrangements, given a plan, so that deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

(A) Requisite Knowledge. Application of codes and standards adopted by the jurisdiction for special storage arrangements.

(B) Requisite Skills. The ability to determine commodity types.

8.3.11 Evaluate code compliance of heating, ventilation, air conditioning, and other building service equipment and operations, given plans and specifications, so that the systems and other equipment are provided in accordance with applicable codes and standards and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

(A) Requisite Knowledge. Types, installation, maintenance, and use of building service equipment, smoke control systems, installation of kitchen cooking equipment (including hoods and ducts), laundry chutes, elevators, and escalators, and applicable codes and standards adopted by the jurisdiction.

(B) Requisite Skills. Ability to apply the requisite knowledge.

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8.3.12* Evaluate a performance-based design concept, given a preliminary design presentation, so that the agreed upon concept meets the intent of applicable codes and standards in accordance with the policies and procedures of the jurisdiction.

(A) Requisite Knowledge. Fire protection construction features, codes and standards, preliminary plan review procedures of the jurisdiction, the approval process for alternative performance-based fire protection methodologies, performance-based concepts, the development of appropriate input values based upon the building type and anticipated use, and the jurisdictional and code requirements.

(B) Requisite Skills. The ability to recognize deviations from the prescriptive code, recognize and interpret performance-based proposals, and determine and present appropriate design input values and parameters based upon the building type and anticipated use.

Annex A Explanatory Material

Annex A is not a part of the requirements of this NFPA document but is included for informational purposes only. This annex contains explanatory material, numbered to correspond with the applicable text paragraphs.

A.1.2.2 Management responsibilities should be addressed by the agency or organization that the inspector represents. For fire service organizations, NFPA 1021 should be used for guidance. For civilian inspectors, the authority having jurisdiction should define the agency requirements for progression to positions of management responsibility.

A.1.3.1 To train and work as a fire inspector, the committee has determined that the candidate should possess, at a minimum, basic knowledge of the characteristics and behavior of fire (including basic fire cause determination) and fire prevention principles, as well as skill in written and oral communication, public relations, and basic mathematics (i.e., whole numbers, fractions, and decimals; percentages, averages, and estimations; algebraic equations; powers and roots; ratios and proportions; and linear surface and volume measurements). Evidence of this knowledge could be shown by attending training sessions provided by the agency, certificates of training, and documentation of high school or college coursework. It is not the intent of the committee to require college-level coursework as part of this requirement. The authority having jurisdiction should determine the type of evidence and specific levels of preparation for inspectors it employs.

A.1.3.4 It is recommended that evaluators be individuals who were not directly involved as instructors for the requirement being evaluated.

A.1.3.7 The intent of the committee is that individuals at the Fire Inspector III level should assist in the training and education of inspectors at lower levels.

A.1.3.10 Continuing education is necessary to ensure that fire inspectors and plan examiners update their knowledge and skills in the evolving field of fire and life safety.

Attendance at workshops or seminars and the study of professional publications are just a few of the many avenues available to increase fire inspector and plan examiner learning.

Nationally recognized certification is one means of demonstrating proficiency in current practices.

A.1.3.11 The authority having jurisdiction should provide personal protective clothing and the equipment necessary to conduct assigned inspections and plan review.

It is recommended that the following equipment be provided to the fire inspector to accomplish assigned duties: flashlight, drafting tools (scale, rulers, compass, graph paper, and so forth), tape measure, calculator, small mirror, clipboard, photography equipment, Pitot tube, and pressure gauges. Personal protective clothing, such as hard hats, eye protection, boots, coveralls, and so forth, as defined in Chapter 3, should be available as necessary.

A.1.3.12 In order for inspectors to perform their jobs or to be evaluated on their performance of the job requirements of this standard, basic resource materials must be available for reference. These materials include those codes and standards applicable to that jurisdiction where the inspector is working or being evaluated. Policies and procedures that define and regulate the inspector's job must also be provided. This is of particular importance where inspectors are being evaluated by an agency other than their employer. It is the intent of this standard to measure the inspector's ability to use fire codes and standards within the guidelines set by the policies and procedures of a jurisdiction. These skills should be readily transferable, regardless of the specific codes or standards or the editions being used.

A.1.3.14 The fire inspector and plan examiner should be able to identify the correct code, standard, or policy, including edition, and correctly interpret and apply the adopted codes, standards, and referenced documents.

The fire inspector and plan examiner must have knowledge of the applicable codes and standards adopted by the jurisdiction and the policies of the jurisdiction.

He or she must possess the ability to do code-related research and clearly express code requirements orally and in writing.

A.1.3.15 The fire inspector and plan examiner should have knowledge of the legal requirements for record retention, freedom of information requests, community right-to-know laws, and operational procedures of the organization. They should have the ability to organize materials in accordance with accepted record-keeping practices.

A.3.1 Action verbs used in the job performance requirements in this document are based on the first definition of the verb found in *Webster's Third New International Dictionary of the English Language*.

A.3.2.1 Approved. The National Fire Protection Association does not approve, inspect, or certify any installations, procedures, equipment, or materials; nor does it approve or evaluate testing laboratories. In determining the acceptability of installations, procedures, equipment, or materials, the authority having jurisdiction may base acceptance on compliance with NFPA or other appropriate standards. In the absence of such standards, said authority may require evidence of proper installation, procedure, or use. The authority having jurisdiction may also refer to the listings or labeling practices of an organization that is concerned with product evaluations and is thus in a position to determine compliance with appropriate standards for the current production of listed items.

A.3.2.2 Authority Having Jurisdiction (AHJ). The phrase "authority having jurisdiction," or its acronym AHJ, is used in NFPA documents in a broad manner, since jurisdictions and approval agencies vary, as do their responsibilities.

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Where public safety is primary, the authority having jurisdiction may be a federal, state, local, or other regional department or individual such as a fire chief; fire marshal; chief of a fire prevention bureau, labor department, or health department; building official; electrical inspector; or others having statutory authority. For insurance purposes, an insurance inspection department, rating bureau, or other insurance company representative may be the authority having jurisdiction. In many circumstances, the property owner or his or her designated agent assumes the role of the authority having jurisdiction; at government installations, the commanding officer or departmental official may be the authority having jurisdiction.

A.3.2.4 Listed. The means for identifying listed equipment may vary for each organization concerned with product evaluation; some organizations do not recognize equipment as listed unless it is also labeled. The authority having jurisdiction should utilize the system employed by the listing organization to identify a listed product.

A.3.3.10 Means of Egress. A means of egress comprises both vertical and horizontal travel and includes intervening room spaces, doorways, hallways, corridors, passageways, balconies, ramps, stairs, enclosures, lobbies, escalators, horizontal exits, courts, and yards.

A.3.3.12 Plan. The plan can include calculations, specifications, manufacturer's product literature, and other engineering design data. The term includes sketches, site plans, floor plans, shop drawings, and blueprints comprising the design and construction documents for a project.

A.3.3.19.2 Life Safety Systems. These can include both active and passive fire protection systems, devices, or assemblies.

Several items of equipment, processes, actions, or behaviors, grouped or interconnected so as to reduce injuries or death from fire or other life threatening event.

A.4.1 The intent of the committee is that individuals at the Fire Inspector I level perform basic fire safety inspections. Individuals at this level can include fire fighters who are normally assigned to fire suppression or other individuals whose primary job responsibilities are not fire inspection.

A.4.2 Maintaining an open dialogue with plan examiners and emergency response personnel is a key component of the duties of Fire Inspector I.

A.4.2.5 The fire inspector should avoid enforcement of codes or standards that have not been legally adopted by the jurisdiction. The fire inspector should not retroactively apply codes and standards unless legally required by the jurisdiction.

A.4.3.3 Examples of means of egress elements include exit access, exit enclosures, exit discharges, exit travel distances, arrangement, capacity, stairways, ramps, doors, hardware, exit markings, and illumination.

A.4.3.4 A building description includes height and area dimensions, construction type, and construction materials.

A.4.3.5 Individuals should be able to confirm the operational status of fixed extinguishing systems by visual inspection of the control panels for automatic suppression systems (e.g., dry chemical systems, Halon, CO_2, and clean agent systems), automatic fire pumps and booster pumps, and detection systems arranged to operate automatic systems. Operational status of sprinkler systems, including wet-pipe, dry-pipe, deluge, foam-water, and preaction systems, can be confirmed by visually inspecting aboveground water supply control valves, spring testing underground water supply control valves, inspecting water levels in tanks and reservoirs, and observing sprinkler system drain tests. Periodic inspections and tests should be documented as noted in the applicable standards (NFPA 11, NFPA 12, NFPA 12A, NFPA 17, NFPA 25, *NFPA 72*®, and NFPA 2001.)

A.4.3.6 Individuals should be able to confirm the operational status of fire detection systems by visual inspection of the control panels for the detection system. Operational testing, maintenance, and sensitivity testing of detectors, where applicable, should be documented in accordance with *NFPA 72*. To meet this requirement, the Fire Inspector I is required to simply verify that valves are open and secured, control panels are on with no trouble indications, and fire extinguishers or systems are sealed with proper gauge readings. Documentation of maintenance would include inspection tags and records of alarm system and device tests, sprinkler or standpipe main drain tests, and so forth.

A.4.3.7 Individuals should be able to confirm the operational status of extinguishers by visually examining the units, checking gauges, checking that they are tagged and hydrostatically tested in accordance with NFPA 10, and checking that they are correctly located and marked. Extinguishers should also be confirmed to be appropriate for the hazard.

A.4.3.8 The Fire Inspector I is expected to have knowledge of processes, equipment, and operations that include dust collection, kitchen hood and ducts, dip tanks, spray painting, and flammable and combustible liquids storage, dispensing, and use.

A.4.3.10 Emergency planning and preparation involves fire drills, announcements, evacuation plans, fire department access, response personnel, and standby personnel.

A.4.3.12 It is anticipated that the Fire Inspector I will find nominal amounts of flammable and combustible liquids or gases in occupancies usually considered to be "low-hazard." These nominal amounts, referred to as incidental or exempt amounts, depending on the code adopted by the jurisdiction, are needed for normal maintenance or daily operations could include cleaning fluids, lubricating oils, or propane for a forklift. Once incidental or exempt amounts are exceeded, additional building and fire requirements are triggered. At that point, the inspection should be referred to the Fire Inspector II or III.

A.4.3.13 Moderate amounts of hazardous materials will be found in many occupancies that are not classified as "Hazardous" or "Group H" occupancies. These materials could be on display in a wholesale/retail setting or used for maintenance purposes or operation of equipment. They could include swimming pool or water purification chemicals, refrigeration equipment, or a single chemical process such as a dip tank. These moderate amounts of hazardous materials are referred to as incidental or exempt amounts, depending on the code adopted by the jurisdiction. Once incidental or exempt amounts are exceeded — whether in storage, use, or wholesale/retail sales settings — additional building and fire requirements are triggered. At that point, the inspection should be referred to the Fire Inspector II or III.

A.4.3.15 The fire inspector should be able to identify the correct code, standard, or policy, including edition, and correctly interpret and apply the adopted codes, standards, and referenced documents.

A.5.1 The intent of the committee is that individuals at the Fire Inspector II level perform fire safety inspections with moderate technical challenges. This level can include Fire

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Inspector I individuals who through experience and formal continuing education have achieved the prerequisite knowledge and skills noted and graduates of degree programs in associated fields who can demonstrate the prerequisite knowledge and skills noted. Formal continuing education is essential to maintain the skill level of a Fire Inspector II and to continue an individual's advancement to the more skilled Fire Inspector III level.

A.5.2 The responsibilities and duties of this position are at a higher level than that of Fire Inspector I. Where functions may be similar or overlapping, it is assumed that those performed at this level will be at a higher technical level and will require more professional expertise, as should be visible in presentation, performance, and quality.

A.5.2.3 The objective of a complaint investigation is the recognition and correction or removal of a fire or life safety hazard. At this professional level, the resolution of the complaint will depend heavily on the technical evaluation of the complaint and the selection of possible corrective actions. More than one solution might be available.

A.5.2.4 Local or regional modifications to codes and standards developed through the consensus process can be made to address specific local environmental and societal factors with adequate input from affected parties and oversight by the jurisdiction's governing body. Such modifications should be based on substantiated information, compiled and presented to justify the impacts of the regulation or modification proposed. Data professionally presented can support a request for a governing body to modify a code or a standard far more effectively than supposition or fear.

A.5.2.5 Mandated inspection frequencies, follow-up visits, and timely response to complaints require good time-management skills of the individual and a coordinated management program. Improvements in the delivery of inspection services can often be originated at the inspector level.

A.5.3.2 Judgment should be exercised in the classification of occupancies within a mixed-use building. Small uses that are accessory to a major occupancy should be evaluated within the framework of the adopted codes and standards, recognizing that not all spaces require separation while some spaces will always require separation.

A.5.3.4 Includes buildings under construction or demolition. Building documentation includes performance-based design documents to ensure input features remain applicable to the building as it is currently configured. The design documentation should include an Operations and Maintenance Manual, which acts as a user guide to the performance-based design. The Operations and Maintenance Manual includes the assumptions and estimates made during the design regarding concepts such as selected fire scenarios and fuel loads, building use, occupant characteristics, and system reliability. The inspector should be able to compare these original assumptions and estimates to those that would be used to evaluate the building as it is currently configured.

A.5.3.6 The Fire Inspector II is expected to have knowledge of processes and operations that include milling operations and the manufacture, storage, and use of hazardous chemicals and explosives.

A.5.3.10 Fire growth is dependent on several factors, including heat content of the materials involved, exposed surface area, material height and array, continuity of combustible materials within a space, ceiling height, and ventilation or openness of the space. Availability of an ignition source is usually not considered since fire growth is evaluated on the assumption that a fire has already begun and is not predicated on whether a fire will or will not start.

A.5.3.11 Access considerations include the requirements of the adopted codes and standards for the jurisdiction. Actual response operations, safe zones, and vehicle size, width, and turning capabilities should be evaluated for a given site. For sites with topographical limitations, including, but not limited to, a riverfront or mountainside setting, alternate methods to provide access should be evaluated based upon the requirements of the responding personnel to approach and address incidents within the site.

A.5.4.1 For facilities that may qualify for more than one occupancy classification, additional information should be sought from the applicant following the initial review of a given set of plans. Occupancy classifications affect the construction type permitted or may limit the use of the building in the future. A different construction type or a more flexible future use of the building may be possible. Judgment should be exercised in the classification of occupancies within a mixed-use building. Small uses that are accessory to a major occupancy should be evaluated within the framework of the adopted building code, recognizing that not all spaces may require separation while some spaces will always require separation.

A.5.4.2 Occupant load calculation procedures should recognize the intended use of a given space and are determined in the model codes based on applying a load factor to either the net or gross area of the space. Except for public assembly occupancies, these factors are based on the overall use of a facility and do not guarantee a minimum space allocation per individual in a space.

A.5.4.3 The Fire Inspector II is expected to be able to evaluate proposed fire protection systems and equipment for moderately technical applications. Knowledge of the compatibility and effectiveness of the protection systems and equipment with the hazard to be protected is essential.

A.5.4.5 The Fire Inspector II should be familiar with current building materials, concepts, and technologies. New building materials, processes, and technologies are continually being introduced in new building systems. The individual should be able to recognize new systems, research information relevant to the fire, life safety, and security impacts of a new system, and request a professional evaluation of a new system from the design engineer- or architect-of-record. The individual should also be able to determine when further evaluation by an independent third party might be required.

A.6.1 The intent of the committee is that individuals at the Fire Inspector III level perform fire safety inspections having advanced technical challenges. This level can include Fire Inspector II individuals who through experience and formal education have achieved the prerequisite knowledge and skills noted and graduates of degree programs in a technical field who can demonstrate the prerequisite knowledge and skills noted. Continuing education in formal programs is essential to maintaining the skill levels necessary for Fire Inspector III.

A.6.2 The responsibilities and duties of this position are at a higher level than that of Fire Inspector II. Where functions might be similar or overlapping, it is assumed that those performed at this level will be at a higher technical level and will require more professional expertise, as should be visible in presentation, performance, and quality.

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The Fire Inspector III should be able to design a filing system for fire code complaints, performance-based criteria, and related documents, so that information can be efficiently maintained and retrieved. The filing system should be in accordance with the record-keeping process of the jurisdiction and state and federal requirements such as legal requirements for record retention, freedom of information requests, community right-to-know laws, and operational procedures of the organization.

A.6.2.1 Appeals and similar administrative actions, such as equivalencies, alternatives, and modifications to adopted code requirements, are available based on enabling language found in most adopted codes, ordinances, and statutes of a jurisdiction. The Fire Inspector III should be aware of the limitations and procedures of the appeals process. These include what is an appealable item, the administrative procedure to follow prior to sending an item to an appeals board, the timeliness of the appeals process, the limited findings an appeals board may make, and the judicial review process available.

A.6.2.2 Documentation and data can provide the basis for improving the fire and life safety within a community if presented to the community and its governing body in a complete, professional presentation. Nothing is more frustrating to a community than enforcement of poorly written statutes, ordinances, or regulations. Conflicts within differing documents, impractical applications, misunderstood requirements, and unclear objectives can hamper the effective enforcement of fire and life safety requirements. It is essential to coordinate all fire and life safety issues across multiple agencies within a given jurisdiction; back up all proposals with documented data, research, or design information; and prepare documents for adoption that are clear, unambiguous, and technically sound. Many jurisdictions require a cost-benefit analysis for all new legislation.

A.6.2.5 A library should provide sufficient materials to support the review, research, and inspection tasks encountered by the fire prevention organization. A number of associations, professional societies, and technical publishers produce a wide variety of reference books, handbooks, technical data, periodicals, and electronic publications. State and regional resources should first be catalogued to avoid duplication of difficult to obtain or infrequently used materials. Of the remaining items, priority should be given to comprehensive handbooks, standards, and technical data publications that would be used on a day-to-day basis. A library need not be very large, only comprehensive, with known outside resources identified for unusual or extraordinary research projects.

A.6.2.6 The Fire Inspector III is expected to fully understand the jurisdiction's detailed procedure for enforcing permits.

A.6.2.7 The Fire Inspector III is expected to have a working knowledge of the requirements of the legal process, be able to work cooperatively with the jurisdiction's legal counsel, and understand the jurisdiction's legal proceedings and the rights and due process afforded to the alleged violator.

A.6.2.8 The Fire Inspector III is expected to understand the jurisdiction's budget process and be able to monitor the operation and produce the documentation necessary to achieve the organization's goals within the fiscal restraints of the jurisdiction.

A.6.2.9 The Fire Inspector III is expected to be a technically proficient, educated, and experienced professional who can mentor Fire Inspector I and II members. Quality control and assurance of reports and reviews of work conducted by other members of the organization is important to maintaining a high level of service to the community.

A.6.3 The Fire Inspector III should be capable of conducting, coordinating, or overseeing the inspection of highly complex facilities that may include extreme hazards, complex fire and life safety systems, or the application of performance-based engineering designs.

A.6.3.4 Corrections should not be limited to the Fire Inspector III's options. The Fire Inspector III, when confronted with alternate designs, methods, or materials, has the ability to direct the responsible party to a design professional for a suitable plan. The Fire Inspector III is expected to evaluate, not design, fire protection solutions.

A.6.3.5 The Fire Inspector III is expected to understand fire behavior in a variety of circumstances and that fire growth is dependent on several factors, including heat content of the materials involved, exposed surface area, material height and array, continuity of combustible materials within a space, ceiling height, ventilation or openness of the space, and detection and protection equipment.

Availability of an ignition source is usually not considered in fire growth evaluations based on the assumption that a fire has already begun and the fire growth is not predicated on whether a fire will or will not start. Fire modeling program software and full-scale fire test results are available. Experienced judgment must be employed in the decisions and assumptions entered into these programs to obtain an outcome that would approximate actual conditions.

A.6.3.6 The Fire Inspector III is expected to evaluate emergency planning and procedures, which may incorporate the location and operation of emergency shutdown systems where provided in chemical, explosive, large mechanical, high-voltage electrical, and hazardous occupancies.

A.6.3.9 The Fire Inspector III should coordinate with other agencies within the jurisdiction with expertise in the area of mechanical equipment to provide a uniform approach to achieve a fire-safe environment.

A.6.3.10 As determined by the jurisdiction, individuals should be able to demonstrate knowledge of the codes and standards related to the installation requirements and acceptance testing requirements for an integrated fire protection and life safety system, such as elevator recall upon activation of a fixed fire alarm system or activation and operation of a smoke removal (HVAC) system upon activation of a fire detector and/or suppression system, or other integrated fire protection systems of a similar nature in a structure in accordance with the applicable building, mechanical, and/or fire code of the jurisdiction.

A.7.2 Maintaining an open dialogue with fire inspectors and emergency response personnel is a key component of the duties of Plan Examiner I. The plan review process should not select or direct the design of fire protection features, it is intended to evaluate the compliance of a proposed fire protection feature for a given hazard.

A.7.2.4 The plan examiner should enforce only those codes and standards that have been legally adopted by the jurisdiction. The plan examiner should retroactively apply codes and standards only when authorized to do so by the jurisdiction.

A.7.3.5 This individual should be able to calculate occupant loads and determine occupant egress capabilities and systems.

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He or she should be able to cite multiple references from various codes and standards that reflect an understanding of the topic.

A.7.3.9 The Committee intends that this requirement encompass preparation, documentation, and presentation in a formal proceeding, such as a deposition, administrative hearing, or court proceeding.

A.8.2 The responsibilities and duties of this position are at a higher level than that of Plan Examiner I. Where functions might be similar or overlapping, it is assumed that those performed at this level will be at a higher technical level and will require more professional expertise, as should be visible in presentation, performance, and quality.

A.8.2.1 These checklists and forms should be versatile and dynamic, such as through web-based applications or automated or interactive methods, and target audiences, including, but not limited to, fire service professionals, design and construction professionals, business owner/operators, and home owners. The ability to address and properly communicate to a larger-based audience is vital.

A.8.2.2 The Plan Examiner II should be capable of analyzing policies and procedures as well as local needs and management objectives, to develop policies specific to the needs of the jurisdiction. This individual should also have a clear understanding and be capable of not only crafting but also implementing said policies and procedures.

The Plan Examiner II should understand who the AHJ's legal counsel is and the process and methods for evaluating business, ethical, and regulatory issues within the jurisdiction.

A.8.3.1 At this point in the construction process, the design professional should contact the plan examiner to discuss a proposed project before actual plans and specifications are created.

A.8.3.3 As determined by the jurisdiction, individuals should be able to demonstrate knowledge of codes and standards related to special hazards and operations such as, but not limited to, aerosol production, processes using gas- and oil-fired ovens and furnaces, flammable liquids processing such as spray painting and dipping, processing using lasers, pneumatic conveying systems, hazardous location electrical systems, laboratories using chemicals, cleanrooms, or dry-cleaning plants.

A.8.3.5 As determined by the jurisdiction, the Plan Examiner II should be able to demonstrate extensive and detailed knowledge of the installation standards used to install fire alarm systems, fire detection systems, sprinkler systems, fire/booster pumps, suction and gravity tanks, standpipes, underground water supply piping, and special hazard systems for processes that can include those previously listed as well as control/extinguishing systems using clean agents, CO_2, dry chemical, foam, or foam/water solutions. Complex reviews can also be provided for combinations of the systems integrated to provide life safety and/or fire control or extinguishment, such as smoke management systems, standpipes, fire pumps, and sprinkler systems, or explosion or fire suppression in material handling or air-moving systems, such as dust collection systems or chemical vapor removal systems.

A.8.3.6 An understanding of the intent of the provisions of the adopted codes and standards is helpful in analyzing a request for an alternate method or material. Handbooks developed for various codes and standards may provide background information and intent.

A.8.3.7 The Plan Examiner II should be able to identify and explain overall building control functions such as heating, ventilating, and air conditioning systems; smoke control systems; elevator recall; emergency generator performance; horizontal exit operations; fire pump functions; and security features.

A.8.3.12 When the preliminary design calls for a performance-based evaluation of the design, additional concepts should be addressed at this stage, including any local requirements for parameters and values not included in the code.

Annex B Explanation of the Standard and Concepts of JPRs

This annex is not a part of the requirements of this NFPA document but is included for informational purposes only.

B.1 Explanation of the Standard and Concepts of Job Performance Requirements (JPRs). The primary benefit of establishing national professional qualification standards is to provide both public and private sectors with a framework of the job requirements for the fire service. Other benefits include enhancement of the profession, individual as well as organizational growth and development, and standardization of practices.

NFPA professional qualifications standards identify the minimum JPRs for specific fire service positions. The standards can be used for training design and evaluation, certification, measuring and critiquing on-the-job performance, defining hiring practices, and setting organizational policies, procedures, and goals. (Other applications are encouraged.)

Professional qualifications standards for a specific job are organized by major areas of responsibility defined as duties. For example, the fire fighter's duties might include fire suppression, rescue, and water supply; the public fire educator's duties might include education, planning and development, and administration. Duties are major functional areas of responsibility within a job.

The professional qualifications standards are written as JPRs. JPRs describe the performance required for a specific job. JPRs are grouped according to the duties of a job. The complete list of JPRs for each duty defines what an individual must be able to do to successfully perform that duty. Together, the duties and their JPRs define the job parameters; that is, the professional qualification standard as a whole is a job description.

B.2 Breaking Down the Components of a JPR. The JPR is the assembly of three critical components. *(See Table B.2.)* These components are as follows:

(1) Task that is to be performed
(2) Tools, equipment, or materials that must be provided to successfully complete the task
(3) Evaluation parameters and/or performance outcomes

B.2.1 The Task to Be Performed. The first component is a concise, brief statement of what the person is supposed to do.

B.2.2 Tools, Equipment, or Materials that Must be Provided to Successfully Complete the Task. This component ensures that all individuals completing the task are given the same minimal tools, equipment, or materials when being evaluated. By listing these items, the performer and evaluator know what must be provided to complete the task.

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Table B.2 Example of a JPR

(1) Task	(1) Compute the allowable occupant load of a single-use occupancy or portion thereof
(2) Tools, equipment, or materials	(2) Given a detailed description of the occupancy
(3) Evaluation parameters and performance outcomes	(3) So that the calculated allowable occupant load is established in accordance with applicable codes and standards

B.2.3 Evaluation Parameters and/or Performance Outcomes. This component defines how well one must perform each task — for both the performer and the evaluator. The JPR guides performance toward successful completion by identifying evaluation parameters and/or performance outcomes. This portion of the JPR promotes consistency in evaluation by reducing the variables used to gauge performance.

In addition to these three components, the JPR contains requisite knowledge and skills. Just as the term *requisite* suggests, these are the necessary knowledge and skills one must have prior to being able to perform the task. Requisite knowledge and skills are the foundation for task performance.

Once the components and requisites are put together, the JPR from the fire inspector standard might read as follows.

B.2.3.1 Example 1. 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.

(A) Requisite Knowledge. Occupancy classification types; applicable codes, regulations, and standards adopted by the jurisdiction; operational features; fire hazards presented by various occupancies; and occupant load factors.

(B) Requisite Skills. The ability to mathematically calculate accurate occupant loads, identify occupancy factors related to various occupancy types, use measuring tools, read plans, and use a calculator.

B.2.3.2 Example 2. Interpret burn patterns, given standard equipment and tools and some structural/content remains, so that each individual pattern is evaluated with respect to the burning characteristics of the material involved.

(A) Requisite Knowledge. Fire development and the interrelationship of heat release rate, form, and ignitability of materials.

(B) Requisite Skill. The ability to interpret the effects of burning characteristics on different types of materials.

B.3 Examples of Potential Uses.

B.3.1 Certification. JPRs can be used to establish the evaluation criteria for certification at a specific job level. When used for certification, evaluation must be based on the successful completion of JPRs.

First, the evaluator would verify the attainment of requisite knowledge and skills prior to JPR evaluation. This might be through documentation review or testing.

Next, the candidate would be evaluated on completing the JPRs. The candidate would perform the task and be evaluated based on the evaluation parameters and/or performance outcomes. This performance-based evaluation can be either practical (for psychomotor skills such as "compute the allowable occupant load") or written (for cognitive skills such as "interpret burn patterns").

Note that psychomotor skills are those physical skills that can be demonstrated or observed. Cognitive skills (or mental skills) cannot be observed but are evaluated on how one completes the task (process-oriented) or on the task outcome (product-oriented).

Using Example 1, a practical performance-based evaluation would measure the ability to "compute the allowable occupant load of a single-use occupancy." The candidate passes this particular evaluation if the standard was met — that is, the occupant load that the inspector calculates accurately reflects the requirements of the code being used.

For Example 2, when evaluating the task "interpret burn patterns," the candidate could be given a written assessment in the form of a scenario, photographs, and drawings and then be asked to respond to specific written questions related to the JPR's evaluation parameters.

It is important to remember that when a candidate is being evaluated, he or she must be given the tools, equipment, or materials listed in the JPRs (e.g., Pitot tube, gauges, calculators, and measuring tools) before he or she can be properly evaluated.

B.3.2 Curriculum Development/Training Design and Evaluation. The statements contained in this document that refer to job performance were designed and written as JPRs. While a resemblance to instructional objectives might be present, these statements should not be used in a teaching situation until after they have been modified for instructional use.

JPRs state the behaviors required to perform specific skill(s) on the job, as opposed to a learning situation. These statements should be converted into instructional objectives with behaviors, conditions, and standards that can be measured within the teaching/learning environment. A JPR that requires a fire fighter to "compute the allowable occupant load" should be converted into a measurable instructional objective for use when teaching the skill. *[See Figure B.3.2(a).]*

Using Example 1, a terminal instructional objective might read as follows.

The candidate will compute the allowable occupant load, given a detailed description of a single-use occupancy, so that 100 percent accuracy is attained on a skills checklist. (At a minimum, the skills checklist should include each of the measurement criteria from the JPR.)

Figure B.3.2(b) is a sample checklist for use in evaluating this objective.

While the differences between job performance requirements and instructional objectives are subtle in appearance, the purpose of each statement differs greatly. JPRs state what is necessary to perform the job in the "real world." Instructional objectives, however, are used to identify what students must do at the end of a training session and are stated in behavioral terms that are measurable in the training environment.

By converting JPRs into instructional objectives, instructors will be able to clarify performance expectations and avoid confusion related to using statements designed for purposes other than teaching. Additionally, instructors will be able to add local/state/regional elements of performance into the standards as intended by the developers.

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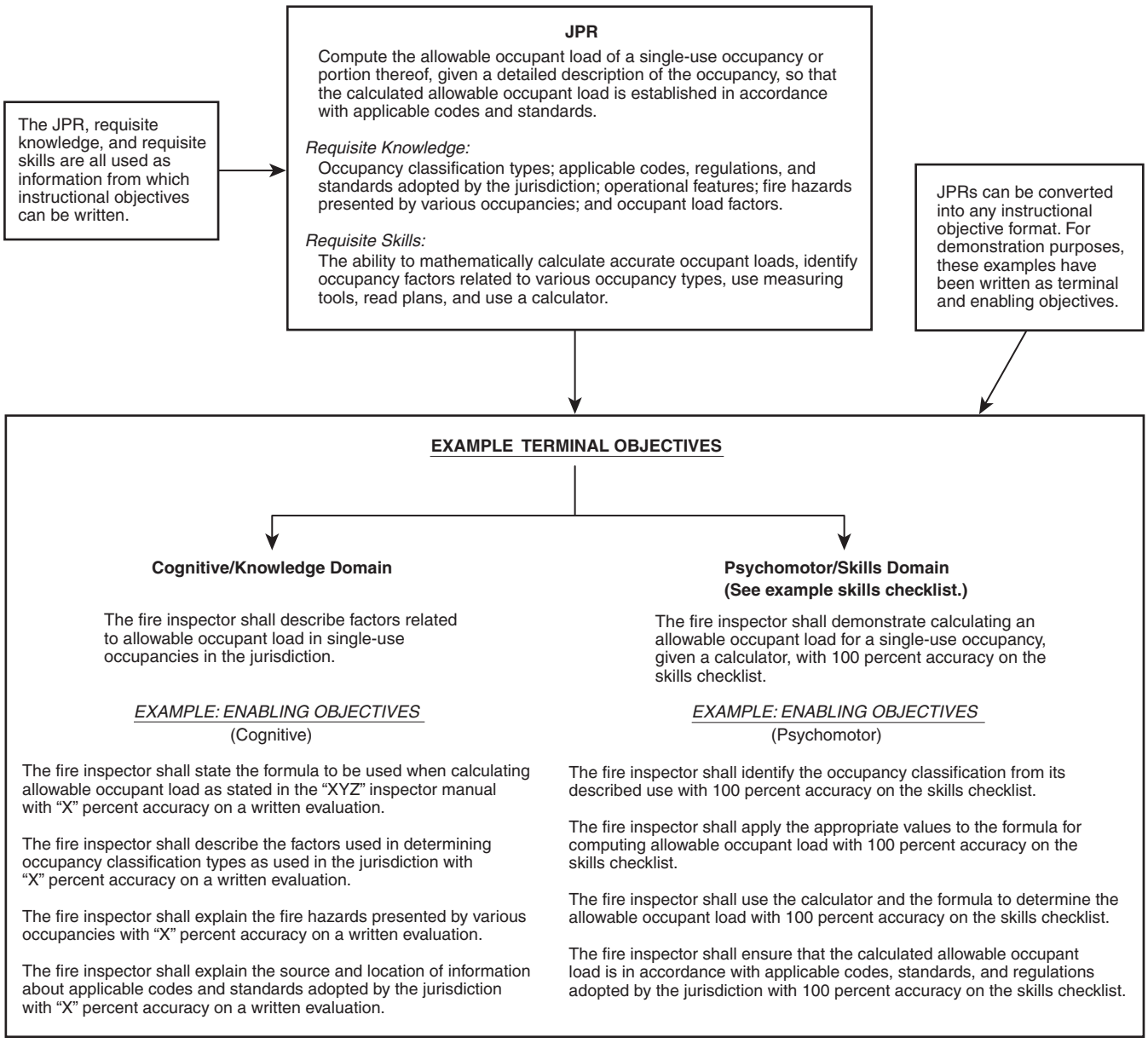

FIGURE B.3.2(a) Converting JPRs into Instructional Objectives.

OBJECTIVE: The fire inspector shall compute the allowable load of a single-use occupancy or portion thereof, given a detailed description of the occupancy, with 100 percent accuracy on the skills checklist.

YES	NO	
❑	❑	1. The occupancy classification is identified.
❑	❑	2. The allowable occupant load is calculated.
❑	❑	3. The calculated allowable occupant load is accurate.
❑	❑	4. The calculated occupant load is in accordance with applicable codes and standards.

FIGURE B.3.2(b) Skills Checklist.

Requisite skills and knowledge should be converted into enabling objectives. The enabling objectives help to define the course content. The course content should include each of the requisite knowledge and skills. Using Figure B.3.2(b), the enabling objectives are classification of occupancy types, the operational features of various occupancies, fire hazards presented by various occupancies, occupant load factors for various occupancies, and applicable codes related to occupant load. These enabling objectives ensure that the course content supports the terminal objective.

Note that it is assumed that the reader is familiar with curriculum development or training design and evaluation.

B.4 Other Uses. While the professional qualifications standards are principally used to guide the development of training and certification programs, there are a number of other

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potential uses for the documents. Because the documents are written using JPR terms, they lend themselves well to any area of the profession where a level of performance or expertise must be determined.

These areas might include the following.

(1) *Employee Evaluation/Performance Critiquing.* The JPRs can be used as a guide by both the supervisor and the employee during an evaluation. The JPRs for a specific job define tasks that are essential to perform on the job as well as the evaluation criteria to measure when those tasks are completed.
(2) *Establishing Hiring Criteria.* The professional qualifications standards can be used in a number of ways to further the establishment of hiring criteria. The AHJ could simply require certification at a specific job level (e.g., Fire Inspector I). The JPRs could also be used as the basis for pre-employment screening by establishing essential minimal tasks and the related evaluation criteria. An added benefit is that individuals interested in employment can work toward the minimal hiring criteria at local colleges.
(3) *Employee Development.* The professional qualifications standards can be useful to both the employee and the employer in developing a plan for the individual's growth within the organization. The JPRs and the associated requisite knowledge and skills can be used as a guide to determine additional training and education required for the employee to master the job or profession.
(4) *Succession Planning.* Succession planning or career pathing addresses the efficient placement of people into jobs in response to current needs and anticipated future needs. A career development path can be established for targeted individuals to prepare them for growth within an organization. The JPRs and requisite knowledge and skills can then be used to develop an educational path to aid in an individual's advancement within the organization or profession.
(5) *Establishing Organizational Policies, Procedures, and Goals.* The JPRs can be incorporated into organizational policies, procedures, and goals where employee performance is addressed.

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Annex C Sample Job Description

This annex is not a part of the requirements of this NFPA document but is included for informational purposes only.

C.1 Job Title: Fire Inspector I.

C.1.1 Basic Function. The Fire Inspector I is responsible for inspecting public, commercial, and residential structures for compliance with applicable fire codes.

C.1.2 Principal Responsibilities. The Fire Inspector I is responsible for the following:

(1) Inspects public, commercial, and residential structures to ensure compliance with jurisdiction, state, and federal fire codes and ordinances
(2) Conducts inspections of fire hazard complaints and underground storage tanks for compliance with jurisdiction, state, and federal regulations
(3) Identifies corrective actions that must be made to bring properties into compliance with applicable fire codes, laws, regulations, and standards
(4) Assists citizens and other agency personnel with code interpretations and information when requested, prepares written documents, and maintains files
(5) Issues citations for fire code violations
(6) Provides court testimony regarding fire code violations

C.1.3 Typical Decisions. The incumbent determines if structures are in compliance with jurisdiction, state, and federal fire codes and ordinances. The incumbent establishes performance measures for subordinates and evaluates employee performance against those standards or measures.

C.1.4 Minimum Qualifications. The Fire Inspector I should have the following minimum qualifications:

(1) *Knowledge:* Position requires conducting fire safety programs and a working knowledge of methods of fire prevention, fire protection systems, and building construction.
(2) *Skills:* Position requires effective oral and written communication skills. Must be able to make mathematical calculations.
(3) *Education:* Associate's degree in Fire Science or equivalent.
(4) *Experience:* Four years of experience, including one year of lead responsibility in fire inspection and/or fire prevention.
(5) *Licenses/Certificates:* Driver's license and inspector certification.

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Any work-related experience resulting in acceptable proficiency levels in the minimum qualifications is an acceptable substitute for the specified education and experience requirements listed in (3) and (4).

C.2 Job Title: Fire Inspector II.

C.2.1 Basic Function. The Fire Inspector II is responsible for inspecting public, commercial, and residential structures for compliance with applicable fire codes.

C.2.2 Principal Responsibilities. The Fire Inspector II is responsible for the following:

(1) Inspects and evaluates public, commercial, and residential structures to ensure compliance with jurisdiction, state, and federal fire codes and ordinances and reviews plans for compliance with fire codes
(2) Conducts inspections of complex fire hazard complaints and underground storage tanks for compliance with jurisdiction, state, and federal regulations
(3) Identifies corrective actions that must be made to bring properties into compliance with applicable fire codes, laws, regulations, and standards and recommends modifications to jurisdiction's fire codes
(4) Assists citizens and other agency personnel with code interpretations and information when requested, prepares written documentation, creates forms and checklists addressing key inspection issues, and designs and maintains filing system for division
(5) Issues citations for fire code violations and provides court testimony regarding fire code violations
(6) Assists and instructs lower-level inspectors in code application, interpretation, and office procedures

C.2.3 Typical Decisions. The incumbent determines if structures are in compliance with jurisdiction, state, and federal fire codes and ordinances. The incumbent establishes performance measures for subordinates and evaluates employee performance against those standards or measures. He or she also recommends modifications in the policies and procedures of the division.

C.2.4 Minimum Qualifications. The Fire Inspector II should have the following minimum qualifications:

(1) *Knowledge:* Position requires conducting fire safety programs and a working knowledge of methods of fire prevention, fire protection systems, and building construction.
(2) *Skills:* Position requires effective oral and written communication skills. Must be able to make mathematical calculations.
(3) *Education:* Bachelor's degree in Fire Protection, Fire Science, or equivalent.
(4) *Experience:* Four years of experience, including one year of lead responsibility in fire inspection and/or fire prevention.
(5) *Licenses/Certificates:* Driver's license and inspector certification.

Any work-related experience resulting in acceptable proficiency levels in the minimum qualifications is an acceptable substitute for the specified education and experience requirements listed in (3) and (4).

C.3 Job Title: Fire Inspector III.

C.3.1 Basic Function. The Fire Inspector III is responsible for the fire prevention and fire inspection activities of the jurisdiction. The Fire Inspector III serves as a manager and directs all activities of the division and integrates the jurisdiction's goals into the day-to-day operation of the division.

C.3.2 Principal Responsibilities. The Fire Inspector III is responsible for the following:

(1) Directs the preparation and submittal of the division's budget and allocates its resources in accordance with policy to ensure maximum performance
(2) Serves as the division's liaison with various jurisdiction, state, and federal government agencies, as well as local organizations and groups
(3) Recommends and implements changes in division policy and operations to improve efficiency and effectiveness and prepares and recommends updates in codes and standards for the jurisdiction
(4) Directly supervises all employees assigned to the division
(5) Indirectly coordinates through an established chain of command all fire department services, programs, and activities relating to fire prevention
(6) Establishes realistic and obtainable goals for subordinates through a team process and ensures successful obtainment of those goals through appropriate training and assigned accountability
(7) Serves as a highly visible representative of the fire department and the fire service to the jurisdiction at large through involvement in various community organizations and events relating to fire prevention

C.3.3 Typical Decisions. The incumbent is required to make decisions relating to employee selection and appointment, fire code development and interpretations, and divisional administrative matters.

C.3.4 Minimum Qualifications. The Fire Inspector III should have the following minimum qualifications:

(1) *Knowledge:* Requires thorough knowledge of the principles, practices, and techniques of modern suppression systems and fire prevention practices and must also possess the ability to apply this knowledge to fire prevention laws and ordinances; principles of public administration with reference to code development, enforcement, and personnel administration; and principles of jurisdiction budget preparation and finance.
(2) *Skills:* Must have the ability to provide effective leadership and to plan and assign, directing the work of subordinates; plan, initiate, and carry out long-term programs in the division and relate the division's programs with other jurisdictional programs, goals, and objectives; speak and deal tactfully and effectively with the people with whom he or she comes in contact; fairly and effectively evaluate the performance of subordinates; communicate orally and in writing to analyze the concepts necessary for accomplishment of required written and oral records and reports; and exhibit an ability to positively represent the department and jurisdiction in the community at large.
(3) *Education:* Minimum of a bachelor's degree (master's degree preferred) with concentration in Fire Science, Public Administration, or related fields, supplemented by specialized training sufficient to meet the qualifications for certification as a master fire inspector.
(4) *Experience:* Ten years' experience as a full-time employee with a career department with a strong background in fire prevention and code enforcement. Must also have demonstrated technical competence in the areas of fire suppression system design and development and code administration.
(5) *Licenses/Certificates:* Driver's license and master inspector certification.

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Any work-related experience resulting in acceptable proficiency levels in the minimum qualifications is an acceptable substitute for the specified education and experience requirements listed in (3) and (4).

Note that the statements in (1) through (5) are intended to describe the general nature and level of work being performed and are not intended to be an exhaustive list of all responsibilities, duties, and skills that can be required.

C.4 Job Title: Plan Examiner I — FLSA.

C.4.1 Basic Function. The Plan Examiner I is responsible for examining building plans, fire protection system plans, and specifications for compliance with applicable fire codes and laws.

C.4.2 Principal Responsibilities. The Plan Examiner I is responsible for the following:

(1) Responds to fire code, law, and life safety inquiries from citizens
(2) Reviews and evaluates routine building plans, site plans, and fire protection system plans in terms of fire code and building code life safety criteria
(3) Receives and responds to requests for information and technical assistance from architects, engineers, and developers on design criteria for various occupancies and industrial processes
(4) Attends meetings with architects, developers, and jurisdiction staff to discuss plan review requirements and procedures
(5) Assists in preparation of variances and appeals before the Building Standards Commission

C.4.3 Typical Decisions. The incumbent evaluates and approves fire protection system plan submittals and makes recommendations on alternate methods or materials when appropriate. The incumbent evaluates and makes recommendations on requests for variance to the fire codes and local laws pertaining to fire safety.

C.4.4 Minimum Qualifications. The Plan Examiner I should have the following minimum qualifications:

(1) *Knowledge:* Position requires a working knowledge of fire and building codes and laws. Requires basic knowledge of the principles, techniques, and design of fixed fire suppression and detection systems. Requires the ability to read and interpret plans and blueprints.
(2) *Skills:* Position requires effective oral and written communication skills.
(3) *Education:* Associate's degree (bachelor's degree preferred) in Fire Protection Technology or related field.
(4) *Experience:* One year of experience in fire protection.
(5) *Licenses/Certificates:* Driver's license, certification as an inspector within 12 months of hire date, and certification in fire alarms and automatic sprinklers within 18 months of hire date.

Any work-related experience resulting in acceptable proficiency levels in the minimum qualifications is an acceptable substitute for the specified education and experience requirements listed in (3) and (4).

C.5 Job Title: Plan Examiner II.

C.5.1 Basic Function. The Plan Examiner II is responsible for examining building plans, fire protection system plans, and specifications for compliance with applicable fire codes and laws.

C.5.2 Principal Responsibilities. The Plan Examiner II is responsible for the following:

(1) Responds to fire code, law, and life safety inquiries from citizens
(2) Reviews and evaluates routine and detailed building plans, site plans, and fire protection system plans in terms of fire code and building code life safety criteria
(3) Receives and responds to requests for information and technical assistance from architects, engineers, and developers on design criteria for various occupancies and industrial processes
(4) Attends meetings with architects, developers, and jurisdiction staff to discuss plan review requirements and procedures
(5) Assists in preparation of variances and appeals before the Building Standards Commission and prepares and authenticates the division's documents
(6) Assists and instructs lower-level plan reviewers in code application, interpretation, and office procedures

C.5.3 Typical Decisions. The incumbent evaluates and approves fire protection system plan submittals and makes recommendations on alternate methods or materials when appropriate. The incumbent evaluates and makes recommendations on requests for variance to the fire codes and local laws pertaining to fire safety.

C.5.4 Minimum Qualifications. The Plan Examiner II should have the following minimum qualifications:

(1) *Knowledge:* Position requires a working knowledge of fire and building codes and laws. Requires basic knowledge of the principles, techniques, and design of fixed fire suppression and detection systems. Requires the ability to read and interpret plans and blueprints. Establishes performance measures for subordinates and evaluates employee performance against those standards or measures.
(2) *Skills:* Position requires effective oral and written communication skills.
(3) *Education:* Associate's degree (bachelor's degree preferred) in Fire Protection Technology or related field.
(4) *Experience:* One year of experience in fire protection.
(5) *Licenses/Certificates:* Driver's license, certification as an inspector within 12 months of hire date, and certification in fire alarms and automatic sprinklers within 18 months of hire date.

Any work-related experience resulting in acceptable proficiency levels in the minimum qualifications is an acceptable substitute for the specified education and experience requirements listed in (3) and (4).

Note that the statements in (1) through (5) are intended to describe the general nature and level of work being performed and are not intended to be an exhaustive list of all responsibilities, duties, and skills that can be required.

Annex D An Overview of JPRs for Fire Inspector and Plan Examiner

This annex is not a part of the requirements of this NFPA document but is included for informational purposes only.

D.1 The matrices shown in Table D.1(a) and Table D.1(b) are included to provide the user of the standard with an overview of the JPRs and the progression of the various levels found in the document. They are intended to assist the user of the document with the implementation of the requirements and the development of training programs using the JPRs.

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Table D.1(a) Overview of JPRs for Fire Inspector

JPR	Fire Inspector I	Fire Inspector II	Fire Inspector III
		Administration	
Written correspondence	**1.3.14** 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.		**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.
Reports, forms, checklists	**4.2.1** 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.		**6.2.9** Evaluate the completion and correctness of inspection reports and completed forms and checklists, given applicable codes, standards, policies, and procedures of the jurisdiction, 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.
Permits	**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 policies of the jurisdiction.	**5.2.1** Process a permit application, given a specific request, so that the application is evaluated and a permit is issued or denied in accordance with the applicable codes, standards, policies, and procedures of the jurisdiction.	**6.2.6** Enforce permit regulations, given a report of a violation, so that enforcement actions are in accordance with the policies of the jurisdiction and applicable codes and standards.
Plan review	**4.2.3** Recognize the need for plan review, given a situation or condition, so that requirements for plan reviews are communicated in accordance with the policies of the jurisdiction.	**5.2.2** Process a plan review application, given a specific request, so that the application is evaluated and processed in accordance with the applicable policies and procedures of the jurisdiction.	
Complaints	**4.2.4** 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.	**5.2.3** Investigate complex complaints, given a reported situation or condition, so that complaint information is recorded, the investigation process is initiated, and the complaint is resolved.	

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Table D.1(a) ***Continued***

JPR	Fire Inspector I	Fire Inspector II	Fire Inspector III
Codes and standards	**4.2.5** 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.	**5.2.4** Recommend modifications to codes and standards of the jurisdiction, given a fire safety issue, so that the proposed codes and standards are correctly written and address the problem, need, or deficiency.	**6.2.2** Facilitate code adoption and modification processes, given fire loss data and a demonstrated need or deficiency, so that the code is correctly written and precisely addresses the identified need or deficiency. **6.2.3** Assess 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. **6.2.5** Suggest technical reference material acquisition, given a scope of responsibility, budget limitations, and specific code-related issues, so that resources matching specific needs are acquired within budget limitations.
Legal	**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 accurately and the inspector's demeanor is professional.	.	**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.
Policies and procedures		**5.2.5** Recommend policies and procedures for the delivery of inspection services, given management objectives, so that inspections are conducted in accordance with the policies of the jurisdiction and due process of the law is followed.	**6.2.4** Develop policies and procedures for the administration of inspection functions, given management objectives, so that the policies are clearly defined and concise and in accordance with the legal obligations of the jurisdiction.
Budget			**6.2.8** Recommend a program budget, given organizational goals, budget guidelines, and organizational needs, so that overall program needs are addressed within budget guidelines.

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Table D.1(a) *Continued*

JPR	Fire Inspector I	Fire Inspector II	Fire Inspector III
		Field Inspection	
Occupancy classification	**4.3.1** 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.	**5.3.2** Identify occupancy classifications of a mixed-use building, given a description of the uses, so that each area is classified in accordance with applicable codes and standards.	
Occupant load	**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.	**5.3.1** Compute the maximum allowable occupant load of a multi-use building, given field observations or a description of its uses, so that the maximum allowable occupant load calculation is in accordance with applicable codes and standards.	**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.
Means of egress	**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 policies of the jurisdiction.	**5.3.5** Analyze the egress elements of a building or portion of a building, given observations made during a field inspection, so that means of egress elements are provided and located in accordance with applicable codes and standards and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.	**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 all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.
Construction types	**4.3.4** 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.	**5.3.3** Determine the building's area, height, occupancy classification, and construction type, given an approved plan, a description of a building, or observations of construction features, so that they are in accordance with the applicable codes and standards.	**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 all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

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Table D.1(a) ***Continued***

JPR	Fire Inspector I	Fire Inspector II	Fire Inspector III
Fire protection systems	**4.3.5** 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. **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 all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction. **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 all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction. **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 policies of the jurisdiction.	**5.3.4** Evaluate fire protection systems and equipment provided for the protection of life safety, a building, or a facility, given field observations of the facility and documentation, the hazards protected, and the system specifications, so that the fire protection systems provided are approved for the occupancy or hazard being protected. Evaluate installation for compliance with applicable codes and standards so that deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.	**6.3.10** Witness an acceptance test for an integrated fire protection system, given an installed system, so that the test is conducted in accordance with the approved design, applicable codes and standards and the system performance can be evaluated for compliance, and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.
Equipment, process, and operations	**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 all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.	**5.3.6** Evaluate hazardous conditions involving equipment, processes, and operations, given field observations and documentation, so that the equipment, processes, or operations are installed in accordance with applicable codes and standards and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.	**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.

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Table D.1(a) *Continued*

JPR	Fire Inspector I	Fire Inspector II	Fire Inspector III
		Field Inspection	
Interior finish, contents, and so forth	**4.3.14** 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.	**5.3.10** Determine fire growth potential in a building or space, given field observations or plans, so that the contents, interior finish, and construction elements can be evaluated for compliance with applicable codes and standards and all deficiencies are identified, documented, and corrected in accordance with the policies of the jurisdiction.	**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, the level of protection is appropriate to the hazard, and applicable codes and standards are met.
Emergency planning	**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 all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.	**5.3.7** Evaluate emergency planning and preparedness procedures, given copies of existing or proposed plans and procedures, to determine their applicability to the facility and their compliance with codes and standards.	**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 compliance with applicable codes and standards.
Emergency access	**4.3.11** Inspect emergency access for an existing 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.	**5.3.11** Inspect emergency access for a site, given field observations, so that the required access for emergency responders is provided, approvals are issued, or deficiencies are identified, documented, and corrected in accordance with the applicable codes, standards, and policies of the jurisdiction.	**6.3.11** 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.
Fire flow	**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 all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.		
Storage, handling, and use of flammable and combustible liquids and gases	**4.3.12** 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 all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.	**5.3.8** Verify code compliance for 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 all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.	**6.3.8** Evaluate alternative compliance measures for the storage, handling, and use of flammable or combustible liquids and gases, given field inspection reports and proposed alternative compliance measures, 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.

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Table D.1(a) *Continued*

JPR	Fire Inspector I	Fire Inspector II	Fire Inspector III
Storage, handling, and use of hazardous substances or materials	**4.3.13** 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 all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.	**5.3.9** Evaluate code compliance for the 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.	**6.3.7** Evaluate alternative compliance measures for the storage, handling, and use of hazardous materials, given field inspection reports and proposed alternative compliance measures, so that the hazardous materials are provided with a level of safety that is in compliance with the intent of applicable codes and standards.
HVAC, building services			**6.3.9** Verify code compliance of heating, ventilation, air conditioning, and other building service equipment and operations, given field observations, so that the systems and other equipment are maintained in accordance with applicable codes and standards, and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.
Inspection	**4.3.15** 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.		
Performance-based design		**5.3.12** Verify 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, so that all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.	**6.3.12** 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 all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.
Plan review		See Plan Examiner matrix in Table D.1(b).	

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Table D.1(b) Overview of JPRs for Plan Examiner

JPR	Fire Inspector II	Plan Examiner I	Plan Examiner II
		Administration	
Reports, forms, checklists		**7.2.1** Prepare reports, given observations from a plan review, so that the report is clear, concise, and accurately reflects the findings of the plan review in accordance with applicable codes and standards and the policies and procedures of the jurisdiction.	**8.2.1** Create plan review checklists and forms, given applicable codes, standards, and departmental policies and procedures, so that the materials developed are clear and concise, address key issues, and clearly express code requirements of the jurisdiction in a logical and complete format.
Permits	**5.2.1** Process a permit application, given a specific request, so that the application is evaluated and a permit is issued or denied in accordance with the applicable codes, standards, policies, and procedures of the jurisdiction.	**7.2.3** Process plan review documents, given a set of plans and specifications, so that required permits are issued in accordance with the policies of the jurisdiction.	
Policies and procedures	**5.2.5** Recommend policies and procedures for the delivery of inspection services, given management objectives, so that inspections are conducted in accordance with the policies of the jurisdiction and due process of the law is followed.	**7.3.8** Recommend policies and procedures for the delivery of plan review services, given management objectives, so that plan reviews are carried out in accordance with the policies of the jurisdiction and due process of the law is followed.	**8.2.2** Develop policies and procedures for the administration of plan review functions, given management objectives, so that the policies are clearly defined and concise and are in accordance with the legal obligations of the jurisdiction.
Codes and standards	**5.2.4** Recommend modifications to codes and standards of the jurisdiction, given a fire safety issue, so that the proposed codes and standards are properly written and address the problem, need, or deficiency.	**7.2.4** Determine the applicable code or standard, given a fire protection issue, so that the proper document, edition, and section are referenced.	**8.3.6** Evaluate a proposed alternative method for compliance with applicable codes and standards, given supporting documentation of a design that does not meet prescriptive code requirements, so that the design meets the intent of applicable codes and standards.
Legal		**7.3.9** Participate at legal proceedings, given the findings of a plan review and consultation with legal counsel, so that testimony is accurate and the plan reviewer's demeanor is appropriate to the proceeding.	
		Plans Review	
Occupancy type	**5.3.2** Identify the occupancy classification of a mixed-use building, given a description of the uses, so that each area is classified in accordance with applicable codes and standards. **5.4.1** Classify the occupancy type, given a set of plans, specifications, and a description of a building, so that the classification is made according to applicable codes and standards.	**7.3.2** Verify the classification of the occupancy type, given a set of plans, specifications, and a description of a building and its intended use, so that the classification is made according to applicable codes and standards.	

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Table D.1(b) *Continued*

JPR	Fire Inspector II	Plan Examiner I	Plan Examiner II
Occupant load	**5.4.2** Compute the maximum allowable occupant load, given a floor plan of a building or portion of the building, so that the calculated occupant load is in accordance with applicable codes and standards.	**7.3.4** Verify the occupant load, given a set of plans, so that the maximum allowable occupant load is in accordance with applicable codes and standards.	
Fire protection systems	**5.4.3** Review the proposed installation of fire protection systems, given shop drawings and system specifications for a process or operation, so that the system is reviewed for code compliance and installed in accordance with the approved drawings and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.	**7.3.10** Evaluate plans for the installation of fire protection and life safety systems, given a plan submittal, so that the fire protection systems, including pre-engineered systems and equipment, are reviewed and all deficiencies are identified, documented, and reported in accordance with the policies and procedures of the jurisdiction.	**8.3.5** Evaluate plans for the installation of fire protection and life safety systems, given a plan submittal, so that the fire protection systems and equipment are reviewed and all deficiencies are identified, documented, and reported in accordance with the policies and procedures of the jurisdiction.
Means of egress	**5.4.4** Verify that means of egress elements are provided, given a floor plan of a building or portion of a building, so that all elements are identified and checked against applicable codes and standards and any deficiencies are discovered and communicated in accordance with the policies of the jurisdiction.	**7.3.5** Verify that adequate egress is provided, given a set of plans and an occupant load, so that all required egress elements are provided and deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.	**8.3.9** Verify that egress elements are provided, given a plan of a building or portion of a building, so that all egress elements are identified and checked against applicable codes and standards and any deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.
Construction type	**5.4.5** Verify the construction type of a building or portion thereof, given a set of approved plans and specifications, so that the construction type complies with the approved plans and applicable codes and standards.	**7.3.3** Verify the classification of the construction type, given a set of plans, including the proposed area, height, number of stories, and location, so that the proposed building is classified in accordance with applicable codes and standards and deficiencies are identified, documented, and reported.	
Fire flow, hydrant locations		**7.3.6** Evaluate code compliance for required fire flow and hydrant location and spacing, given a plan, required fire flow, and fire flow test results, so that hydrants are correctly located and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.	
Emergency access		**7.3.7** Evaluate code compliance of emergency vehicle access, given a plan, so that emergency access is provided in accordance with applicable codes and standards and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.	

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Table D.1(b) *Continued*

JPR	Fire Inspector II	Plan Examiner I	Plan Examiner II
		Codes and Standards	
Building services			**8.3.11** Evaluate code compliance of heating, ventilation, air conditioning, and other building service equipment and operations, given plans and specifications, so that the systems and other equipment are provided in accordance with applicable codes and standards and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.
Construction, fire protection elements			**8.3.2** Evaluate proposed passive fire protection elements of a building or portion of a building, given a set of plans and specifications for a building or facility, so that the protection provided for the facility is in accordance with applicable codes and standards and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.
Process or operation			
Design concept		**7.3.1** Identify the requirements for fire protection or a life safety system, given a set of plans, so that all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.	**8.3.1** Evaluate a design concept, given a preliminary design presentation, so that the agreed upon concept meets the intent of applicable codes and standards in accordance with the policies and procedures of the jurisdiction.
		Plan Review Process	
Resolution		**7.2.2** Facilitate the resolution of deficiencies identified during the plan review, given a submittal and the established practices and procedures of the jurisdiction, so that deficiencies are identified, documented, and reported to the plan submitter with applicable reference to codes and standards and alternative methods for compliance are identified.	

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Table D.1(b) *Continued*

JPR	Fire Inspector II	Plan Examiner I	Plan Examiner II
Flammable and combustible liquids			**8.3.4** Evaluate plans for storage, handling, and use of flammable and combustible liquids and gases, given plans and specifications, so that the plans are reviewed for compliance with applicable codes and standards and all deficiencies are identified, documented, and reported in accordance with the applicable codes, standards, policies, and procedures of the jurisdiction.
Hazardous materials and substances			**8.3.8** Evaluate plans for storage, handling, and use of hazardous materials, given plans and specifications, so that the plans are reviewed for compliance with applicable codes and standards and all deficiencies are identified, documented, and reported in accordance with the applicable codes, standards, policies, and procedures of the jurisdiction.
Special storage arrangements			**8.3.10** Evaluate a plan with special storage arrangements, given a plan, so that deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.
Performance-based design			**8.3.12** Evaluate a performance-based design concept, given a preliminary design presentation, so that the agreed upon concept meets the intent of applicable codes and standards in accordance with the policies and procedures of the jurisdiction.
Integration of design elements			**8.3.7** Evaluate the integration of life safety, fire protection, security, and building service systems, given a plan submittal, a life safety report, a sequence of operations report, and testing criteria, so that the integration of proposed systems meets the requirements or intent of the applicable codes and standards and meets the fire and life safety objectives of the jurisdiction and any deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

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Annex E Frequency of Use of Standards

This annex is not a part of the requirements of this NFPA document but is included for informational purposes only.

E.1 The committee has included Table E.1 as reference to the frequency of use of standards by the user of this standard.

Table E.1 Table of Standards and Frequency of Use

Number	Title	Frequency
	Use/Occupancy Standards	
32	*Standard for Drycleaning Plants*	Occasional
33	*Standard for Spray Application Using Flammable or Combustible Materials*	Routine
34	*Standard for Dipping and Coating Processes Using Flammable or Combustible Liquids*	Routine
36	*Standard for Solvent Extraction Plants*	Rare
40	*Standard for the Storage and Handling of Cellulose Nitrate Film*	Occasional
45	*Standard on Fire Protection for Laboratories Using Chemicals*	Routine
50	*Standard for Bulk Oxygen Systems at Consumer Sites*	Occasional
51A	*Standard for Acetylene Cylinder Charging Plants*	Rare
59	*Utility LP-Gas Plant Code*	Rare
59A	*Standard for the Production, Storage, and Handling of Liquefied Natural Gas (LNG)*	Rare
61	*Standard for the Prevention of Fires and Dust Explosions in Agricultural and Food Processing Facilities*	Occasional
88A	*Standard for Parking Structures*	Routine
92B	*Guide for Smoke Management Systems in Malls, Atria, and Large Areas*	Informational Purposes
99	*Standard for Health Care Facilities*	Routine
99B	*Standard for Hypobaric Facilities*	Rare
102	*Standard for Grandstands, Folding and Telescopic Seating, Tents, and Membrane Structures*	Routine
120	*Standard for Coal Preparation Plants*	Rare
122	*Standard for Fire Prevention and Control in Underground Metal and Nonmetal Mines*	Rare
123	*Standard for Fire Prevention and Control in Underground Bituminous Coal Mines*	Rare
140	*Standard on Motion Picture and Television Production Studio Soundstages and Approved Production Facilities*	Rare
150	*Standard on Fire Safety in Racetrack Stables*	Rare
214	*Standard on Water-Cooling Towers*	Rare
232	*Standard for the Protection of Records*	Routine
303	*Fire Protection Standard for Marinas and Boatyards*	Rare
307	*Standard for the Construction and Fire Protection of Marine Terminals, Piers, and Wharves*	Rare
312	*Standard for Fire Protection of Vessels During Construction, Repair, and Lay-Up*	Rare
318	*Standard for the Protection of Semiconductor Fabrication Facilities*	Rare
409	*Standard on Aircraft Hangars*	Rare

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Table E.1 *Continued*

Number	Title	Frequency
415	*Standard on Airport Terminal Buildings, Fueling Ramp Drainage, and Loading Walkways*	Rare
423	*Standard for Construction and Protection of Aircraft Engine Test Facilities*	Rare
434	*Code for the Storage of Pesticides*	Rare
484	*Standard for Combustible Metals, Metal Powders, and Metal Dusts*	Rare
490	*Code for the Storage of Ammonium Nitrate*	Occasional
501	*Standard on Manufactured Housing*	Occasional
501A	*Standard for Fire Safety Criteria for Manufactured Home Installations, Sites, and Communities*	Occasional
502	*Standard for Road Tunnels, Bridges, and Other Limited Access Highways*	Rare
520	*Standard on Subterranean Spaces*	Rare
654	*Standard for the Prevention of Fires and Dust Explosions in Wood Processing and Woodworking Facilities*	Occasional
801	*Standard for Fire Protection for Facilities Handling Radioactive Materials*	Rare
804	*Standard for Fire Protection for Advanced Light Water Reactor Electric Generating Plants*	Rare
820	*Standard for Fire Protection in Wastewater Treatment and Collection Facilities*	Occasional
850	*Recommended Practice for Fire Protection for Electric Generating Plants and High Voltage Direct Current Converter Stations*	Rare
851	*Recommended Practice for Fire Protection for Hydroelectric Generating Plants*	Rare
909	*Code for the Protection of Cultural Resources*	Rare
914	*Code for Fire Protection of Historic Structures*	Rare
1141	*Standard for Fire Protection in Planned Building Groups*	Informational Purposes
1192	*Standard on Recreational Vehicles*	Occasional
1194	*Standard for Recreational Vehicle Parks and Campgrounds*	Occasional
	Building Construction/Fire Test Standards	
260	*Standard Methods of Tests and Classification System for Cigarette Ignition Resistance of Components of Upholstered Furniture*	Informational Purposes
261	*Standard Method of Test for Determining Resistance of Mock-Up Upholstered Furniture Material Assemblies to Ignition by Smoldering Cigarettes*	Informational Purposes
262	*Standard Method of Test for Flame Travel and Smoke of Wires and Cables for Use in Air-Handling Spaces*	Informational Purposes
265	*Standard Methods of Fire Tests for Evaluating Room Fire Growth Contribution of Textile Wall Coverings on Full Height Panels and Walls*	Informational Purposes
267	*Standard Method of Test for Fire Characteristics of Mattresses and Bedding Assemblies Exposed to Flaming Ignition Source*	Informational Purposes
268	*Standard Test Method for Determining Ignitibility of Exterior Wall Assemblies Using a Radiant Heat Energy Source*	Informational Purposes
269	*Standard Test Method for Developing Toxic Potency Data for Use in Fire Hazard Modeling*	Informational Purposes
270	*Standard Test Method for Measurement of Smoke Obscuration Using a Conical Radiant Source in a Single Closed Chamber*	Informational Purposes

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Table E.1 *Continued*

Number	Title	Frequency
271	*Standard Method of Test for Heat and Visible Smoke Release Rates for Materials and Products Using an Oxygen Consumption Calorimeter*	Informational Purposes
285	*Standard Method of Test for the Evaluation of Flammability Characteristics of Exterior Non-Load-Bearing Wall Assemblies Containing Combustible Components Using the Intermediate-Scale, Multistory Test Apparatus*	Informational Purposes
496	*Standard for Purged and Pressurized Enclosures for Electrical Equipment*	Informational Purposes
497	*Recommended Practice for the Classification of Flammable Liquids, Gases, or Vapors and of Hazardous (Classified) Locations for Electrical Installations in Chemical Process Areas*	Informational Purposes
499	*Recommended Practice for the Classification of Combustible Dusts and of Hazardous (Classified) Locations for Electrical Installations in Chemical Process Areas*	Informational Purposes
550	*Guide to the Fire Safety Concepts Tree*	Informational Purposes
555	*Guide on Methods for Evaluating Potential for Room Flashover*	Informational Purposes
701	*Standard Methods of Fire Tests for Flame Propagation of Textiles and Films*	Informational Purposes
703	*Standard for Fire Retardant Impregnated Wood and Fire Retardant Coatings for Building Materials*	Informational Purposes
705	*Recommended Practice for a Field Flame Test for Textiles and Films*	Informational Purposes
	Fire Hazard Control Standards	
35	*Standard for the Manufacture of Organic Coatings*	Rare
50A	*Standard for Gaseous Hydrogen Systems at Consumer Sites*	Rare
50B	*Standard for Liquefied Hydrogen Systems at Consumer Sites*	Rare
51	*Standard for the Design and Installation of Oxygen–Fuel Gas Systems for Welding, Cutting, and Allied Processes*	Routine
51B	*Standard for Fire Prevention During Welding, Cutting, and Other Hot Work*	Routine
53	*Recommended Practice on Materials, Equipment, and Systems Used in Oxygen-Enriched Atmospheres*	Rare
55	*Standard for the Storage, Use, and Handling of Compressed Gases and Cryogenic Fluids in Portable and Stationary Containers, Cylinders, and Tanks*	Routine
68	*Guide for Venting of Deflagrations*	Rare
69	*Standard on Explosion Prevention Systems*	Rare
70B	*Recommended Practice for Electrical Equipment Maintenance*	Rare
70E	*Standard for Electrical Safety Requirements for Employee Workplaces*	Rare
75	*Standard for the Protection of Information Technology Equipment*	Rare
77	*Recommended Practice on Static Electricity*	Rare
97	*Standard Glossary of Terms Relating to Chimneys, Vents, and Heat-Producing Appliances*	Informational Purposes
115	*Recommended Practice on Laser Fire Protection*	Informational Purposes
160	*Standard for Flame Effects Before an Audience*	Rare
241	*Standard for Safeguarding Construction, Alteration, and Demolition Operations*	Routine
286	*Standard Methods of Fire Tests for Evaluating Contribution of Wall and Ceiling Interior Finish to Room Fire Growth*	Occasional

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Table E.1 *Continued*

Number	Title	Frequency
326	*Standard for the Safeguarding of Tanks and Containers for Entry, Cleaning, or Repair*	Rare
560	*Standard for the Storage, Handling, and Use of Ethylene Oxide for Sterilization and Fumigation*	Occasional
655	*Standard for Prevention of Sulfur Fires and Explosions*	Rare
780	*Standard for the Installation of Lightning Protection Systems*	Rare
1126	*Standard for the Use of Pyrotechnics before a Proximate Audience*	Occasional
	Fire Service Standards	
13E	*Recommended Practice for Fire Department Operations in Properties Protected by Sprinkler and Standpipe Systems*	Rare
291	*Recommended Practice for Fire Flow Testing and Marking of Hydrants*	Rare
295	*Standard for Wildfire Control*	Rare
329	*Recommended Practice for Handling Releases of Flammable and Combustible Liquids and Gases*	N/A
402	*Guide for Aircraft Rescue and Fire Fighting Operations*	N/A
403	*Standard for Aircraft Rescue and Fire-Fighting Services at Airports*	N/A
405	*Recommended Practice for the Recurring Proficiency Training of Aircraft Rescue and Fire-Fighting*	N/A
412	*Standard for Evaluating Aircraft Rescue and Fire-Fighting Foam Equipment*	N/A
414	*Standard for Aircraft Rescue and Fire-Fighting Vehicles*	N/A
422	*Guide for Aircraft Accident Response*	N/A
424	*Guide for Airport/Community Emergency Planning*	Rare
471	*Recommended Practice for Responding to Hazardous Materials Incidents*	N/A
472	*Standard on Professional Competence of Responders to Hazardous Materials Incidents*	Mandatory
473	*Standard for Competencies for EMS Personnel Responding to Hazardous Materials Incidents*	N/A
600	*Standard on Industrial Fire Brigades*	N/A
601	*Standard for Security Services in Fire Loss Prevention*	Rare
704	*Standard System for the Identification of the Hazards of Materials for Emergency Response*	Informational Purposes
901	*Standard Classifications for Incident Reporting and Fire Protection Data*	Informational Purposes
902	*Fire Reporting Field Incident Guide*	N/A
903	*Fire Reporting Property Survey Guide*	N/A
904	*Incident Follow-up Report Guide*	N/A
906	*Guide for Fire Incident Field Notes*	N/A
921	*Guide for Fire and Explosion Investigations*	N/A
1000	*Standard for Fire Service Professional Qualifications Accreditation and Certification Systems*	Rare
1001	*Standard for Fire Fighter Professional Qualifications*	Rare
1002	*Standard for Fire Apparatus Driver/Operator Professional Qualifications*	Rare

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Number	Title	Frequency
1003	*Standard for Airport Fire Fighter Professional Qualifications*	Rare
1006	*Standard for Rescue Technician Professional Qualifications*	N/A
1021	*Standard for Fire Officer Professional Qualifications*	Rare
1031	*Standard for Professional Qualifications for Fire Inspector and Plan Examiner*	Routine
1033	*Standard for Professional Qualifications for Fire Investigator*	Rare
1035	*Standard for Professional Qualifications for Public Fire and Life Safety Educator*	Rare
1041	*Standard for Fire Service Instructor Professional Qualifications*	Rare
1051	*Standard for Wildland Fire Fighter Professional Qualifications*	Rare
1061	*Standard for Professional Qualifications for Public Safety Telecommunicator*	Rare
1071	*Standard for Emergency Vehicle Technician Professional Qualifications*	N/A
1142	*Standard on Water Supplies for Suburban and Rural Fire Fighting*	Occasional
1144	*Standard for Protection of Life and Property from Wildfire*	Occasional
1145	*Guide for the Use of Class A Foams in Manual Structural Fire Fighting*	N/A
1150	*Standard on Fire Fighting-Foam Chemicals for Class A Fuels in Rural, Suburban, and Vegetated Areas*	Rare
1201	*Standard for Developing Fire Protection Services for the Public*	Rare
1221	*Standard for the Installation, Maintenance, and Use of Emergency Services Communications Systems*	Rare
1401	*Recommended Practice for Fire Service Training Reports and Records*	N/A
1402	*Guide to Building Fire Service Training Centers*	Rare
1403	*Standard on Live Fire Training Evolutions*	N/A
1404	*Standard for Fire Service Respiratory Protection Training*	N/A
1405	*Guide for Land-Based Fire Fighters Who Respond to Marine Vessel Fires*	N/A
1410	*Standard on Training for Initial Emergency Scene Operations*	N/A
1451	*Standard for a Fire Service Vehicle Operations Training Program*	N/A
1452	*Guide for Training Fire Service Personnel to Conduct Dwelling Fire Safety Surveys*	Informational Purposes
1500	*Standard on Fire Department Occupational Safety and Health Program*	Informational Purposes
1521	*Standard for Fire Department Safety Officer*	Rare
1561	*Standard on Emergency Services Incident Management System*	N/A
1581	*Standard on Fire Department Infection Control Program*	N/A
1582	*Standard on Medical Requirements for Fire Fighters and Information for Fire Department Physicians*	N/A
1583	*Standard on Health-Related Fitness Programs for Fire Fighters*	N/A
1600	*Standard on Disaster/Emergency Management and Business Continuity Programs*	N/A
1620	*Recommended Practice for Pre-Incident Planning*	Rare
1670	*Standard on Operations and Training for Technical Rescue Incidents*	N/A

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Table E.1 *Continued*

Number	Title	Frequency
1901	*Standard for Automotive Fire Apparatus*	N/A
1906	*Standard for Wildland Fire Apparatus*	N/A
1911	*Standard for Service Tests of Fire Pump Systems on Fire Apparatus*	N/A
1914	*Standard for Testing Fire Department Aerial Devices*	N/A
1915	*Standard for Fire Apparatus Preventive Maintenance Program*	N/A
1925	*Standard on Marine Fire-Fighting Vessels*	N/A
1931	*Standard on Design of and Design Verification Tests for Fire Department Ground Ladders*	N/A
1932	*Standard on Use, Maintenance, and Service Testing of Fire Department Ground Ladders*	N/A
1936	*Standard on Powered Rescue Tool Systems*	N/A
1961	*Standard on Fire Hose*	N/A
1962	*Standard for the Inspection, Care, and Use of Fire Hose, Couplings, and Nozzles and the Service Testing of Fire Hose*	N/A
1963	*Standard for Fire Hose Connections*	Informational Purposes
1964	*Standard for Spray Nozzles*	N/A
1971	*Standard on Protective Ensemble for Structural Fire Fighting*	N/A
1975	*Standard on Station/Work Uniforms for Fire and Emergency Services*	N/A
1976	*Standard on Protective Ensemble for Proximity Fire Fighting*	N/A
1977	*Standard on Protective Clothing and Equipment for Wildland Fire Fighting*	N/A
1981	*Standard on Open-Circuit Self-Contained Breathing Apparatus for Fire and Emergency Services*	N/A
1982	*Standard on Personal Alert Safety Systems (PASS)*	N/A
1983	*Standard on Fire Service Life Safety Rope and System Components*	N/A
1991	*Standard on Vapor-Protective Ensembles for Hazardous Materials Emergencies*	N/A
1992	*Standard on Liquid Splash-Protective Ensembles and Clothing for Hazardous Materials Emergencies*	N/A
1999	*Standard on Protective Clothing for Emergency Medical Operations*	N/A
	Model Codes	
1	*Uniform Fire Code*	Routine
30	*Flammable and Combustible Liquids Code*	Routine
30A	*Code for Motor Fuel Dispensing Facilities and Repair Garages*	Routine
30B	*Code for the Manufacture and Storage of Aerosol Products*	Routine
42	*Code for the Storage of Pyroxylin Plastic*	Occasional
54	*ANSI Z223.1-1999 (National Fuel Gas Code)*	Routine
58	*Liquefied Petroleum Gas Code*	Routine
70	*National Electrical Code*	Routine
72®	*National Fire Alarm Code®*	Routine

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Number	Title	Frequency
73	*Electrical Inspection Code for Exising Dwellings*	Routine
101®	*Life Safety Code®*	Routine
101A	*Guide on Alternative Approaches to Life Safety*	Informational Purposes
101B	*Code for Means of Egress for Buildings and Structures*	Routine
170	*Standard for Fire Safety Symbols*	Informational Purposes
203	*Guide on Roof Coverings and Roof Deck Constructions*	Informational Purposes
204	*Standard for Smoke and Heat Venting*	Informational Purposes
220	*Standard on Types of Building Construction*	Informational Purposes
221	*Standard for Fire Walls and Fire Barrier Walls*	Informational Purposes
251	*Standard Methods of Tests of Fire Endurance of Building Construction and Materials*	Informational Purposes
252	*Standard Methods of Fire Tests of Door Assemblies*	Informational Purposes
253	*Standard Method of Test for Critical Radiant Flux of Floor Covering Systems Using a Radiant Heat Energy Source*	Informational Purposes
255	*Standard Method of Test of Surface Burning Characteristics of Building Materials*	Informational Purposes
256	*Standard Methods of Fire Tests of Roof Coverings*	Informational Purposes
257	*Standard on Fire Test for Window and Glass Block Assemblies*	Informational Purposes
258	*Recommended Practice for Determining Smoke Generation of Solid Materials*	Informational Purposes
259	*Standard Test Method for Potential Heat of Building Materials*	Informational Purposes
301	*Code for Safety to Life from Fire on Merchant Vessels*	Rare
430	*Code for the Storage of Liquid and Solid Oxidizers*	Occasional
432	*Code for the Storage of Organic Peroxide Formulations*	Occasional
495	*Explosive Materials Code*	Rare
1122	*Code for Model Rocketry*	Rare
1123	*Code for Fireworks Display*	Occasional
1124	*Code for the Manufacture, Transportation, Storage, and Retail Sales of Fireworks and Pyrotechnic Articles*	Occasional
1125	*Code for the Manufacture of Model Rocket and High Power Rocket Motors*	Rare
1127	*Code for High Power Rocketry*	Rare

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Number	Title	Frequency
	Fire Protection System Installation Standards	
10	*Standard for Portable Fire Extinguishers*	Routine
11	*Standard for Low-, Medium-, and High-Expansion Foam*	Routine
11A	*Standard for Medium- and High-Expansion Foam Systems*	Routine
12	*Standard on Carbon Dioxide Extinguishing Systems*	Routine
12A	*Standard on Halon 1301 Fire Extinguishing Systems*	Routine
13	*Standard for the Installation of Sprinkler Systems*	Routine
13D	*Standard for the Installation of Sprinkler Systems in One- and Two-family Dwellings and Manufactured Homes*	Routine
13R	*Standard for the Installation of Sprinkler Systems in Residential Occupancies up to and Including Four Stories in Height*	Routine
14	*Standard for the Installation of Standpipe, Private Hydrant, and Hose Systems*	Routine
15	*Standard for Water Spray Fixed Systems for Fire Protection*	Rare
16	*Standard for the Installation of Foam-Water Sprinkler and Foam-Water Spray Systems*	Rare
17	*Standard for Dry Chemical Extinguishing Systems*	Routine
17A	*Standard for Wet Chemical Extinguishing Systems*	Routine
18	*Standard on Wetting Agents*	Rare
20	*Standard for the Installation of Stationary Pumps for Fire Protection*	Routine
22	*Standard for Water Tanks for Private Fire Protection*	Routine
24	*Standard for the Installation of Private Fire Service Mains and Their Appurtenances*	Routine
25	*Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems*	Routine
80	*Standard for Fire Doors and Fire Windows*	Routine
80A	*Recommended Practice for Protection of Buildings from Exterior Fire Exposures*	Routine
96	*Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations*	Routine
408	*Standard for Aircraft Hand Portable Fire Extinguishers*	Rare
720	*Recommended Practice for the Installation of Household Carbon Monoxide (CO) Warning Equipment*	Rare
750	*Standard on Water Mist Fire Protection Systems*	Rare
2001	*Standard on Clean Agent Fire Extinguishing Systems*	Routine

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Annex F Informational References

F.1 Referenced Publications. The following documents or portions thereof are referenced within this standard for informational purposes only and are thus not part of the requirements of this document unless also listed in Chapter 2.

F.1.1 NFPA Publications. National Fire Protection Association, 1 Batterymarch Park, P.O. Box 9101, Quincy, MA 02269-9101.

NFPA 10, *Standard for Portable Fire Extinguishers*, 2002 edition.

NFPA 11, *Standard for Low-, Medium-, and High-Expansion Foam*, 2002 edition.

NFPA 12, *Standard on Carbon Dioxide Extinguishing Systems*, 2000 edition.

NFPA 12A, *Standard on Halon 1301 Fire Extinguishing Systems*, 1997 edition.

NFPA 17, *Standard for Dry Chemical Extinguishing Systems*, 2002 edition.

NFPA 25, *Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems*, 2002 edition.

NFPA 72®, *National Fire Alarm Code®*, 2002 edition.

NFPA 1021, *Standard for Fire Officer Professional Qualifications*, 2003 edition.

NFPA 2001, *Standard on Clean Agent Fire Extinguishing Systems*, 2000 edition.

F.1.2 Other Publications. *Webster's Third New International Dictionary of the English Language.*

F.2 Informational References. The following documents or portions thereof are listed here as informational resources only. They are not a part of the requirements of this document. Following are references for Annex B.

Boyatzis, R. E., *The Competent Manager: A Model For Effective Performance*. New York: John Wiley & Sons, 1982.

Castle, D. K., "Management Design: A Competency Approach to Create Exemplar Performers." *Performance and Instruction* 28: 1989; 42–48.

Cetron, M., and O'Toole, T., *Encounters with the Future: A Forecast into the 21st Century*. New York: McGraw Hill, 1983.

Elkin, G., "Competency-Based Human Resource Development: Making Sense of the Ideas." *Industrial & Commercial Training* 22: 1990; 20–25.

Furnham, A., "The Question of Competency." *Personnel Management* 22: 1990; 37.

Gilley, J. W., and Eggland, S. A., *Principles of Human Resource Development*. Reading, MA: Addison-Wesley, 1989.

Hooton, J., *Job Performance = Tasks + Competency × Future Forces*. Unpublished manuscript, Vanderbilt University, Peabody College, Nashville, TN, 1990.

McLagan, P. A., "Models for HRD Practice." *Training & Development Journal*. Reprinted, 1989.

McLagan, P. A., and Suhadolnik, D., *The Research Report*. Alexandria, VA: American Society for Training and Development, 1989.

Nadler, L., "HRD on the Spaceship Earth." *Training and Development Journal,* October 1983; 19–22.

Nadler, L., *The Handbook of Human Resource Development*. New York: Wiley-Interscience, 1984.

Naisbitt, J., *Megatrends*. Chicago: Nightingale-Conant, 1984.

Spellman, B. P., "Future Competencies of the Educational Public Relations Specialist." (Doctoral dissertation, University of Houston, 1987.) *Dissertation Abstracts International* 49: 1987; 02A.

Springer, J., *Job Performance Standards and Measures*. A series of research presentations and discussions for the ASTD second annual invitational research seminar, Savannah, GA (November 5–8, 1979). Madison, WI: American Society for Training and Development, 1980.

Tracey, W. R., *Designing Training and Development Systems*. New York: AMACOM, 1984.

F.3 References for Extracts. The following documents are listed here to provide reference information, including title and edition, for extracts given throughout this standard as indicated by a reference in brackets [ ] following a section or paragraph. These documents are not a part of the requirements of this document unless also listed in Chapter 2 for other reasons.

NFPA *101®*, *Life Safety Code®*, 2003 edition.

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Index

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▼

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▼

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▼

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