NFPA 1401

Recommended Practice for Fire Service Training Reports and Records

2006 Edition

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NFPA 1401

Recommended Practice for

Fire Service Training Reports and Records

2006 Edition

This edition of NFPA 1401, *Recommended Practice for Fire Service Training Reports and Records*, was prepared by the Technical Committee on Fire Service Training. It was issued by the Standards Council on January 27, 2006, with an effective date of February 16, 2006, and supersedes all previous editions.

This edition of NFPA 1401 was approved as an American National Standard on February 16, 2006.

Origin and Development of NFPA 1401

The 1970 edition of NFPA 9, *Training Records and Reports*, was tentatively adopted at the 1969 NFPA Annual Meeting. The tentative recommended practice with amendments was officially adopted at the 1970 NFPA Annual Meeting.

This text was developed by the Technical Committee on Fire Service Training and processed in accordance with NFPA Regulations Governing Technical Committees. It is a recommended fire training records system for use by fire chiefs and fire training officers. The publication presents a systematic approach for those officers whose responsibility is to manage the training activities of a fire department.

The 1989 edition contained a new chapter dealing with the legal aspects of record keeping.

The committee provided a complete rewrite for the 1996 edition to make the document more user friendly.

Additional minor revisions were included in the 2001 edition.

The 2006 edition of this recommended practice includes minor editorial revisions.

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NOTE: Membership on a committee shall not in and of itself constitute an endorsement of the Association or any document developed by the committee on which the member serves.

Committee Scope: This Committee shall have primary responsibility for all fire service training techniques, operations, and procedures to develop maximum efficiency and proper utilization of available personnel. Such activities can include training guides for fire prevention, fire suppression, and other missions for which the fire service has responsibility.

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NFPA 1401

Recommended Practice for

Fire Service Training Reports and Records

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NOTICE: An asterisk (*) following the number or letter designating a paragraph indicates that explanatory material on the paragraph can be found in Annex A.

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, the complete title and edition of the source documents for extracts in the recommendations sections of this document are given in Chapter 2 and those for extracts in the informational sections are given in Annex C. 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 should be sent to the technical committee responsible for the source document.

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

Chapter 1 Administration

1.1 Scope.

1.1.1 It is the intent of this document that *fire service organizations* be considered an all-inclusive term used to describe those local, municipal, state, federal, military, industrial, and private organizations with fire protection responsibilities and institutions that provide training for such organizations.

1.1.2 Fire service organizations utilizing this document for the establishment, upgrade, or evaluation of their training records and report systems should be able to document clearly the performance and ability of individual and group activities related to the following:

(1) Compliance with personnel performance standards
(2) Documentation of both internally and externally obtained career development training and education
(3) Documentation for the purposes of certification and recertification
(4) Cooperation with other agencies with which the organization executes joint specialty operations (e.g., emergency medical services)
(5) Training required by regulatory and/or other agencies [e.g., Occupational Safety and Health Administration (OSHA), International Standards Organization (ISO)]
(6) Training required to provide emergency medical care (e.g., first responder, emergency medical technician, first aid, cardiopulmonary resuscitation, automatic external defibrillations)

1.2* Purpose. This document presents a systematic approach to providing essential information for managing the training function of the fire service organization.

1.2.1 Information for managing the training function of the fire service organization includes those types of records, reports, and forms that can serve as basic information tools for effective training administration.

1.2.2 Training programs established and implemented within the organization should be people-oriented and action-minded, and the records and reporting system used in conjunction with the program should reflect these concepts.

1.3 General.

1.3.1 Training records have an important function in the administration of a fire service organization. As with any other community business, records and reports are an integral part of business management. Fire training records and reports are often only part of the documentation that is necessary to meet legal and statutory requirements. When properly compiled and evaluated, these records enable management to make effective decisions for planning, programming, and budgeting operations.

1.3.2 Computer programs are now available that provide the ability to analyze and systematize training records and quickly compile reports that can aid in justifying the resources that a fire service organization chief expends on training activities.

Chapter 2 Referenced Publications

2.1 General. The documents or portions thereof listed in this chapter are referenced within this recommended practice and should be considered part of the recommendations of this document.

2.2 NFPA Publications. (Reserved)

2.3 Other Publication.

Merriam-Webster's Collegiate Dictionary, 11th edition, Merriam-Webster, Inc., Springfield, MA, 2003.

2.4 References for Extracts in Recommendations Sections.

NFPA 600, *Standard on Industrial Fire Brigades,* 2005 edition.

Chapter 3 Definitions

3.1 General. The definitions contained in this chapter apply to the terms used in this recommended practice. Where terms are not defined in this chapter or within another chapter, they should be defined using their ordinarily accepted meanings within the context in which they are used. *Merriam-Webster's Collegiate Dictionary,* 11th edition, is the source for the ordinarily accepted meaning.

3.2 NFPA Official Definitions.

3.2.1* 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.

3.2.2 Recommended Practice. A document that is similar in content and structure to a code or standard but that contains only nonmandatory provisions using the word "should" to indicate recommendations in the body of the text.

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

3.3 General Definitions.

3.3.1 Education. The process of imparting knowledge or skill through systematic instruction. It may not require formal classroom instruction. [**600,** 2005]

3.3.2 Feedback. Comments and opinions regarding the system to be reviewed for appropriate changes or modifications.

3.3.3 Fire Chief. The administrative head of the organization. The individual assigned the responsibility for management and control of all matters and concerns pertaining to the fire service organization.

3.3.4 Flow Chart. A diagram consisting of a set of symbols and connecting lines that shows a step-by-step progression through a procedure or system.

3.3.5 Functions. One of a group of related actions contributing to the overall goals of the organization.

3.3.6 Management. The collective body of those who direct the operations of the organization.

3.3.7 Periodic. Occurring or recurring at regular intervals, as determined by the individual organization (e.g., weekly, monthly, quarterly, semiannually, yearly).

3.3.8 Record. A permanent account of known or recorded facts that is utilized to recall or relate past events or acts of an organization or the individuals therein.

3.3.9 Report. The act of providing an account of facts relating to past events or the acts of an organization or its individuals.

3.3.10 Seasonal Needs. The periodic operating contingencies of a particular geographic region that are established to overcome a specific set of circumstances (e.g., crop harvest, rainy season).

3.3.11 System. An organized or established procedure intended to form a network arranged to achieve specific goals.

3.3.12 Training. The process of achieving proficiency through instruction and hands-on practice in the operation of equipment and systems that are expected to be used in the performance of assigned duties. [**600,** 2005]

3.3.13 Training Officer. The person designated by the fire chief with authority for overall management and control of the organization's training program.

Chapter 4 Elements of Training Documents

4.1 General.

4.1.1 Training records and reports should be utilized by the training officer and line officers for analysis of the effectiveness of the training program in terms of time, staffing, and financing.

4.1.2* Training records and reports should be utilized to develop specific training objectives and to evaluate compliance with, or deficiencies in, the training program.

4.1.3 Compliance with mandated training requirements should be documented.

4.1.4 The management of training functions should be performed in a closed-feedback loop.

4.1.5 The training functions should not operate as an open-ended cycle.

4.1.6 The closed-feedback loop should consist of the following:

(1) Planning
(2) Organization
(3) Implementation
(4) Operation
(5) Review
(6) Feedback/alteration

4.1.7* In each phase of the cycle, information should be provided for management to perform effectively.

4.1.7.1 The information is provided through various types of records, reports, and studies; therefore, records should be designed to fit into the overall training management cycle.

4.1.8 In order to be most effective, these records should contribute to the overall organization information cycle.

4.2 Elements of Information.

4.2.1 Training documents, regardless of their intent or level of sophistication, should focus on content, accuracy, and clarity.

4.2.2 These documents should relay to the reader at least five specific elements of information as follows *(see Annex B for examples of training record forms)*:

(1) Who
  (a) Who was the instructor?
  (b) Who participated?
  (c) Who was in attendance?
  (d) Who is affected by the documents?
(2) What
  (a) What was the subject covered?
  (b) What equipment was utilized?
  (c) What operation was evaluated or affected?
  (d) What was the stated objective and was it met?
(3) When
  (a) When will the event take place? or
  (b) When did the event take place?
(4) Where
  (a) Where will the event take place? or
  (b) Where did the event take place?
(5) Why
  (a) Why is the event necessary? or
  (b) Why did the event occur?

4.3 Additional Information. Additional information or detail, which should include but not be limited to the following, should be included to explain or clarify the document as necessary:

(1) What was the source of the information used as a basis for the training?
  (a) Textbook title and edition
  (b) Lesson plan title and edition
  (c) Policy name and reference number
  (d) Videotapes, CDs, and DVDs
  (e) Distance learning sources
  (f) Other

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(2) What method of training was used for delivery?
  (a) Lecture
  (b) Demonstration
  (c) Hands-on manipulative skills
  (d) Self-study
  (e) Video presentation
  (f) Other
(3) Were the training objectives evaluated and if so how?
  (a) Written test
  (b) Skills examination
  (c) Other

Chapter 5 Types of Training Documents

5.1 Training Schedules.

5.1.1 Need for Training Schedules.

5.1.1.1 All members of a fire department should receive standardized instruction and training.

5.1.1.2 Standardized training should include considerable planning; however, standardization can be improved through the preparation of training schedules for use by department personnel.

5.1.2* Types of Training Schedules. Training schedules should be prepared for all training ground and classroom sessions.

5.1.2.1 Periodic Training Schedule — Station Training. The station training schedule, which is prepared by the training officer, should designate specific subjects that are to be covered by company or station officers in conducting their station training.

5.1.2.1.1 The company officers should use this schedule to set their own in-station training schedule.

5.1.2.1.2 A balance between manipulative skills training and classroom sessions should be considered in the preparation of training schedules.

5.1.2.1.3 Such training schedules should include all of the topics necessary to satisfy job knowledge requirements and to maintain skills already learned.

5.1.2.2* Periodic Training Schedule — Training Facility Activities. The training facility activities schedule details when companies should report to the training facility for evolutions or classes.

5.1.2.2.1 Days also should be set aside for make-up sessions.

5.1.2.2.2 Training activities conducted outside the training facility or by outside agencies also should be shown on this schedule.

5.1.3 All Other Training. Schedules should be prepared for all training, including the following:

(1) Recruit or entry-level training
(2) In-service training
(3) Special training
(4) Officer training
(5) Advanced training
(6) Mandated training
(7) Medical training
(8) Safety training

5.2* Training Reports.

5.2.1* Logical Sequence. A training report should be complete and should follow a logical sequence.

5.2.1.1 A report should clearly and concisely present the essentials so those conclusions can be grasped with a minimum of effort and delay.

5.2.1.2 Furthermore, a report should provide sufficient discussion to ensure the correct interpretation of the findings, which should indicate the nature of the analysis and the process of reasoning that leads to those findings.

5.2.2 Purpose. Each item of a report should serve a definite purpose.

5.2.2.1 Each table and chart in a report should be within the scope of the report.

5.2.2.2 The tables and charts should enhance the information stated or shown elsewhere, and they should be accurate and free of the possibility of misunderstanding, within reason.

5.2.3 Organization.

5.2.3.1* The process of writing reports should include five steps that are generally used in identifying, investigating, evaluating, and solving a problem.

5.2.3.2 These five steps, which should be accomplished before the report is written, are as follows:

(1) The purpose and scope of the report should be obtained.
(2) The method or procedure should be outlined.
(3) The essential facts should be collected.
(4) These facts should be analyzed and categorized.
(5) The correct conclusions should be arrived at and the proper recommendations should be made.

5.2.4* While there are differing needs among fire departments, certain reports should be common to most departments.

5.2.4.1 Typical recommended training reports should include the following:

(1) A complete inventory of apparatus and equipment assigned to the training division
(2) Detailed plans for training improvements that include all equipment and facility needs and cost figures
(3) A detailed periodic report on and evaluation of the training of all probationary fire fighters
(4) A monthly summary of all activities of the training division
(5) An annual report of all activities of the training division
(6) A complete inventory of training aids and reference materials available to be used for department training

5.2.4.2 The annual report should describe the accomplishments during the year, restate the goals and objectives of the training division, and describe the projected plans for the upcoming year.

5.2.5 Narrative Report. There are times when a narrative report should be necessary.

5.2.5.1 Before writing a narrative report, the writer should consider the audience for the report.

5.2.5.2 The comprehensiveness of the report should be determined by the recipients' knowledge of the subject.

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5.3* Training Records.

5.3.1 Training records should be kept to document department training and should assist in determining the program's effectiveness. Information derived from such records should, for example, provide the supporting data needed to justify additional training personnel and equipment.

5.3.2 Performance tests, examinations, and personnel evaluations should contribute to the development of the training program if the results are analyzed, filed, and properly applied.

5.3.2.1 Training records should be kept current and should provide the status and progress of all personnel receiving training.

5.3.2.2 Frequent review of training records should provide a clear picture of the success or failure of the training program.

5.3.3 Properly designed training records should be developed to meet the specific needs of each fire department.

5.3.3.1 Training records should be detailed enough to enable factual reporting while remaining as simple as possible.

5.3.3.2 The number of records should be kept at a minimum to avoid confusion and duplication of effort.

5.3.4 Typical training records should include an evaluation of the competency of the student, as well as hours attended.

5.4* State Certification Records.

5.4.1 Minimum Information.

5.4.1.1 Information and documentation that should serve as a foundation for submission to state certification programs should include, as a minimum, the following:

(1) A single file that includes all training accomplished by the individual fire fighter during his/her career
(2) Dates, hours, locations, and instructors of all special courses or seminars attended
(3) Monthly summaries of all departmental training

5.4.1.2 These records should require the signatures of the instructor and the person instructed as a valid record of an individual's participation in the training.

5.4.2 The format used for state certification should be different from that utilized by an individual department. Otherwise, this is likely to cause considerable problems with accurate record submission and should be addressed on the state level by all parties concerned. Various state certification forms are contained in Annex B.

Chapter 6 Evaluating the Effectiveness of Training Records Systems

6.1 Evaluating Records of Individuals.

6.1.1 The evaluation of training records should be done at specified intervals by the local department training officer or training committee.

6.1.2 Each training record should be evaluated to determine the following:

(1) Has the individual taken all the required training?
(2) If not, has the individual been scheduled for missed classes?
(3) Do performance deficiencies show up on the individual's training record?
(4) If performance deficiencies exist, what kind of program is being developed to overcome them?
(5) Have companies met all the required job performance standards established by the department?
(6) If job performance standards have not been met, have the problems been identified and a program developed to overcome them?
(7) Are there areas of training that are being overlooked completely?
(8) Is the cycle of training sufficient to maintain skill levels?

6.2 Evaluating the Record-Keeping System.

6.2.1 All training records and the record-keeping system should be evaluated at least annually.

6.2.2 During the evaluation process, the following questions should be applied to each record:

(1) What is the purpose of the record?
(2) Who uses the information compiled?
(3) Is the record providing the necessary information?
(4) Do other records duplicate the material being compiled?
(5) How long should records be retained?
(6) Can training trends be determined from a compilation of the records?
(7) Is there a simpler and more efficient way of recording the information?

Chapter 7 Legal Aspects of Record Keeping

7.1 Privacy of Personal Information.

7.1.1* Test questions, scoring keys, employee training and educational records, and other examination data that are included in an individual's training file usually should not be disclosed without a court order or without written permission of the employee.

7.1.2 The fire chief and the training officer should verify with legal counsel the federal, state, provincial, and local laws and ordinances regulating the disclosure of confidential information, and ensure adequate control measures are in place for the privacy of personal information.

7.1.2.1 Training records should not use the student's Social Security number for identification purposes.

7.1.2.2 The fire chief or training officer should ensure that training records do not include any confidential medical information.

7.1.2.3 All medical records should be kept in a completely separate file and not mixed with any other records or personnel files.

7.1.3 Length of Time for Keeping Records or Reports.

7.1.3.1* Legal counsel should be contacted concerning the length of time records or reports, or both, need to be kept available.

7.1.3.2 Documents should be maintained for a period of time as specified by law or as required by certain agencies and organizations.

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7.1.4 Most training records should be maintained in their entirety in a computerized form, thus greatly reducing the amount of paper that needs to be stored.

7.1.4.1* Some training records should be maintained in their original hard-copy form, as required by certain agencies and organizations.

7.2* Record Keeping and Risk Management. Agencies that conduct multijurisdictional training should have a signed release form for those individuals who participate in certain training activities.

Annex A Explanatory Material

Annex A is not a part of the recommendations 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 Record keeping is not an end in itself. Training reporting systems are a process of providing management information for use in the decision-making process. Records are the tools for administering the human resource development of the fire service organization. The objective of the training process is to improve the performance of the individual and the overall performance of the organization.

A.3.2.1 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. 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.4.1.2 Training records and reports also are becoming more important for use as evidence in public liability suits brought against the organization's fireground activities.

A.4.1.7 No published manual or reference document can be applied as a nationally recognized system that universally fits the needs of all branches of the fire service. Therefore, knowledge of a fire service organization's information system is fundamental to preparing any type of report form or any system of reporting. Although the responsibility for information reporting is usually that of the fire chief, the information contained in the report generally originates from the supervisors of a company, unit, division, or bureau. Record-keeping and reporting effectiveness is directly related to the design, use, and application of an adequate information system. A clear analysis of the information needs for the specific system is necessary. A good system of record keeping and reporting necessitates as much research effort as any other system in the organization if it is to be effective and meaningful.

A.5.1.2 It is important that consideration be given to the availability of training to all personnel when schedules are prepared. For example, training sessions might have to be scheduled on consecutive days to accommodate career personnel or repeated on weekdays and on weekends for volunteers. Scheduling training for industrial fire brigade members involves some additional considerations. Such factors as the amount of time personnel are allowed to be away from their work stations or the provision of replacement personnel to cover for fire brigade members who are involved in critical plant operations are to be considered when preparing training schedules. Typical recommended training schedules are described in 5.1.2.1 and 5.1.2.2.

A.5.1.2.2 The scheduling of training also is influenced by the time of year, with regard to weather conditions, seasonal needs, new equipment, and specific personnel needs.

A.5.2 Data processing by computer is widely used by fire departments, and the full potential of computer use in the fire service has yet to be realized. Many of those departments that, in the past, utilized a computer only for dispatching and fire incident reporting have found the advantages of applying the power and speed of the computer to other tasks. The use of relatively inexpensive computer systems and fire training records software has expanded in fire department applications. Programs also can be used for reports and records.

The computer has the potential for eliminating many, if not all, problems associated with a manual record-keeping system. Large, manually maintained records such as tracking personnel moving from station to station, vacations, and sick time are prone to inaccuracies. Without computer assistance, comparing or summarizing data can therefore become cumbersome and inaccurate.

Computerized information systems can provide a cost-effective method of processing comprehensive data and generating reports in a form that is conducive to the decision-making process. In addition, the computerization of training records often can be simplified by using state-of-the-art user language programming, which does not require a highly trained programmer to develop a computer-based system.

Software programs or remote record-keeping services also are available from a variety of sources to accomplish the record-keeping requirements of the user with little or no modification. Before expending the time, effort, and money needed to develop a program, these commercially available alternatives should be evaluated.

Public domain software is available to the fire service from a variety of sources, including the National Fire Academy.

The department should thoroughly evaluate record-keeping software to ensure that it provides the necessary record-keeping as recommended in this document.

Duplicate or backup records should be considered to protect data. These should be stored at a site separate from the primary records. The use of a computer makes this duplication or backup simple.

A.5.2.1 No general outline can be applied to the arrangement of a report, since each report is to be constructed according to its individual requirements.

A.5.2.3.1 Accuracy and clarity are essential in any report or form. If the reader or recipient detects inaccuracy, then the veracity of the represented writer or division, as well as the value of the report, is suspect. Details, without the inclusion of unnecessary information, are necessary to show progress or

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accomplishment. Care should be exercised to ensure that the point or summary is reached and that information in other forms or reports is not duplicated.

Accurate and complete training records also are required by a number of different laws and standards. Federal and state regulations require specific amounts and types of training. An example is 29 CFR 1910.134, "Respiratory Protection." NFPA 1403, *Standard on Live Fire Training Evolutions*, and NFPA 1500, *Standard on Fire Department Occupational Safety and Health Program*, also require the documentation of specific training.

A.5.2.4 The number and types of training reports that need to be prepared vary from department to department.

A.5.3 The following are recommended types of training records:

(1) *Departmental Training Record.* A report that serves as a permanent record showing all the training fire personnel receive. These reports usually are completed on a yearly basis. Company officers usually make entries on this form; however, training officers in small departments might take on this responsibility.
(2) *Individual Special Course Record.* Special schools or courses made available to fire fighters. Their attendance and certification should be recorded.
(3) *Individual Training Record.* A record containing a chronological history of an individual's progress from the time of entry into the organization until separation.
(4) *Progress Chart.* A record form that provides an accurate and complete picture of all class activities and work accomplished by both the instructor and the students. The chart also shows, at a glance, how the class or program is progressing with respect to calendar or time schedules.
(5) *Certification Training Record (Fire Fighter).* A worksheet that maintains a record of each fire fighter's progress during the pursuit of certification.
(6) *Educational Courses.* A documentation of courses taken outside the department, such as at institutions for higher education.
(7) *Vocational Courses.* A documentation of courses, most of which are provided by state or regional programs in the form of workshops or demonstrations outside the department.
(8) *Seminars and Other Training.* A documentation of all seminars, short courses, and other individual or group development meetings attended. A certificate of achievement or certificate of completion obtained in this area of training should be made a part of the individual's training file.
(9) *Periodic Company Summary.* A report showing all other training conducted or attended by the company. The number of hours spent by each individual on each subject should be recorded, and this report should be submitted through proper channels to the officer in charge of training. Such reports should be submitted monthly.
(10) *Chief Officers' Periodic Training Summary.* A report showing all training conducted by fire companies within a division, battalion, or district. This report serves as confirmation for chief officers that company officers are properly conducting company training, and it can be submitted to the officer in charge of training for inclusion in monthly and annual summaries.
(11) *Group Training Records and Evaluation.* Because most fireground operations are accomplished by more than one fire fighter, group performance of basic evolutions should be an important part of any training system. A means or method of measuring the effectiveness of the organization's evolutions and how well they prepare the fire fighters to make an attack on a fire should be established. The group or company performance standard evaluation report form should be designed to allow for quick and accurate determination of the group's ability to meet minimum basic requirements. The report also should enable the individual group or company to check on the progress of its abilities in carrying out standard evolutions and following established standard operating procedures, and it should recommend areas in which additional training is needed.

A.5.4 Since the establishment of the NFPA professional qualifications series of standards, a number of states have developed and implemented state fire service training certification systems to establish and recognize compliance with these minimum requirements for various fire service professional levels.

A.7.1.1 Federal and state laws recognize the right of access to records maintained in the public domain. However, some areas are exempted from access, and clear-cut guidelines should be developed by the AHJ to prevent the unnecessary and illegal disclosure of confidential information.

A.7.1.3.1 State laws might govern the length of time that records are to be maintained.

A.7.1.4.1 In various appeal proceedings, OSHA has held that original records are required to be maintained for training activities that are conducted specifically to comply with an OSHA-mandated training requirement. Examples of this type of training are found in 29 CFR 1910.120, "Hazardous Waste Operations and Emergency Response (HAZWOPER)"; 29 CFR 1910.134, "Respiratory Protection"; 29 CFR 1910.146, "Permit Required Confined Spaces"; and 29 CFR 1910.147, "Control of Hazardous Energy."

A.7.2 A concern of the fire service is the threat of litigation. The maintenance of accurate and complete training records in accordance with this document is one of the ways fire departments can limit their liability.

Accurate and complete training records also are required by a number of different laws and standards. Federal and state regulations require specific amounts and types of training. An example is 29 CFR 1910.134, "Respiratory Protection." NFPA 1403, *Standard on Live Fire Training Evolutions*, and NFPA 1500, *Standard on Fire Department Occupational Safety and Health Program*, also require the documentation of specific training.

Annex B Examples of Reports and Records

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

B.1 Figure B.1(a) through Figure B.1(l) are examples of reports and records as recommended by this document.

NOTE: The subjects and time frames shown can be changed to meet the training needs of a particular department.

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RECORD OF INDIVIDUAL TRAINING PROGRESS

NAME OF TRAINEE	SIGNATURE OF TRAINEE	INITIALS	SIGNATURE OF CERTIFIED INSTRUCTOR	INITIALS

SUBJECT		#	FIRE FIGHTER I				#	FIRE FIGHTER II				#
COURSE OUTLINE	F.F. LEVEL	1001 SECTION #		DATE	GRADE	INSTR. INIT.	TRAINEE INIT.		DATE	GRADE	INSTR. INIT.	TRAINEE INIT.	
I. ORIENTATION 1. OUTLINE OF TRAINING PROGRAM	FF I II K 1 2 S 0 0	3-1.3											
Material To Be Covered K-1. Needs, objectives, purpose, and scope of course • course content, schedule, instructors, expectations, and materials.													
K-2. Class scheduling and process for all levels • definitions of: identify, demonstrate, cognitive and psychomotor behavioral objectives • concurrent work training activities credit.													
K-3. Program curricula, training aids, development, and evaluation.													
2. DUTIES AND RESPONSIBILITIES– REFERENCE SECTION 1, 9 FOR FIRE FIGHTER RESPONSIBILITIES	FF I II K 1 2 S 0 0	3-1.3											
Material To Be Covered K-1. Fire department rules, regulations, and procedures.													
K-2. Student responsibilities as established by the local authority having jurisdiction.													
K-3. Performance observation, appraisal, and counseling as required and administered by the local department or school authorities.													
3. TESTING PROCEDURES	FF I II K 1 2 S 0 0	3-1.3											

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FIGURE B.1(a) Sample Record of Individual Training Progress.

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INDIVIDUAL FIRE DEPARTMENT TRAINING RECORD

NAME	RANK/POSITION	DATE EMPLOYED	SHIFT / COMPANY / STATION

DATE	SUBJECT	LOCATION	ACADEMIC	PRACTICAL	HOURS	INSTRUCTOR	EVALU-ATION	EXAM			NORM			
								WRITTEN	ORAL	PRACT'L	CLASS	DEPT.	STATE	NAT'L

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FIGURE B.1(b) Individual Training Summary Record.

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FIRE DEPARTMENT _____

INDIVIDUAL TRAINING PROGRESS RECORD

Daily

NAME OF TRAINEE	SIGNATURE OF TRAINEE	INITIALS	SIGNATURE OF CERTIFIED INSTRUCTOR	INITIALS

CERTIFIED FIRE FIGHTER/CERTIFIED ADVANCED FIRE FIGHTER For Month of

SUBJECT (/ ½ HOUR, ╱ 1½ HOURS, / 1 HOUR, X 2 HOURS)	DAYS 1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL HOURS FOR MONTH
1. Orientation																																
2. Fire behavior – science																																
3. Extinguishers and extinguishing agents																																
4. Small tools and equipment																																
5. Communications																																
6. Ropes and knots																																
7. Breathing equipment																																
8. Ladders																																
9. Hose																																
10. Mathematics																																
11. Water supply																																
12. Fire streams																																
13. Installed fire detection, alarm, and ext. systems																																
14. Forcible entry																																
15. Ventilation																																
16. Rescue																																
17. Salvage and overhaul																																
18. Fire prevention and inspection practices																																
19. Personal safety and hazards																																
20. Apparatus driving/operation																																
21. First aid																																
22. Arson evidence																																
23. Fire fighter's law																																
24. Fire suppression tactics/strategy																																
25. Pre-fire planning																																
26. Disasters, riots, and conflagrations																																
27. Aircraft fire protection and rescue																																
28. Fire service records and reports																																
29. Specialized equipment and techniques																																
30. Proficiency locally examined																																

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FIGURE B.1(c) Individual Daily Training Record by Subject Area and Hours.

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Monthly

INDIVIDUAL TRAINING RECORD

YEAR	NAME	RANK / DEPARTMENT
SHIFT	COMPANY / SUPERVISOR	INSTRUCTOR

SUBJECT REQUIRED BY THE ILL. FIRE COMMISSION	JUL.	AUG.	SEP.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUN.	TOTAL HOURS FOR YEAR
1. Orientation													
2. Fire behavior – science													
3. Extinguishers and extinguishing agents													
4. Small tools and equipment													
5. Communications													
6. Ropes and knots													
7. Breathing equipment													
8. Ladders													
9. Hose													
10. Mathematics													
11. Water supply													
12. Fire streams													
13. Installed fire detection, alarm, and ext. systems													
14. Forcible entry													
15. Ventilation													
16. Rescue													
17. Salvage and overhaul													
18. Fire prevention and inspection practices													
19. Personal safety and hazards													
20. Apparatus driving/operation													
21. First aid													
22. Arson evidence													
23. Fire fighter's law													
24. Fire suppression tactics/strategy													
25. Pre-fire planning													
26. Disasters, riots, and conflagrations													
27. Aircraft fire protection and rescue													
28. Fire service records and reports													
29. Specialized equipment and techniques													
30. Proficiency locally examined													

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FIGURE B.1(d) Individual Monthly Training Record by Subject Area and Hours.

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FIRE SERVICE TRAINING PROGRESS RECORD

TITLE	ENTERED	COMPLETED	RESULTS	TRAINING OFFICER'S SIG.
Fire fighter I				
Certified fire fighter II				
Fire officer I				
Fire officer II				
Fire officer III				
Fire instructor I				
Fire instructor II				
Fire instructor III				
Fire instructor IV				
Emergency medical technician (Not OSFM certified)				
Fire apparatus engineer (FADO)				
Airport fire fighter				
Fire prevention inspector I				
Fire investigator I				
Fire prevention education officer I				
Fire prevention inspector II				
Fire investigator II				
Fire prevention education officer II				
Fire prevention inspector III				
Fire investigator III				
Fire prevention education officer III				

FIRE SERVICE-RELATED COLLEGE COURSES COMPLETED

COURSE, TITLE, SUBJECT	DATE COMPLETED	NAME OF COLLEGE	GRADE	

TECHNICAL TRAINING, SHORT COURSES, SEMINARS, ETC.

SPECIAL QUALIFICATIONS AND REQUIREMENTS IN ADDITION TO TRAINING

Significant additional duties, license to operate, other positions held, outstanding accomplishments

IDENTIFICATION DATA AND PROGRESS RECORD

Last name | First name | Middle initial (Pencil)

Rank, grade, or title (Pencil) | Date entered fire service (Pencil) | Current assignment & location (Pencil)

Entry examination, scores, or evaluation | Yrs. formal educ. (Pencil) | Physical condition or restrictions (Pencil) | Date achieved current (Pencil) | Entered training for (Pencil) | Est. completion date (Pencil)

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FIGURE B.1(e) Individual Professional Qualifications Record.

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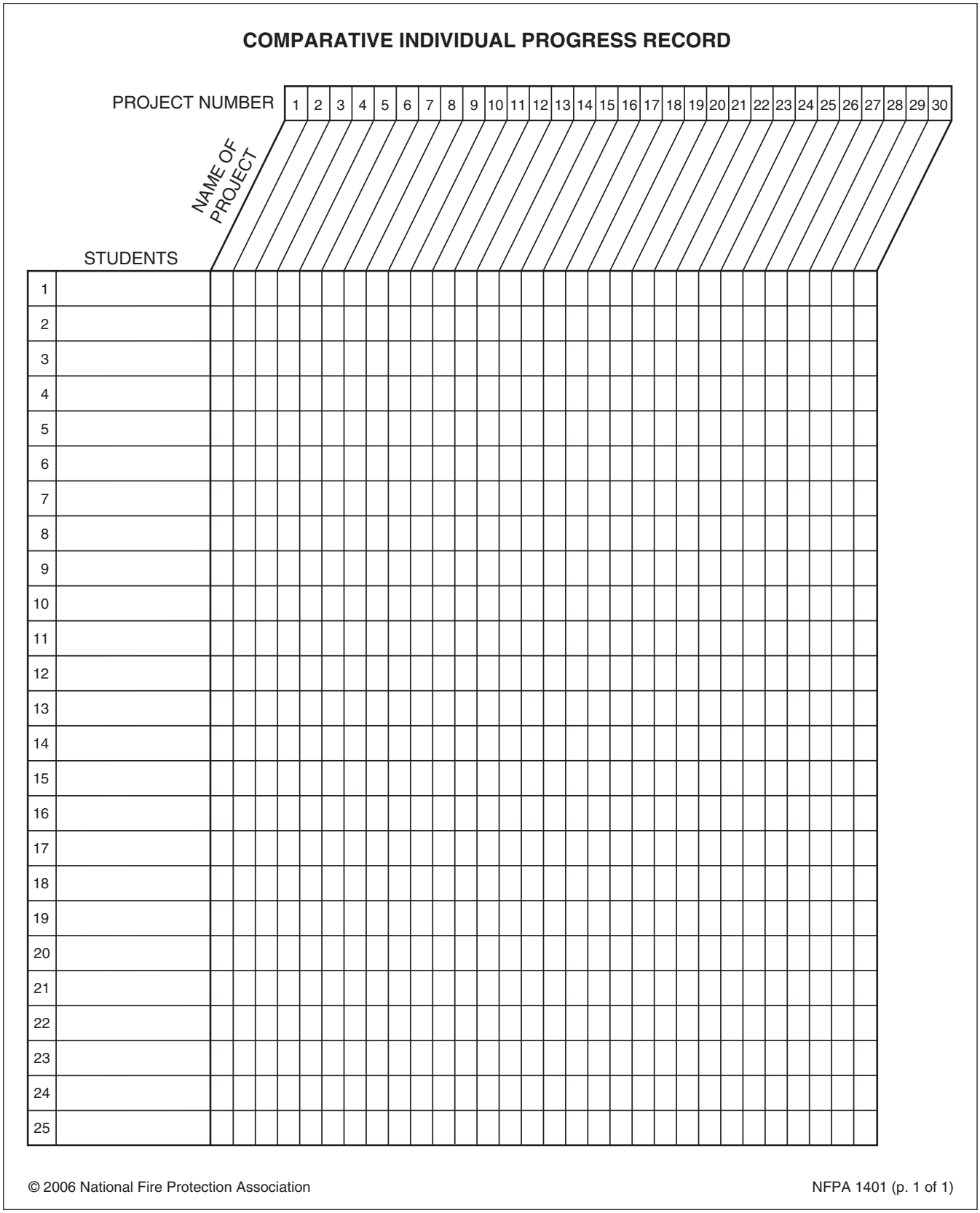

FIGURE B.1(f) Comparative Individual Progress Record.

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NAME _____

SPECIAL COURSES

DATE	SCHOOL & LOCATION	SUBJECT	HOURS
21–22 Nov. 70	Community college	Supervisory practices	12
3–4 Apr. 71	Civil defense – State Capitol	Radiological monitoring	16
6–8 Aug. 71	City police academy	Defensive driving	10

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FIGURE B.1(g) Individual Special Courses Record.

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SCHEDULE OF TRAINING

TRAINING DIVISION

SS – Station School
TC – Training Center

COMPANY	DATE	TIME	LOCATION	SUBJECT
102–103A	9 Nov	0900	SS	Portable fire extinguishers
402A	9 Nov	1330	SS	" " "
302B	10 Nov	0900	SS	" " "
402B	10 Nov	1330	SS	" " "
201–202A	11 Nov	0900	SS	" " "
101A	11 Nov	1330	TC	Hose lays
102A	11 Nov	1500	TC	" "
102–103B	12 Nov	0900	SS	Portable fire extinguishers
201–202B	12 Nov	1330	SS	" " "
202A	13 Nov	0900	TC	LP0 T201, Ground ladders
302A	13 Nov	1330	SS	Portable fire extinguishers

REMARKS

1) LP0 – Ladder Pipe Operations 2) Work clothes should be worn for classes at the Training Center. 3) All personnel scheduled for Ground Ladders should review pages TM–4 through TM–17 in the Training Manual.

The above schedule is subject to change by the Fire Chief.

Date

Training Officer

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FIGURE B.1(h) Periodic (Weekly) Schedule of Training.

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QUARTERLY TRAINING SCHEDULE

For fire companies to report to the training center during the first quarter of 20——

DATE	TIME	COMPANY	SUBJECT	DATE	TIME	COMPANY	SUBJECT
Jan. 7	AM	E1,L2	Arson detection	Feb. 18	AM	E2,E7	Power tools
	PM	E3,F5	Arson detection		PM	E3,S1	Power tools
Jan. 8	AM	E1,L2	Arson detection	Feb. 19	AM	E2,E7	Power tools
	PM	E3,L5	Arson detection		PM	E3,S1	Power tools
Jan. 9	AM	E1,L2	Arson detection	Feb. 20	AM	E5,L1	Power tools
	PM	E3,L5	Arson detection		PM	E6,L2	Power tools
Jan. 10	AM	E2,S1	Arson detection	Feb. 21	AM	E5,L1	Power tools
	PM	E4,L1	Arson detection		PM	E6,L2	Power tools
Jan. 11	AM	E2,S1	Arson detection	Feb. 22	AM	E5,L1	Power tools
	PM	E4,L1	Arson detection		PM	E6,L2	Power tools
Jan. 14	AM	E2,S1	Arson detection	Feb. 25	AM	E1,E2	Ground ladder
	PM	E4,L1	Arson detection		PM	E3,L1	Ground ladder
Jan. 15	AM	E6,E7	Arson detection	Feb. 26	AM	E4,E6	Ground ladder
	PM	E1,E3	Salvage		PM	E7,S1	Ground ladder
Jan. 16	AM	E6,E7	Arson detection	Feb. 27	AM	E1,S1	Ground ladder
	PM	E1,E3	Salvage		PM	E4,E2	Ground ladder
Jan. 17	AM	E6,E7	Arson detection	Feb. 28	AM	E1,S1	Ground ladder
	PM	E1,E3	Salvage		PM	E4,E2	Ground ladder
Jan. 18	AM	E2,L1	Salvage	Mar. 1	AM	E1,S1	Ground ladder
	PM	E4,L2	Salvage		PM	E4,E2	Ground ladder
Jan. 21	AM	E2,L1	Salvage	Mar. 4	AM	E4,E6	Ground ladder
	PM	E4,L2	Salvage		PM	E7,S1	Ground ladder
Jan. 22	AM	E2,L1	Salvage	Mar. 5	AM	E4,E6	Ground ladder
	PM	E4,L2	Salvage		PM	E7,S1	Ground ladder
Jan. 23	AM	E5,E7	Salvage	Mar. 6	AM	HOSE TESTS	
	PM	E6,S1	Salvage		PM	PLATOON A	
Jan. 24	AM	E5,E7	Salvage	Mar. 7	AM	HOSE TESTS	NOTE A
	PM	E6,S1	Salvage		PM	PLATOON B	
Jan. 25	AM	E5,E7	Salvage	Mar. 8	AM	HOSE TESTS	
	PM	E6,S1	Salvage		PM	PLATOON C	
Jan. 28	AM	E1,S1	Sprinklers	Mar. 11	AM	E5,L2	Turrets and ladder
	PM	E4,E2	Sprinklers		PM	E2,E6	Pipes (NOTE B)
Jan. 29	AM	E3,L2	Sprinklers	Mar. 12	AM	E5,L2	Turrets and ladder
	PM	E7,L1	Sprinklers		PM	E2,E6	Pipes (NOTE B)
Jan. 30	AM	E3,L2	Sprinklers	Mar. 13	AM	E5,L2	Turrets and ladder
	PM	E7,L1	Sprinklers		PM	E2,E6	Pipes (NOTE B)
Jan. 31	AM	E3,L2	Sprinklers	Mar. 14	AM	E7,L2	Turrets and ladder
	PM	E7,L1	Sprinklers		PM	E1,E5	Pipes (NOTE B)
Feb. 1	AM	E3,L2	Sprinklers	Mar. 15	AM	E7,L2	Turrets and ladder
	PM	E7,L1	Sprinklers		PM	E1,E5	Pipes (NOTE B)
Feb. 4	AM	E3,L2	Sprinklers	Mar. 18	AM	E7,L2	Turrets and ladder
	PM	E7,L1	Sprinklers		PM	E1,E5	Pipes (NOTE B)
Feb. 5	AM	E3,L2	Sprinklers	Mar. 19	AM	E7,L2	Turrets and ladder
	PM	E7,L1	Sprinklers		PM	E1,E5	Pipes (NOTE B)
Feb. 6	AM	E3,L2	Sprinklers	Mar. 20	AM	E7,L2	Turrets and ladder
	PM	E7,L1	Sprinklers		PM	E1,E5	Pipes (NOTE B)
Feb. 7	AM	E5,E6	Sprinklers	Mar. 21	AM	E7,L2	Turrets and ladder
	PM	E1,E4	Sprinklers		PM	E1,E5	Pipes (NOTE B)
Feb. 8	AM	E1,E4	Power tools	Mar. 22	AM	E7,L2	Turrets and ladder
	PM	E1,E4	Power tools		PM	E1,E5	Pipes (NOTE B)
Feb. 11	AM	E5,E6	Sprinklers	Mar. 25	AM	E7,L2	Turrets and ladder
	PM	E1,E4	Power tools		PM	E1,E5	Pipes (NOTE B)
Feb. 12	AM	E6,E7	Power tools	Mar. 26	AM	E4,E3	Turrets and ladder
	PM	E1,E4	Power tools		PM	S1,L1	Pipes (NOTE B)
Feb. 13	AM	E2,E7	Power tools	Mar. 27	AM	E7,L2	Turrets and ladder
	PM	E3,S1	Power tools		PM	E1,E5	Pipes (NOTE B)
Feb. 14	AM	E2,E7	Power tools	Mar. 28	AM	E4,E3	Turrets and ladder
	PM	E3,S1	Power tools		PM	S1,L1	Pipes (NOTE B)
Feb. 15	AM	E2,E7	Power tools	Mar. 29	AM	E4,E3	Turrets and ladder
	PM	E3,S1	Power tools		PM	S1,L1	Pipes (NOTE B)

NOTE A: At company quarters.
NOTE B: Drills to be held at Memorial Park.

Approved _____
Chief of Fire Department

_____
Chief Training Officer

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FIGURE B.1(i) Periodic (Quarterly) Schedule of Training.

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CITY OF NAPA
FIRE DEPARTMENT
DIVISION OF TRAINING

DRILL REPORT

Code No. _____

SHIFT _____ STATION NO. _____ DATE _____ , 20 _____

TIME _____ M. to _____ M. TOTAL TIME DRILLED _____ Hrs. _____ Min.

DESCRIPTION OF DRILL	TIME HOURS	TIME MIN.

NAMES OF FIRE FIGHTERS DRILLED

REMARKS OR SUGGESTIONS

EQUIPMENT USED

Feet of Booster Hose	Feet of 1¾" Hose	Feet of 3" Hose	Feet of Other Hose	Feet of Ladders	Number of Salvage Covers	Gallons of Water

_____
Signature of Reporting Officer

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FIGURE B.1(j) Division of Training Drill Report.

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WAUKEGAN FIRE DEPARTMENT

STANDARD ENGINE AND TRUCK COMPANY EVOLUTIONS

DATE _____ TIME OF DAY _____ DUTY SHIFT _____

ENGINE CO.# _____ EVOLUTION # _____ TIME STANDARD _____

TRUCK CO.# _____ EVOLUTION # _____ ACTUAL TIME _____

DATE OFFICER _____

PUMP OPERATOR _____

FIRE FIGHTER _____

FIRE FIGHTER _____

FIRE FIGHTER _____

1. Was the evolution conducted in a safe manner? YES _____ NO _____
2. Was the evolution completed within the required time? YES _____ NO _____
3. Were nozzle pressures correct? YES _____ NO _____
4. Were streams, once started, operated without interruption? YES _____ NO _____

LIST AREAS OF DIFFICULTY OR WHERE IMPROVEMENT IS NEEDED:

_____

_____

_____

_____

_____

ADDITIONAL REMARKS

_____

_____

_____

Evaluator's Signature

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FIGURE B.1(k) Group Evaluation Record.

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FIRE DEPARTMENT TRAINING RECORD

SUBJECT TAUGHT:	DATE / HOURS
OBJECTIVES MET: (from Instructor Reference Manual)	TESTS ON SUBJECT (indicate written/practical or oral) ❑ Written _____ ❑ Practical _____ ❑ Oral _____
LOCATION OF TRAINING:	MILEAGE TO TRAINING LOCATION (optional)

REQUIRED SIGNATURES

(All training should be verified by the instructor who taught the course and the students in the class who took the training. If this training form is computerized, signatures are still required and a printed copy of this form should be available for review by the Division of Personnel Standards and Education.)

By signing below, I attest that I have given/received the training on the above subject.

_____
Student's Name (legibly printed)

_____
Student's Original Signature

_____
Instructor's Original Signature or Initials

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FIGURE B.1(l) Typical Fire Department Training Record.

Annex C Informational References

C.1 Referenced Publications. The documents or portions thereof listed in this annex are referenced within the informational sections of this recommended practice and are not part of the recommendations of this document unless also listed in Chapter 2 for other reasons.

C.1.1 NFPA Publications. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471.

NFPA 1403, *Standard on Live Fire Training Evolutions*, 2002 edition.

NFPA 1500, *Standard on Fire Department Occupational Safety and Health Program*, 2002 edition.

C.1.2 Other Publications.

C.1.2.1 U.S. Government Publications. U.S. Government Printing Office, Washington, DC 20402.

Title 29, Code of Federal Regulations, Part 1910.120, "Hazardous Waste Operations and Emergency Response (HAZWOPER)."

Title 29, Code of Federal Regulations, Part 1910.134, "Respiratory Protection."

Title 29, Code of Federal Regulations, Part 1910.146, "Permit Required Confined Spaces."

Title 29, Code of Federal Regulations, Part 1910.147, "Control of Hazardous Energy."

C.2 Informational References. (Reserved)

C.3 References for Extracts in Informational Sections. (Reserved)

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Step 1: Call for Proposals

- Proposed new Document or new edition of an existing Document is entered into one of two yearly revision cycles, and a Call for Proposals is published.

Step 2: Report on Proposals (ROP)

- Committee meets to act on Proposals, to develop its own Proposals, and to prepare its Report.
- Committee votes by written ballot on Proposals. If two-thirds approve, Report goes forward. Lacking two-thirds approval, Report returns to Committee.
- Report on Proposals (ROP) is published for public review and comment.

Step 3: Report on Comments (ROC)

- Committee meets to act on Public Comments to develop its own Comments, and to prepare its report.
- Committee votes by written ballot on Comments. If two-thirds approve, Report goes forward. Lacking two-thirds approval, Report returns to Committee.
- Report on Comments (ROC) is published for public review.

Step 4: Technical Report Session

- "*Notices of intent to make a motion"* are filed, are reviewed, and valid motions are certified for presentation at the Technical Report Session. ("Consent Documents" that have no certified motions bypass the Technical Report Session and proceed to the Standards Council for issuance.)
- NFPA membership meets each June at the Annual Meeting Technical Report Session and acts on Technical Committee Reports (ROP and ROC) for Documents with "certified amending motions."
- Committee(s) vote on any amendments to Report approved at NFPA Annual Membership Meeting.

Step 5: Standards Council Issuance

- Notification of intent to file an appeal to the Standards Council on Association action must be filed within 20 days of the NFPA Annual Membership Meeting.
- Standards Council decides, based on all evidence, whether or not to issue Document or to take other action, including hearing any appeals.

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Company _____
Address 9 Seattle St. **City** Seattle **State** WA **Zip** 02255
Please indicate organization represented (if any) Fire Marshals Assn. of North America

1. **a) NFPA Document Title** National Fire Alarm Code
   b) NFPA No. & Edition NFPA 72, 2002 ed. **c) Section/Paragraph** 4.4.7.1.1

2. **Proposal Recommends:** *(check one)* ☐ **new text** ☐ **revised text** ☒ **deleted text**

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4. **Statement of Problem and Substantiation for Proposal.** Note: State the problem that will be resolved by your recommendation. Give the specific reason for your proposal including copies of tests, research papers, fire experience, etc. If more than 200 words, it may be abstracted for publication. A properly installed and maintained system should be free of ground faults. The occurrence of one or more ground faults should be required to cause a "trouble" signal because it indicates a condition that could contribute to future malfunction of the system. Ground fault protection has been widely available on these systems for years and its cost is negligible. Requiring it on all systems will promote better installations, maintenance and reliability.

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