

INSPECTOR II SKILLS

ADMINISTRATION

- 1- Process a permit application so that the application is evaluated and a permit is evaluated and issued according to applicable codes, standards, and procedures of the AHJ.**

REFERENCE: NFPA 1031, 2014 Edition, 5.2.1

CONDITION: Given a specific request for a permit, applicable codes, standards, and policies and procedures of the AHJ.

COMPETENCE:

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

TIME: 20:00 Minutes

- 2- Process a plan review application so that the application is evaluated and process in accordance with applicable codes and standards and procedures of the AHJ.**

REFERENCE: NFPA 1031, 2014 Edition, 5.2.2

CONDITION: Given a specific request for a plan review, applicable codes, standards, and policies and procedures of the AHJ.

COMPETENCE:

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

TIME: 20:00 Minutes

3- Investigate a complex complaint so that complaint information is recorded, the AHJ approved process is initiated and the complaint is resolved.

REFERENCE: NFPA 1031, 2014 Edition, 5.2.3

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

COMPETENCE:

- Record and document complaint information.
- Process the complaint following agency SOP's.
- Determine applicable code and reference material, which addresses the complaint.
- Address all legal issues associated with the complaint and as necessary discuss complaint with legal counsel.
- Respond to owner/individual in professional manner in person or by written correspondence following AHJ policies.

TIME: 30:00 Minutes

4- Recommend modifications to the adopted codes and standards of the jurisdiction so that the proposed modifications address the problem, need, or deficiency.

REFERENCE: NFPA 1031, 2014 Edition, 5.2.4

CONDITION: Given a fire safety issued, appropriate reference material as used by the AHJ, computer or writing material.

COMPETENCE:

- Review and analyze the request to ensure the intent of the code is being observed.
- Review request against applicable code to ensure safety issues are addressed and maintained.
- If questions or concerns are identified review request with senior code officials from AHJ or other resources (state fire marshal or code official).
- Respond to person asking for modification.
- Document request, review process, modification issued following procedures of AHJ.

TIME: 30:00 Minutes

5- Recommend policies and procedures for the delivery of inspection services so that inspections are conducted in accordance with the policies of the jurisdiction and due process of the law is followed.

REFERENCE: NFPA 1031, 2014 Edition, 5.2.5

CONDITION: Given managements objectives, AHJ policies and procedures.

COMPETENCE:

- Review need for inspection program.
- Determine legal authority to conduct inspection program.
- Determine program requirements for personal involved in inspection program.
- Identify appropriate code for use by AHJ.
- Determine policies and procedures for use by AHJ.

TIME: 30:00 Minutes

FIELD INSPECTION

- 6- Compute the allowable occupant load of a multi-use building so that the maximum allowable occupant load calculation is in accordance with applicable codes and standards.**

REFERENCE: NFPA 1031, 2014 Edition, 5.3.1

CONDITION: Given a detailed description of the building or a description of its use, and appropriate reference materials

COMPETENCE:

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

TIME: 30:00 Minutes

- 7- Identify the occupancy classification of a mixed-use occupancy so that each area is classification in accordance with applicable codes and standards.**

REFERENCE: NFPA 1031, 2014 Edition, 5.3.2

CONDITION: Given a description of the uses, and appropriate reference materials.

COMPETENCE:

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

TIME: 20:00 Minutes

- 8- Evaluate a building's area, height, and occupancy classification and construction type so that it is verified that the building is in accordance with applicable codes and standards.**

REFERENCE: NFPA 1031, 2014 Edition, 5.3.3

CONDITION: Given a set of plans, construction features and appropriate reference materials.

COMPETENCE:

- Identify occupancy classification.
- Identify applicable codes and standards for the occupancy
- Determine building dimensions
- Identify fire rating, analysis of test results and manufactures specifications.

TIME: 20:00 Minutes

9- Evaluate and verify fire protection systems and equipment provided for life safety and property protection, so that the fire protection systems provided are approved for the occupancy or hazard being protected.

REFERENCE: NFPA 1031, 2014 Edition, 5.3.4, 5.3.11

CONDITION: Given field observations of the facility and documentation, the hazards protected and the system specifications.

COMPETENCE:

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

TIME: 30:00 Minutes

10- Analyze the egress elements of a building or portion of a building, so that the means of egress elements are provided and located in accordance with applicable codes and standards.

REFERENCE: NFPA 1031, 2014 Edition, 5.3.5

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

COMPETENCE:

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

TIME: 30:00 Minutes

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

REFERENCE: NFPA 1031, 2014 Edition, 5.3.6

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

COMPETENCE:

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

TIME: 30:00 Minutes

12- Evaluate emergency planning and preparedness procedures to determine compliance.

REFERENCE: NFPA 1031, 2014 Edition, 5.3.7

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

COMPETENCE:

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

TIME: 30:00 Minutes

13- Verify code compliance for storage, handling, and use of flammable and combustible liquids and gases so that deficiencies are identified, documented and reported in accordance with it with applicable codes and standards

REFERENCE: NFPA 1031, 2014 Edition, 5.3.8

CONDITION: Given a field observation and inspection guidelines from AHJ.

COMPETENCE:

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

TIME: 30:00 Minutes

14- Evaluate code compliance for storage, handling, and use of hazardous materials so that deficiencies are identified, documented and documented in accordance with it with applicable codes and standards

REFERENCE: NFPA 1031, 2014 Edition, 5.3.9

CONDITION: Given a field observation and inspection guidelines.

COMPETENCE:

- Identify fire hazards associated with processes or operations utilizing hazardous materials
- Recognize hazards or problems
 - classifications
 - properties
 - labeling
 - transportation
 - storage
 - handling
- Communicate problems
- Document deficiencies and findings

TIME: 30:00 Minutes

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

REFERENCE: NFPA 1031, 2014 Edition, 5.3.10

CONDITION: Given a field observation

COMPETENCE:

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

TIME: 30:00 Minutes

16- Verify code compliance of heating, ventilation, air conditioning, and other building services equipment and operations so that the system and other equipment are maintained in accordance with applicable codes and standards.

REFERENCE: NFPA 1031, 2014 Edition, 5.3.12

CONDITION: Given field observations of the facility and documentation.

COMPETENCE:

- Identify each type of building service (HVAC, cooking equipment, laundry chutes, elevators, and escalators).
- Identify if a system is operational
- Identify or recognize any problems or deficiencies
- Identify if maintenance records for a given system are properly documented; deficiencies are noted and documented.
- Recognize deficiencies and document findings

TIME: 30:00 Minutes

PLANS REVIEW

- 17- Classify the occupancy of a building so the classification is made in accordance with applicable codes and standards.**

REFERENCE: NFPA 1031, 2014 Edition, 5.4.1

CONDITION: Given a set of plans, specifications and a description of a building and appropriate codes.

COMPETENCE:

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

TIME: 20:00 Minutes

- 18- Compute the maximum allowable occupant load so that the calculated occupant load is in accordance with applicable codes and standards.**

REFERENCE: NFPA 1031, 2014 Edition, 5.4.2

CONDITION: Given a detailed description of the building or a description of its use, and appropriate reference materials

COMPETENCE:

- Identify occupancy classification
- Identify the occupant load factor(s)
- Identify applicable codes and standards
- Calculate occupant load of a structure

TIME: 30:00 Minutes

- 19- Review and verify the proposed installation of a fire protection system so that the system is reviewed for code compliance and installed in accordance with the approved drawings.**

REFERENCE: NFPA 1031, 2014 Edition, 5.4.3, 5.4.4

CONDITION: Given shop drawings and system specifications for a process or operation.

COMPETENCE:

- Identify the type of fire protection system for occupancy
- Identify the protection system meets code requirements for occupancy
- Identify fire protection system is installed according to plans
- Identify all acceptance tests were conducted in accordance with appropriate standard
- Document verification process

TIME: 60:00 Minutes

20- Verify that means of egress elements are provided so that the elements are identified and checked against applicable codes and standards.

REFERENCE: NFPA 1031, 2014 Edition, 5.4.5

CONDITION: Given a floor plan of a building or portion of a building and reference material used by the AHJ.

COMPETENCE:

- Identify occupancy egress requirements
- Identify the occupant load factor
- Identify applicable codes and standards
- Identify egress elements

TIME: 30:00 Minutes

21- Verify the type of construction of a building or portion thereof so that the construction type complies with the approved plans and applicable codes and standards.

REFERENCE: NFPA 1031, 2014 Edition, 5.4.6

CONDITION: Given a set of approved plans and specifications and reference material used by the AHJ.

COMPETENCE:

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

TIME: 30:00 Minutes