

State of Georgia
Georgia Public Safety Training Center

Georgia Fire Inspector Level 1 Task Book

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| Task Book Assigned to: | |
| Printed Name | SSN |
| Fire Agency Name | Date Initiated |
| Printed Signature of Certifying Official | Date Completed |

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Georgia Public Safety Training Center
Fire Academy Division
1000 Indian Springs Drive
Forsyth, Georgia 31029

Additional copies of this document may be downloaded from the GPSTC web site
<http://www.gpstc.org/divisions/gfa/studentmanuals/index.html>

Revised June 2010

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DO NOT COMPLETE THIS UNLESS YOU ARE RECOMMENDING THE INDIVIDUAL FOR CERTIFICATION

**VERIFICATION/CERTIFICATION OF COMPLETED GEORGIA FIRE INSPECTOR LEVEL 1
CERTIFICATION TASK BOOK**

Final Candidate's Verification

I verify that all tasks have been performed and are documented with appropriate signatures & dates. I also verify that I have performed all tasks satisfactorily and should therefore be considered for certification.

Final Candidate's Signature & Date

Final Candidate's Printed Name & Title

**VERIFICATION/CERTIFICATION OF COMPLETED GEORGIA FIRE INSPECTOR LEVEL 1
CERTIFICATION TASK BOOK**

FINAL EVALUATOR'S VERIFICATION

I verify that all tasks have been performed and are documented with appropriate signature & dates.

I also verify that _____

Has performed satisfactorily and should therefore be considered for certification.

Final Evaluator's Signature & Date

Final Evaluator's Printed Name & Title

GEORGIA PUBLIC SAFETY TRAINING CENTER CERTIFICATION

I CERTIFY THAT _____-HAS MEET ALL REQUIREMENTS FOR CERTIFICATION.

Certifying Official's Signature & Date

Certifying Official's Printed Name & Title

Task Book Qualification Record Books (Task Books) have been developed for various certification levels with the Georgia Public Safety Training Center (GPSTC) system. Each Task Book lists the job performance requirements (JPR's) for the specific certification level in a format that allows the candidate to be trained and evaluated.

To become certified in a specific level, the applicant must successfully complete the JPR's. Before a job performance requirement can be accomplished, all requisite knowledge and requisite skills should be satisfied in a training or classroom situation. All other portions of the task book must be completed as part of a skills evaluation within your home fire agency. When the prescribed requirements have been successfully performed, observed and recorded by a qualified and approved evaluator, the applicant can then apply for certification with Georgia Firefighter Standards and Training. All certificates are mailed the Training Officer at his/her fire agency.

Note to Fire Agencies: These JPR's serve as general guidelines. At all times, standard operating procedures of the fire agency in which the evaluation is being conducted will govern. Fire agencies should have available for evaluators, a copy of the fire agencies' standard operational guidelines.

Task books shall be monitored by a Fire Academy Instructor approved by the Division Director. The Instructor shall be certified at or above the level being monitored and have at least 5 years fire inspector experience. The Division Director may approve other Instructors with equivalent training, education and experience as determined by designated Department Staff.

Job Performance Requirement Evaluation Example:

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

Each JPR has a box to the right in which to confirm a candidate's success. The instructor shall indicate successful passing by the candidate of each JPR by dating and signing.

TASK BOOK QUALIFICATION RECORD
FOR THE CERTIFICATION LEVEL OF
Georgia Fire Inspector Level I

Prior to becoming certified in this position, the Fire Inspector I shall successfully complete the following Job Performance Requirements (JPR). The evaluator shall date the appropriate box and initial their name to indicate successful completion of each JPR. For each JPR there are requisite knowledge and skill requirements, both should be satisfied in a training or classroom situation. All other portions of the task book must be completed as part of a skills evaluation within your home fire agency. The candidate shall complete the requirements of Fire Inspector I prior to starting Fire Inspector II.

| | Evaluator's Initials | Date |
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| <p>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.</p> | | |
| <p>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.</p> | | |
| <p>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.</p> | | |
| <p>4.2.1 Prepare inspection reports, given agency policy and procedures, and observations from an assigned field inspection, so that the report is clear and concise and reflects the findings of the inspection in accordance with the applicable codes and standards and the policies of the jurisdiction.</p> <p>(A) Requisite Knowledge. Applicable codes and standards adopted by the jurisdiction and policies of the jurisdiction.</p> <p>(B) Requisite Skills. The ability to conduct a field inspection, apply codes and standards, and communicate orally and in writing.</p> | | |
| <p>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 applicable codes and standards and the policies of the jurisdiction.</p> <p>(A) Requisite Knowledge. Permit policies of the jurisdiction and the rationale for the permit.</p> <p>(B) Requisite Skills. The ability to communicate orally and in writing.</p> | | |
| <p>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 applicable codes and standards and the policies of the jurisdiction.</p> <p>(A) Requisite Knowledge. Plan review policies of the jurisdiction and the rationale for the plan review.</p> <p>(B) Requisite Skills. The ability to communicate orally and in writing.</p> | | |

| | Evaluator's Initials | Date |
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| <p>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.</p> <p>(A) Requisite Knowledge. Applicable codes and standards adopted by the jurisdiction and policies of the jurisdiction.</p> <p>(B) Requisite Skills. The ability to apply codes and standards, communicate orally and in writing, recognize problems, and resolve complaints.</p> | | |
| <p>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.</p> <p>(A) Requisite Knowledge. Applicable codes and standards adopted by the jurisdiction.</p> <p>(B) Requisite Skills. The ability to apply codes and standards.</p> | | |
| <p>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 and the inspector's demeanor is professional.</p> <p>(A) Requisite Knowledge. The legal requirements pertaining to evidence rules in the legal system and types of legal proceedings.</p> <p>(B) Requisite Skills. The ability to maintain a professional courtroom demeanor, communicate, listen, and differentiate facts from opinions.</p> | | |
| <p>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.</p> | | |
| <p>4.3.1 Identify the occupancy classification of a single-use occupancy, given a description of the occupancy and its use, so that the classification is made according to the applicable codes and standards.</p> <p>(A) Requisite Knowledge. Occupancy classification types; applicable codes, regulations, and standards adopted by the jurisdiction; operational features; and fire hazards presented by various occupancies.</p> <p>(B) Requisite Skills. The ability to make observations and correct decisions.</p> | | |

| | Evaluator's Initials | Date |
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| <p>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.</p> <p>(A) Requisite Knowledge. Occupancy classification; applicable codes, regulations, and standards adopted by the jurisdiction; operational features; fire hazards presented by various occupancies; and occupant load factors.</p> <p>(B) Requisite Skills. The ability to calculate occupant loads, identify occupancy factors related to various occupancy classifications, use measuring tools, and make field sketches.</p> | | |
| <p>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 deficiencies are identified, documented, and reported in accordance with the applicable codes and standards and the policies of the jurisdiction.</p> <p>(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 and to approved means of egress elements, including, but not limited to, doors, hardware, and lights.</p> <p>(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.</p> | | |
| <p>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 identified and recorded in accordance with the applicable codes and standards and the policies of the jurisdiction.</p> <p>(A) Requisite Knowledge. Applicable codes and standards adopted by the jurisdiction, types of construction, rated construction components, and accepted building construction methods and materials.</p> <p>(B) Requisite Skills. The ability to read plans, make decisions, and apply codes and standards.</p> | | |

| | Evaluator's Initials | Date |
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| <p>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 deficiencies are identified, documented, and reported in accordance with the applicable codes and standards and the policies of the jurisdiction.</p> <p>(A) Requisite Knowledge. A basic understanding of the components and operation of fixed fire suppression systems and applicable codes and standards.</p> <p>(B) Requisite Skills. The ability to observe, make decisions, recognize problems, and read reports.</p> | | |
| <p>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 deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.</p> <p>(A) Requisite Knowledge. A basic understanding of the components and operation of fire detection and alarm systems and devices and applicable codes and standards.</p> <p>(B) Requisite Skills. The ability to observe, make decisions, recognize problems, and read reports.</p> | | |
| <p>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 deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.</p> <p>(A) Requisite Knowledge. A basic understanding of portable fire extinguishers, including their components and placement, and applicable codes and standards</p> <p>(B) Requisite Skills. The ability to observe, make decisions, recognize problems, and read reports</p> | | |
| <p>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 applicable codes and standards and the policies of the jurisdiction.</p> <p>(A) Requisite Knowledge. Fire protection symbols and terminology.</p> <p>(B) Requisite Skills. The ability to read and comprehend plans for fire protection systems, observe, communicate, apply codes and standards, recognize problems, and make decisions.</p> | | |

| | Evaluator's Initials | Date |
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| <p>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 deficiencies are identified, documented, and reported in accordance with the applicable codes and standards and the policies of the jurisdiction.</p> <p>(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.</p> <p>(B) Requisite Skills. The ability to identify the emergency evacuation requirements contained in the applicable codes and standards and interpret plans and reports.</p> | | |
| <p>4.3.11* Inspect emergency access for an existing site, given field observations, so that the required access for emergency responders is maintained and deficiencies are identified, documented, and corrected in accordance with the applicable codes, standards, and policies of the jurisdiction.</p> <p>(A) Requisite Knowledge. Applicable codes and standards, the policies of the jurisdiction, and emergency access and accessibility requirements.</p> <p>(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.</p> | | |
| <p>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 deficiencies are identified, documented, in accordance with the applicable codes and standards and the policies of the jurisdiction.</p> <p>(A) Requisite Knowledge. Classification, properties, labeling, storage, handling, and use of incidental amounts of flammable and combustible liquids and gases.</p> <p>(B) Requisite Skills. The ability to observe, communicate, apply codes and standards, recognize problems, and make decisions.</p> | | |
| <p>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 deficiencies are identified, documented, and reported in accordance with the applicable codes and standards and the policies of the jurisdiction.</p> <p>(A) Requisite Knowledge. Classification, properties, labeling, transportation, storage, handling, and use of hazardous materials.</p> <p>(B) Requisite Skills. The ability to observe, communicate, apply codes and standards, recognize problems, and make decisions.</p> | | |

| | Evaluator's Initials | Date |
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| <p>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 applicable codes and standards and the policies of the jurisdiction.</p> <p>(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.</p> <p>(B) Requisite Skills. The ability to observe, communicate, apply codes and standards, recognize hazardous conditions, and make decisions.</p> | | |
| <p>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 is determined.</p> <p>(A) Requisite Knowledge. Basic fire behavior; flame spread and smoke development ratings of contents, interior finishes, building construction elements, life safety systems, decorations, decorative materials, and furnishings; and safe housekeeping practices.</p> <p>(B) Requisite Skills. The ability to observe, communicate, apply codes and standards, recognize hazardous conditions, and make decisions.</p> | | |
| <p>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 deficiencies are identified, documented, and reported in accordance with the applicable codes and standards and the policies of the jurisdiction.</p> <p>(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.</p> <p>(B) Requisite Skills. The ability to use Pitot tubes, gauges, and other data gathering devices as well as calculate and graph fire flow results.</p> | | |
| <p>4.4 Plans Review. There are no plan review job performance requirements for Fire Inspector.</p> | Not Applicable | Not Applicable |