

# ***NFPA 1031-2003 Fire Inspector I Study Guide***



## ***National Certification Program October 2004***

**This document is provided at no cost to the user by the Kansas Fire & Rescue Training Institute, the University of Kansas, as a service to the fire fighters of Kansas.**

**Copyright © 2004 by the Kansas Fire & Rescue Training Institute, the University of Kansas**

This document is provided by the Kansas Fire & Rescue Training Institute, the University of Kansas, for use under the following provisions:

1. Duplication is permitted if the document is duplicated in its entirety, including cover, without editorial changes.
2. No other cover sheet or information is attached as part of the document.
3. Duplicated document is distributed free and is not sold as part of another publication.

This page left blank

# Introduction to Fire Inspector I Certification

Each individual seeking certification within the Kansas Fire & Rescue Training Institute, the University of Kansas, Certification System must submit an application and the appropriate fee to secure entrance into the system. Candidates are given one year in which to complete the certification process. An application form is included in this document and may be used and/or duplicated at the local level. Applications forms may also be downloaded at: <http://www.kuce.org/fst/>

A list of current fees may be obtained by calling 785-864-4790. Purchase orders from cities/organizations will be accepted. Kansas Fire & Rescue Training Institute will not “bill” individuals for the certification fee. Checks or credit cards are accepted from individuals. Upon receipt of the application and fee, the candidate will be scheduled into a specific exam site as requested or the candidate may select an exam site from the schedule on the KUCE website.

Applicants may register for an exam site at the time of application by completing the appropriate block on the application form. Candidates requesting a specific test site should contact Kansas Fire & Rescue Training Institute at (785-864-4790) to confirm that they have a reserved place at the exam.

Certification candidates are given two (2) attempts at each component, written and practical. If the candidate takes either component of the exam two (2) times without passing, the candidate is required to resubmit a certification application form as well as an additional certification fee before being scheduled to retest a third time.

Candidates failing the written exam are responsible for notifying Fire Service Training of their desire to retest and enroll at the next scheduled exam that has available space. Candidates may not take the written exam more than once per day.

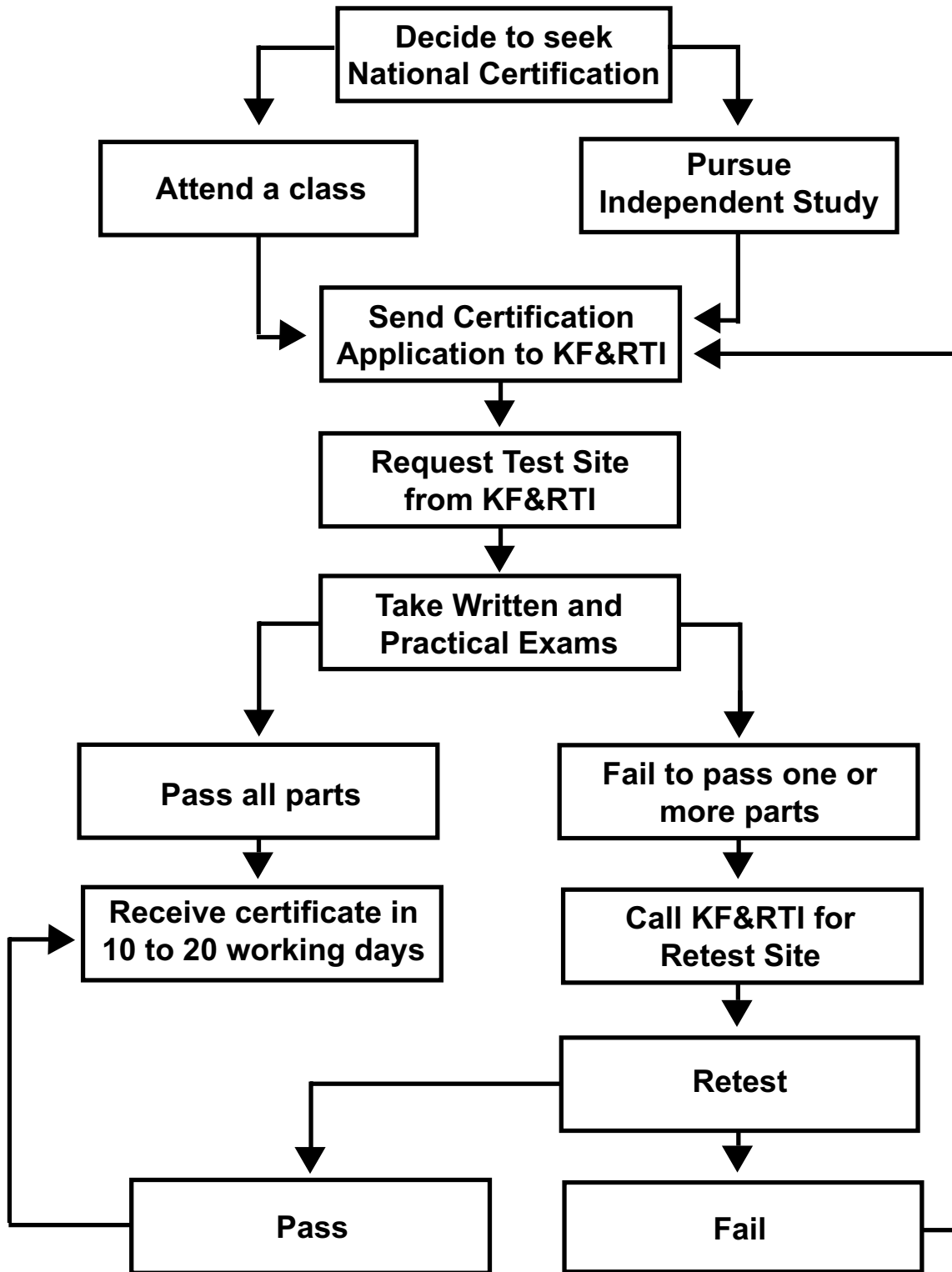
Candidates are responsible for **all of the skills** required by the applicable standard during the practical exam project. An exact list of specific skills is included in this study guide. Candidates should be prepared to test on any skill outlined in the standard.

Practical skill exams are graded on a pass/fail basis. Candidates must successfully complete 70% of the skill components within the practical exam project, to receive a passing grade for the practical exam. Each candidate is allowed two (2) attempts at the practical skill project.

Candidates failing the practical exam are responsible for notifying Kansas Fire & Rescue Training Institute of their desire to retest by preregistering for another regularly scheduled exam. Candidates may not take the practical exam more than once per exam day.

**An official picture ID must be shown for admittance to a written or practical exam.**

# Certification Flow Chart for Fire Inspector I



## Fire Inspector I NFPA 1031-2003

### Prerequisites:

Candidates seeking certification, for **Fire Inspector I**, within the Kansas Fire & Rescue Training Institute Certification System, the University of Kansas, must meet the following:

1. Residency and Membership requirements as stated in Section 12, "Certification Policies" of the Criteria and Procedures document published by Kansas Fire & Rescue Training Institute.
2. Candidate must be competent in all objectives listed in:
  - *Chapter 4.2 in NFPA 472-2002 Standard for Professional Competence of Responders to Hazardous Materials.*
3. Candidate must be competent in all objectives listed in:
  - *Chapter 3 in NFPA 1031-2003 Standard for Fire Inspector Professional Qualifications.*

### Written Examination:

The **Fire Inspector I** written certification exam contains seventy-five (75) true and false and/or multiple choice questions and is based on knowledge objectives listed in *NFPA 1031-2003 Standard for Fire Inspector Professional Qualifications* and *Chapter 4.2 of NFPA 472-2002 Standard for Professional Competence of Responders to Hazardous Materials Incidents*.

The **Fire Inspector I** candidate must also complete two written correspondence activities as part of the written exam. Candidates are required to score a minimum of 70% on each component.

### Practical Examination:

The **Fire Inspector I** practical certification exam is based on *objectives listed in NFPA 1031-2003 Standard for Fire Inspector Professional Qualifications Chapter 4 and Chapter 4.2 of NFPA 472-2002 Standard for Professional Competence of Responders to Hazardous Materials Incidents*. Candidates are required to score a minimum of 70% on the practical exam project.

### References/Textbooks:

*Fire Inspection and Code Enforcement*, IFSTA, 6th Edition  
*Hazardous Materials for First Responders*, IFSTA, 2nd Edition  
*North American Emergency Response Guidebook*, Current Edition

**SEE APPENDIX A of this document for Emergency Response to Terrorism**, Student Manual, FEMA, 1997 Edition, pp. in student manual 1-4 to 1-11.

This page left blank

**Kansas Fire & Rescue Training Institute  
The University of Kansas  
National Certification Application Form**

Return Application to: **Kansas Fire & Rescue Training Institute  
University of Kansas Continuing Education  
1515 St. Andrews Dr.  
Lawrence, KS 66047-1625  
FAX: 785-864-5074**

**Personal Information**

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 Home Address \_\_\_\_\_ Home City \_\_\_\_\_ State \_\_\_\_\_ Home Zip \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Daytime Phone \_\_\_\_\_ E-mail Address \_\_\_\_\_ FAX \_\_\_\_\_  
 Fire Department/Organization \_\_\_\_\_ Fire Department Address \_\_\_\_\_

Please circle the category/level of certification for which you are applying. Please contact Kansas Fire & Rescue Training Institute for specific certification fee information (1-866-804-8841).

**Levels:**

- Fire Fighter I\* (includes Haz Mat Awareness)
- Fire Fighter II\* (includes Haz Mat Operations)
- Driver/Operator-Aerial
- Driver/Operator-ARFF
- Driver/Operator-Pumper
- Hazmat Awareness
- Hazmat Operations\*
- Hazmat Technician\*
- Inspector I
- Instructor I
- Instructor II
- Officer I
- Officer II
- Airport Fire Fighter\*

**\*Level requires verification of SCBA Fit Testing. See statement below.**

**Payment Method**

Each application must be accompanied by payment of appropriate certification fees. Approved methods of payment are listed below. Please indicate method of payment you will use. (Please do not send cash through the mail.)

Payment enclosed (check or money order)     Bill my department/organization  
 MasterCard     VISA     Discover     American Express  
 Account number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name as it appears on card: \_\_\_\_\_

**Testing Site Registration (optional)**

If you know the location and date of the test site that you wish to attend, please list that information below. A certification exam schedule can be obtained by contacting the Kansas Fire & Rescue Training Institute at 785-864-4790 (phone), 1-866-804-8841 (toll free) or e-mail to [kufst@ku.edu](mailto:kufst@ku.edu) or visit our web site ([address: http://www.kuce.org/fst/](http://www.kuce.org/fst/)).

I wish to register for the following test site: Location: \_\_\_\_\_ Test Date: \_\_\_\_\_

**I verify that I have reviewed the certification guidelines as stated in the Kansas Fire & Rescue Training Institute Certification Criteria and Procedures document and agree to conform to those guidelines. I further verify that all information submitted on this form is accurate.**

\_\_\_\_\_  
**Applicant's Signature**

**I verify the person listed on this form has been fit tested as per OSHA 29 CFR Part 1910.134. This form must be signed by the person conducting the fit testing or the Fire Chief.**

\_\_\_\_\_  
**Signature of Verifying Authority**

Special Accommodation: If you will need special accommodation, please check the box preceding this statement and you will be contacted by a staff member.

This page left blank

# Inspector I Written Exam Study Guidesheets

**Standard:** *NFPA 1031, Standard for Fire Inspector Professional Qualifications, 2003 Edition*

**References:** The Reading/Study References listed below represent references from which certification exam questions are taken.

Unless otherwise noted all references listed below are from IFSTA, *Fire Inspection and Code Enforcement*, 6th Edition

Section Subject & NFPA Objective Number	Reading/Study Reference
<b>Read Glossary</b>	pp. 447–454
<b>Administration</b>	
4.2.1	Complaints, Enforcement: pp. 11–14 Conducting Inspections: pp. 30–36 Records, Files: pp. 40–42
<b>Permits</b>	
4.2.2	pp. 17–22
<b>Plan Review</b>	
4.2.3	pp. 289–297
<b>Complaints</b>	
4.2.4	pp. 11–14
<b>Identifying Codes</b>	
4.2.5	pp. 12–17 and pp. 379–380
<b>Legal Proceedings</b>	
4.2.6	pp. 11–14
<b>Occupancy Classification</b>	
4.3.1	pp. 120–125
<b>Occupancy Load</b>	
4.3.2	pp. 145–150
<b>Egress</b>	
4.3.3	pp. 30–32, pp. 65–66 and pp. 138–155
<b>Construction Type</b>	
4.3.4	pp. 56–70 and pp. 115–117

# Inspector I Written Exam Study Guidesheets Continued

**Standard:** *NFPA 1031, Standard for Fire Inspector Professional Qualifications, 2003 Edition*

**References:** The Reading/Study References listed below represent references from which certification exam questions are taken.

Unless otherwise noted all references listed below are from  
IFSTA, *Fire Inspection and Code Enforcement*, 6th Edition

Section Subject & NFPA Objective Number	Reading/Study Reference
<b>Suppression Systems</b>	
4.3.5	pp. 159–192, pp. 204–219 and pp. 452–453
<b>Alarm Systems</b>	
4.3.6	page 90, page 172 and pp. 266–307
<b>Portable Extinguishers</b>	
4.3.7	page 93, page 174 and pp. 229–248
<b>Recognizing Fire Hazards</b>	
4.3.8	page 23, page 40, pp. 50–51 and pp. 75–97
<b>Comparing Plans to Existing Systems</b>	
4.3.9	pp. 27–30, pp. 67–90 and pp. 289–293
<b>Emergency Planning</b>	
4.3.10	pp. 151–155
<b>Access</b>	
4.3.11	pp. 34–36 and pp. 135–138
<b>Storage/Handling</b>	
4.3.12	pp. 230–233, pp. 322–339, pp. 341–354 and pp. 361–363
<b>Code Compliance</b>	
4.3.13	pp. 99–102, pp. 316–317, pp. 347–348 and pp. 356–357
<b>Fire Growth</b>	
4.3.14	pp. 42–72, pp. 100–102 and pp. 447–452
<b>Determining Compliance</b>	
4.3.15	page 12, pp. 31–41 and pp. 140–141
<b>Water Supply</b>	
4.3.16	pp. 204–225

## Written Exam Study Guidesheets

**Standard:** NFPA 472, Standard for Fire Fighter Professional Qualifications, 2002 Edition

**References:** The Reading/Study References listed below represent references from which certification exam questions are taken.

Hazardous Materials for First Responders, IFSTA, 2nd Edition, 2nd printing

Section Subject & NFPA Objective Number	Reading/Study Reference
	<u>Hazardous Materials for First Responders</u> , IFSTA, 2nd Ed., 2nd Printing
<b>Read Glossary</b>	pp. xxii to xxix
<b>Detecting Hazardous Materials</b> 4.2.1	pp. 5–9, pp. 40–58, pp. 63–76, pp. 91–94 and pp. 175–197
<b>Surveying the Incident</b> 4.2.2	pp. 54–64 and pp. 72–76
<b>Collecting Information</b> 4.2.3	pp. 45–50, pp. 63–90 and p. 141

## Written Exam Study Guidesheets

**Standard:** NFPA 472, Standard for Fire Fighter Professional Qualifications, 2002 Edition

**References:** The Reading/Study References listed below represent references from which certification exam questions are taken.

Emergency Response to Terrorism, Student Manual, FEMA, 1997 Edition

Section Subject & NFPA Objective Number	Reading/Study Reference
<b>Detecting Hazardous Materials</b> 4.2.1	pp. in student manual 1-4 to 1-11

---

## Written Exam Study Guidesheets

---

**Standard:** NFPA 472, Standard for Fire Fighter Professional Qualifications, 2002 Edition

---

**References:** The Reading/Study References listed below represent references from which certification exam questions are taken.

Hazardous Materials for First Responders, IFSTA, 3rd Edition, 1st printing

<b>Section Subject &amp; NFPA Objective Number</b>	<b>Reading/Study Reference</b>
<b>Read Glossary</b>	Hazardous Materials for First Responders, IFSTA, 3rd Ed., 1st Printing
<b>Detecting Hazardous Materials</b> 4.2.1	Read all pages in glossary section  pp. 9-12, PP. 156-169, pp. 184-187, pp. 195-200, pp. 200-207, pp. 216-218, pp. 252-254, pp. 287-288, pp. 445-449, 522-525 and 593.
<b>Surveying the Incident</b> 4.2.2	pp. 32-35, pp. 156-169, pp. 211-214, pp. 241-244, pp. 249-258 and 374-377
<b>Collecting Information</b> 4.2.3	pp. 156-159 and pp. 216-218

# Fire Inspector I NFPA 1031 - 2003 Practical Exam

Candidate's Name \_\_\_\_\_ DOB: \_\_\_\_\_

Fire Dept. \_\_\_\_\_

Daytime Phone#: \_\_\_\_\_

Any candidate seeking certification for **Fire Inspector I** within the Kansas Fire & Rescue Training Institute, the University of Kansas Certification System must meet the following requirements:

1. Residency and Membership

- Must be at least 18 years of age
- Be a current member of a Kansas fire, emergency responder **or** allied professional organization.
- Must be a resident of the state of Kansas or live in a border area and serve on a Kansas Fire Department.

Residency is not required if the candidate is a member of the armed services of the United States. Individuals not meeting these requirements who seek Kansas certification should submit their requests for individual exceptions to the Fire Service Training Certification Manager.

2. The candidate shall meet the requirements of Section 4.2 of *NFPA 472 Hazmat Awareness Analyzing the Incident*.
3. Candidate must be competent in all objectives listed in *NFPA Standard 1031 for Fire Inspector Professional Qualifications Chapter 4*.

**Practical Exam:**

The Fire Inspector I Certification Project (practical exam) is based on the *NFPA Standard 1031 for Fire Inspector Professional Qualifications, Chapter 4*. Candidate are required to score a minimum of 70%.

**References/Textbooks:**

*Fire Inspection and Code Enforcement*, IFSTA, 6th Edition  
*Hazardous Materials for First Responders*, IFSTA, 2nd Edition  
*North American Emergency Response Guidebook*, Current Edition

**SEE APPENDIX A of this document for Emergency Response to Terrorism**, Student Manual, FEMA, 1997 Edition, pp. in student manual 1-4 to 1-11.

Local Codes and Ordinances

**NFPA 1031-2003 Inspector I  
Performance Test Item 1  
Written Correspondence-Response to Inquiry  
Read: pp.**

Candidate's Name: \_\_\_\_\_

Percent Required to Pass: 70% (4 of 6)

Objective: NFPA 1031-2003, Chapter 4, 4.2.2(B), 4.2.3, 4.2.4(B), 4.2.5

Tools/Equipment/Setting:

Read to Candidate
<p>Given a sample inquiry regarding applicable codes, standards and local ordinances, you will be required to draft a written response. The written correspondence must be clear, concise and accurately reflect applicable codes, standards and local ordinances use by the authority having jurisdiction. Please proof your written correspondence and return it to the evaluator.</p>
<p><input checked="" type="checkbox"/> Successful completion of all steps within 30 minutes</p>

1st Attempt	2nd Attempt	Skill Checklist
P	F	P
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Evaluator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ \_\_\_\_\_ P \_\_\_\_\_ F

Evaluator's comments on reverse side if candidate fails

**NFPA 1031-2003 Inspector I  
Performance Test Item 2  
Written Response-Violation of Ordinance  
Read: pp.**

Candidate's Name: \_\_\_\_\_

Percent Required to Pass: 70% (3 of 5)

Objective: NFPA 1031-2003, Chapter 4, 4.2.2, 4.2.4 and 4.2.5

Tools/Equipment/Setting:

Read to Candidate
<p>Given a sample complaint regarding the violation of a local ordinance you will be required to draft a written response to the person filing the complaint as well as the person in violation of ordinance(s). The written response must be clear, concise and accurately reflect applicable codes, standards and local ordinances used by the authority having jurisdiction. Please proof your written correspondence and return it to the evaluator.</p> <p><input checked="" type="checkbox"/> Successful completion of all steps within 30 minutes</p>

1st Attempt	2nd Attempt	Skill Checklist
P	F	
_____	_____	Candidate drafted written responses
_____	_____	<b>Objective 4.2.2</b>
_____	_____	1. Correctly identified problem reported by person filing complaint
_____	_____	Recognized the need for a permit
_____	_____	Communicated permit requirement in accordance to policies utilized by the authority having jurisdiction
_____	_____	<b>Objective 4.2.4</b>
_____	_____	2. Investigated complaint
_____	_____	Initiated process approved by authority having jurisdiction
_____	_____	3. Provided complaint resolution written correspondence to person filing complaint and person in violation.
_____	_____	<b>Objective 4.2.5</b>
_____	_____	4. Correctly identified and documented applicable code or standard so that applicable document, edition and section are referenced.
_____	_____	5. Written correspondence was clear, concise and accurate

Evaluator's Signature: \_\_\_\_\_

Date: \_\_\_\_\_ \_\_\_P\_\_\_F  
Evaluator's comments on reverse side if candidate fails

**NFPA 1031-2003 Inspector I**  
**Performance Test Item 3**  
**Inspection Report-Inspect a New or Existing Building**  
 Read: pp.

Candidate's Name: \_\_\_\_\_

Percent Required to Pass: 70% (13 of 18)

Objective: NFPA 1031-2003, Chapter 4, 4.2.1, 4.3.1 through 4.3.16 and 4.3.2

Tools/Equipment/Setting:

Read to Candidate
<p>Given a building inspection form and related documents, you will be required to perform a fire safety inspection on a business or industry within your jurisdiction. The inspection must be performed so that all deficiencies are discovered, noted and communicated in your inspection report. To complete this activity you may use a locally adopted code or the current NFPA 101 Life Safety Code. If you choose to use any other building code other than NFPA 101 please include copies of the pages in the code that you reference in your report. Select three elements that are not in compliance and draft a written communication to the owner indicating what is wrong and what action needs to be taken to bring the element(s) into compliance.</p> <p><input checked="" type="checkbox"/> Successful completion of all steps within 30 minutes</p>

1st Attempt	2nd Attempt	Skill Checklist
P	F	
_____	_____	<p><b>Objective 4.2.1</b></p> <p>1. Prepared inspection report from field inspection that is clear, concise and accurately reflected the findings of the inspection in accordance to applicable codes and standards.</p>
_____	_____	<p>Candidate filled out inspection form which included the following:</p>
_____	_____	<p>2. <b>Objective 4.3.1</b> Correctly identified occupancy classification.</p>
_____	_____	<p>3. <b>Objective 4.3.2</b> Correctly calculated allowable occupant load.</p>
_____	_____	<p>4. <b>Objective 4.3.3</b> Noted all egress elements in compliance.</p>
_____	_____	<p>5. <b>Objective 4.3.4</b> Used field observations, drawings, notes to give accurate building description that included height, area dimensions, construction type and construction materials.</p>
_____	_____	<p>6. <b>Objective 4.3.5</b> Determined operational readiness of automatic sprinklers, kitchen hood systems, and their documented maintenance.</p>
_____	_____	<p>7. <b>Objective 4.3.6</b> Determined operational readiness of fire detection and alarm systems, documented maintenance.</p>
_____	_____	<p>8. <b>Objective 4.3.7</b> Determined operational readiness of portable fire extinguishers, documented maintenance.</p>

**NFPA 1031-2003 Inspector I**  
**Performance Test Item 3 Continued**  
**Inspection Report-Inspect a New or Existing Building**  
 Read: pp.

1st Attempt		2nd Attempt		Skill Checklist Continued	
P	F	P	F		
___	___	___	___	9. <b>Objective 4.3.8</b>	Document in writing common industrial/commercial equipment, processes and operations are conducted/ maintained in compliance with codes.
___	___	___	___	10. <b>Objective 4.3.8</b>	Document in writing heating, ventilation, air conditioning, other building service equipment is being used in accordance to code.
___	___	___	___	11. <b>Objective 4.3.9</b>	Compared approved plan to installed fire protection system. Identified any modifications to the system. Documented modifications in writing.
___	___	___	___	12. <b>Objective 4.3.10</b>	Documented in writing that emergency plan/preparedness measures are in place and have been practiced.
___	___	___	___	13. <b>Objective 4.3.11</b>	Documented in writing appropriate emergency response vehicles have access to the site. Indicated all deficiencies and corrective actions in writing.
___	___	___	___	14. <b>Objective 4.3.12</b>	Documented in writing that flammable and combustible liquids are being stored, handled and used in accordance to code.
___	___	___	___	15. <b>Objective 4.3.13</b>	Documented in writing hazardous substances or materials are being stored, handled and used in accordance to code.
___	___	___	___	16. <b>Objective 4.3.14</b>	Documented in writing hazardous conditions in the building and estimate the fire growth potential.
___	___	___	___	17. <b>Objective 4.3.15</b>	Determined code compliance
___	___	___	___	18. <b>Objective 4.3.16</b>	Verified fire flows are in accordance with applicable codes. Must show work sheet.

**Evaluator's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **P** **F**

Evaluator's comments on reverse side if candidate fails

This page left blank

# Appendix A

**Excerpts from:**

Emergency Response to Terrorism, Student Manual, FEMA,  
1997 Edition, pp. in student manual 1-4 to 1-11