NFPA 1031-2003
Fire Inspector I
Study Guide

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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

1. Decide to seek National Certification
   - Attend a class
   - Pursue Independent Study

2. Send Certification Application to KF&RTI

3. Request Test Site from KF&RTI

4. Take Written and Practical Exams
   - Pass all parts
     - Receive certificate in 10 to 20 working days
   - Fail to pass one or more parts
     - Call KF&RTI for Retest Site
     - Retest
     - Pass
     - Fail
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:


2. Candidate must be competent in all objectives listed in:

3. Candidate must be competent in all objectives listed in:

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

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: ___________________________

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: ___________________________

Payment Method

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.

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 or visit our web site (address: 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.

Revised January 2006
# 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

<table>
<thead>
<tr>
<th>Section Subject &amp; NFPA Objective Number</th>
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<tbody>
<tr>
<td>Read Glossary</td>
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<td>Identifying Codes</td>
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## Inspector I Written Exam Study Guidesheets Continued

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

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<td>Suppression Systems 4.3.5</td>
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<td>Water Supply 4.3.16</td>
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</table>
**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**

<table>
<thead>
<tr>
<th>Section Subject &amp; NFPA Objective Number</th>
<th>Reading/Study Reference</th>
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<tbody>
<tr>
<td>Read Glossary</td>
<td>Hazardous Materials for First Responders, IFSTA, 2nd Ed., 2nd Printing</td>
</tr>
<tr>
<td>Detecting Hazardous Materials 4.2.1</td>
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<tr>
<td>Surveying the Incident 4.2.2</td>
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<td>pp. 45–50, pp. 63–90 and p. 141</td>
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</table>

**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**

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<th>Reading/Study Reference</th>
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</thead>
<tbody>
<tr>
<td>Detecting Hazardous Materials 4.2.1</td>
<td>pp. in student manual 1-4 to 1-11</td>
</tr>
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</table>
# 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*

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</tr>
</thead>
<tbody>
<tr>
<td>Read Glossary</td>
<td>Read all pages in glossary section</td>
</tr>
<tr>
<td>Collecting Information</td>
<td>pp. 156-159 and pp. 216-218</td>
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</tbody>
</table>
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


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

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.

☒ Successful completion of all steps within 30 minutes

<table>
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<tr>
<th>1st Attempt</th>
<th>2nd Attempt</th>
<th>Skill Checklist</th>
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</thead>
<tbody>
<tr>
<td>P</td>
<td>F</td>
<td>P</td>
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</tbody>
</table>
| Candidate drafted written response to inquiry

1. **Objective 4.25(B)**
   - Listed codes and standards which applicant will have to comply by edition and sections.

2. **Objective 4.2.4(B)**
   - City office and contact name provided for additional information on local ordinances.

3. **Objective 4.2.2(B)**
   - Information provided on applicable permits and city office where they can be obtained.

4. **Objective 4.2.3(B)**
   - Description of the plans review process of authority having jurisdiction.

5. **Objective 4.2.2(B)**
   - Written correspondence was clear, concise and accurate.

6. Other useful information provided

Evaluator’s Signature: ____________________________ Date: ________________ P F

Evaluator’s comments on reverse side if candidate fails

10/04 KF&RTI 14
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.

☑ Successful completion of all steps within 30 minutes

---

Candidate drafted written responses

**Objective 4.2.2**

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

**Objective 4.2.4**

2. Investigated complaint
   - Initiated process approved by authority having jurisdiction

3. Provided complaint resolution written correspondence to person filing complaint and person in violation.

**Objective 4.2.5**

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
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

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.

☑ Successful completion of all steps within 30 minutes

---

1st Attempt | 2nd Attempt | Skill Checklist
---|---|---
P | F | P | F

1. **Objective 4.2.1**
   - 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.

   Candidate filled out inspection form which included the following:

   2. **Objective 4.3.1** Correctly identified occupancy classification.

   3. **Objective 4.3.2** Correctly calculated allowable occupant load.

   4. **Objective 4.3.3** Noted all egress elements in compliance.

   5. **Objective 4.3.4** Used field observations, drawings, notes to give accurate building description that included height, area dimensions, construction type and construction materials.

   6. **Objective 4.3.5** Determined operational readiness of automatic sprinklers, kitchen hood systems, and their documented maintenance.

   7. **Objective 4.3.6** Determined operational readiness of fire detection and alarm systems, documented maintenance.

   8. **Objective 4.3.7** Determined operational readiness of portable fire extinguishers, documented maintenance.
### NFPA 1031-2003 Inspector I
Performance Test Item 3 Continued
Inspection Report-Inspect a New or Existing Building
Read: pp.

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<th>2nd Attempt</th>
<th>Skill Checklist Continued</th>
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Evaluator’s Signature: ________________________ Date: ________________  P  F
Evaluator’s comments on reverse side if candidate fails
Appendix A

Excerpts from: