

 Office of Training and Certification	<h2 style="margin: 0;">New Jersey Division of Fire Safety</h2> <h3 style="margin: 0;">Candidate Practical Skills Examination Packet</h3>	
	NFPA Standard 1031 2014 edition	Certification title <h2 style="margin: 0;">Fire Inspector: Examination Summary Sheet</h2>

Candidate name	NJDFS ID #	NJDFS Course #	Page
			Page 1 of 1

Evaluation Summary									
Skill sheet number	NFPA JPR	JPR Description	Skills tested	First Test		Retest #1		Retest #2	
				Pass	Fail	Pass	Fail	Pass	Fail

Instructors shall test all mandatory skills and at least three (3) of the elective skills. The summary sheet for each student shall be returned to the Kean University Fire Safety Training Office

4.2: Administration

IN1-1	4.2.1	INSPECTION REPORTS/CODE COMPLIANCE	M						
IN1-2	4.2.2	PERMITS	M						
IN1-3	4.2.3	PLAN REVIEW	Non Critical Skills: To be put on infrequent Rotation						
IN1-4	4.2.4	INVESTIGATE COMPLAINTS	M						
IN1-5	4.2.5	IDENTIFY CODES AND STANDARDS	M						
IN1-6	4.2.6	PARTICIPATE IN LEGAL PROCEEDINGS	E						

4.3: Field Inspection

IN1-7	4.3.1	OCCUPANCY CLASSIFICATION	M						
IN1-8	4.3.2	COMPUTE OCCUPANT LOAD	E						
IN1-9	4.3.3	INSPECT MEANS OF EGRESS	M						
IN1-10	4.3.4	TYPE OF CONSTRUCTION	Non Critical Skills: To be put on infrequent Rotation						
IN1-11	4.3.5	FIXED FIRE SUPPRESSION SYSTEMS	M						
IN1-12	4.3.6	FIRE DETECTION AND ALARM SYSTEMS	M						
IN1-13	4.3.7	PORTABLE FIRE EXTINGUISHERS	M						
IN1-14	4.3.8	HAZARDOUS CONDITIONS	M						
IN1-15	4.3.9	COMPARE INSTALLATION WITH APPROVED PLANS	Non Critical Skills: To be put on infrequent Rotation						
IN1-16	4.3.10	EMERGENCY PLANNING & PREPAREDNESS	E						
IN1-17	4.3.11	EMERGENCY SITE ACCESS	E						
IN1-18	4.3.12	FLAMMABLE & COMBUSTIBLE LIQUIDS & GASES	E						
IN1-19	4.3.13	HAZARDOUS MATERIALS	E						
IN1-20	4.3.14	FIRE GROWTH POTENTIAL	M						
IN1-21	4.3.15	CODE COMPLIANCE	Combined with IN1-1						
IN1-22	4.3.16	PERFORM FLOW TESTING	E						

Final Test Results

Candidate signature & acknowledgement,		Evaluator Signature		Evaluator comments
By my signature below I acknowledge I have read and understood the evaluation results and evaluator comments		By my signature below I acknowledge I have discussed the results and comments and explained the next step in the certification process with the candidate		
Candidate signature	Date	Lead evaluator signature	Date	



Office of Training
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New Jersey Division of Fire Safety

PRACTICAL SKILLS EXAMINATION REPORT

Skill Sheet #

IN1-1

Certification Title

Fire Inspector
ADMINISTRATION
INSPECTION REPORTS

Applicant Information

Candidate name

DFS ID #

Course #

Evaluation

Standard:
NFPA 1031, 2014 Edition
4.2.1
4.3.15

This Skill sheet also covers JPR 4.3.15, detailed in Skill Sheet IN1-21

Task


Prepare inspection reports, given observations from an assigned field inspection, so that the report is clear and concise and accurately reflects the findings of the inspection in accordance with applicable codes and standards.

Conditions and Outcome

Given an actual field inspection situation or scenario with jurisdictional codes, standards, and policies and forms, the candidate must demonstrate the ability to interpret codes and standards, write a report, and communicate orally and in writing. **The candidate will complete this task with a minimum of 5 items answered correctly**

Number	Task Steps	First Test		Retest #1		Retest #2	
		Pass	Fail	Pass	Fail	Pass	Fail
1	Conduct field inspection or review provided scenario						
	Note appropriate fire protection and prevention practices and any deficiencies						
2	Identify proper recipient of the notice						
3	Communicate verbally and in writing deficiencies. Cite proper NJ UFC provisions and compliance time frame						
4	Written work is clear, legible and concise. Spelling, grammar, and punctuation meets standards						
5	Person preparing report identifies self.						
6	Submit report as per NJ UFC requirements						
Final Test Result for Entire Task							

Evaluator signature & comments, Test #1		Evaluator signature & comments, Retest #1		Evaluator signature & comments, Retest #2	
Evaluator signature	Date	Evaluator signature	Date	Evaluator signature	Date
Candidate signature & acknowledgement, Test #1		Candidate signature & acknowledgement, Retest #1		Candidate signature & acknowledgement, Retest #1	
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 Office of Training and certification	New Jersey Division of Fire Safety PRACTICAL SKILLS EXAMINATION REPORT	
	Skill sheet# IN1-2	Certification Title Fire Inspector ADMINISTRATION PERMITS

Applicant Information		
Candidate name	DFS ID #	Course #

Evaluation	
Standard: NFPA 1031, 2014 Edition 4.2.2	Task Recognize the need for a permit given a situation or condition. Assure that the requirements for permits are communicated in accordance with the applicable codes and standards and policies of the jurisdiction.
	Conditions and Outcome Given a situation where a permit would be required according to written policies of the authority having jurisdiction and the fire code permit process, candidate will demonstrate the ability to communicate the requirement verbally and in writing. The candidate will complete this task with a minimum of 5 items answered correctly

Number	Task Steps	First Test		Retest #1		Retest #2	
		Pass	Fail	Pass	Fail	Pass	Fail
1	Recognize the need for a permit in accordance with applicable codes and standards						
2	Determine the type of permit required						
3	Direct written communication to the proper responsible party						
4	Communicate verbally and in writing the basis for the permit.						
5	Advise applicant the process to apply for the permit						
6	Adhere to the policies of the jurisdiction and NJAC						
Final Test Result for Entire Task							

Evaluator signature & comments, Test #1		Evaluator signature & comments, Retest #1		Evaluator signature & comments, Retest #2	
Evaluator signature	Date	Evaluator signature	Date	Evaluator signature	Date
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New Jersey Division of Fire Safety

PRACTICAL SKILLS EXAMINATION REPORT

Skill sheet#

IN1-3

Certification Title

Fire Inspector
ADMINISTRATION
PLAN REVIEW

Applicant Information

Candidate name

DFS ID #

Course #

Evaluation

Standard:
NFPA 1031, 2014 Edition
4.2.3

Task

Recognize the need for plan review, given a situation or condition, so that requirements for plan reviews are communicated in accordance with the policies of the jurisdiction

Conditions and Outcome

Given a situation or condition of the fire code and applicable policies of the local jurisdiction, the candidate will demonstrate the requirements for plan reviews and communicate appropriately. **The candidate will complete this task with a minimum of 3 items answered correctly**

Number	Task Steps	First Test		Retest #1		Retest #2	
		Pass	Fail	Pass	Fail	Pass	Fail
1	Identify criteria for plan review according to local jurisdiction policies						
2	Determine if the need for a plan review exists						
3	Communicate requirements for plan review according to local policies verbally and/or in writing (choose 1)						
3a	Verbally: Uses clear and concise statements OR						
3b	Writing: Uses correct spelling, grammar, and punctuation						
4	State rationale for the plan review verbally and/or in writing (choose 1)						
4a	Verbally: Uses clear, concise statements OR						
4b	Writing: Uses spelling, grammar, and punctuation correctly						
Final Test Result for Entire Task							

Evaluator signature & comments, Test #1		Evaluator signature & comments, Retest #1		Evaluator signature & comments, Retest #2	
Evaluator signature	Date	Evaluator signature	Date	Evaluator signature	Date
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New Jersey Division of Fire Safety

PRACTICAL SKILLS EXAMINATION REPORT

Skill sheet#

IN1-4

Certification Title

Fire Inspector
ADMINISTRATION
INVESTIGATE COMPLAINTS

Applicant Information

Candidate name

DFS ID #

Course #

Evaluation

Standard:
NFPA 1031, 2014 Edition
4.2.4

Task

Investigate common complaints given a reported situation or condition, so that complaint information is recorded, the appropriate process is initiated, and the complaint is resolved.

Conditions and Outcome

Given a reported situation or condition, a generic complaint form, and local jurisdictional codes and standards, the Candidate will record appropriate information and initiate appropriate process (Role playing may be included in #3) **The candidate will complete this task with a minimum of 4 items answered correctly**

Number	Task Steps	First Test		Retest #1		Retest #2	
		Pass	Fail	Pass	Fail	Pass	Fail
1	Investigating Complaints						
1a	Gather all pertinent information regarding complaint according to local policy						
1b	Determine validity of complaint (violation/non-violation)						
1c	Interpret code, apply appropriate standards						
2	Recording Complaint Information						
2a	Complete required forms and documents correctly, according to local procedures						
3	Initiate compliance action (if required) per local enforcement procedures						
Final Test Result for Entire Task							

Evaluator signature & comments, Test #1		Evaluator signature & comments, Retest #1		Evaluator signature & comments, Retest #2	
Evaluator signature	Date	Evaluator signature	Date	Evaluator signature	Date
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Revised 5/22/19 Approved by NJ SME Committee 6/12/2019
Updated on 1/20/2020



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New Jersey Division of Fire Safety

PRACTICAL SKILLS EXAMINATION REPORT

Skill sheet#

IN1-5

Certification Title

Fire Inspector
ADMINISTRATION

IDENTIFY CODES AND STANDARDS

Applicant Information

Candidate name

DFS ID #

Course #

Evaluation

Standard:
NFPA 1031, 2014 Edition
4.2.5

Task

Identify the applicable code or standard, given a fire protection, fire prevention, or life safety issue, so that the proper document, edition, and section are referenced.

Conditions and Outcome

Given the applicable codes and standards, the Candidate will demonstrate the ability to make proper decisions and interpret codes. **The candidate will complete this task with a minimum of 2 items answered correctly**

Number	Task Steps	First Test		Retest #1		Retest #2	
		Pass	Fail	Pass	Fail	Pass	Fail
1	Identify the proper document and edition containing code/standard						
2	Reference the correct section of applicable code or standard						
Final Test Result for Entire Task							

Evaluator signature & comments, Test #1		Evaluator signature & comments, Retest #1		Evaluator signature & comments, Retest #2	
Evaluator signature	Date	Evaluator signature	Date	Evaluator signature	Date
Candidate signature & acknowledgement, Test #1		Candidate signature & acknowledgement, Retest #1		Candidate signature & acknowledgement, Retest #1	
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Revised 5/22/19 Approved by NJ SME Committee 6/12/2019
Updated on 1/20/2020



Office of Training
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New Jersey Division of Fire Safety

PRACTICAL SKILLS EXAMINATION REPORT

Skill sheet#

IN1-6

Certification Title

Fire Inspector
ADMINISTRATION

PARTICIPATE IN LEGAL PROCEEDINGS

Applicant Information

Candidate name

DFS ID #

Course #

Evaluation

Standard:
NFPA 1031, 2014 Edition
4.2.6

Task

Testify at legal proceedings, given the findings of a field inspection or a complaint and consultation with legal counsel, so that all information is presented accurately and the inspector's demeanor is appropriate for the proceeding.

Conditions and Outcome

Given facts and documentation of a specific case involving violations of local fire protection rules and preparation time, the Candidate will demonstrate the ability to testify at legal proceedings, presenting information accurately and displaying appropriate demeanor. **The candidate will complete this task with a minimum of 10 items answered correctly**

Number	Task Steps	First Test		Retest #1		Retest #2	
		Pass	Fail	Pass	Fail	Pass	Fail
1	Inform the court of the problem, legal requirements, and local procedures for noncompliance with the notice.						
2	Demonstrate appropriate courtroom dress and grooming						
3	Demonstrate appropriate courtroom demeanor						
3a	Posture						
3b	Mannerisms						
3c	Composure						
3d	Confidence						
4	Demonstrate appropriate communication skills						
4a	Respond to questions appropriately						
4b	Maintain objectivity						
4c	Use appropriate professional language						
4d	Avoid using jargon/idiomatic expressions and profanity						
4e	Accurately convey facts, differentiate from opinions						
4f	Testimony is consistent with documented facts						
Final Test Result for Entire Task							

Continued on next page

IN1-6: PARTICIPATE IN LEGAL PROCEEDINGS**Page 2**

Evaluator signature & comments, Test #1		Evaluator signature & comments, Retest #1		Evaluator signature & comments, Retest #2	
Evaluator signature	Date	Evaluator signature	Date	Evaluator signature	Date
Candidate signature & acknowledgement, Test #1		Candidate signature & acknowledgement, Retest #1		Candidate signature & acknowledgement, Retest #1	
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Revised 5/22/19 Approved by NJ SME Committee 6/12/2019

Updated on 1/20/2020



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New Jersey Division of Fire Safety

PRACTICAL SKILLS EXAMINATION REPORT

Skill sheet#

IN1-7

Certification Title

Fire Inspector
FIELD INSPECTION
OCCUPANCY CLASSIFICATION

Applicant Information

Candidate name

DFS ID #

Course #

Evaluation

Standard:
NFPA 1031, 2014 Edition
4.3.1

Task

Identify the occupancy classification of a single-use occupancy, given a description of the occupancy and its use, so that an accurate classification is made according to the applicable codes and standards

Conditions and Outcome

Given a detailed description of single-use occupancy and applicable codes and standards, the candidate will demonstrate the ability to make observations and proper decisions. **The candidate will complete this task with a minimum of 3 items answered correctly**

Number

Task Steps

First Test

Retest #1

Retest #2

Pass

Fail

Pass

Fail

Pass

Fail

1

Identify the occupancy classification of given occupancy

2

Utilize applicable codes and standards in classification to identify the section of the code in which the occupancy classification was listed

3

Determine if the occupancy is a Life Hazard Use as defined in the NJUFC.

Final Test Result for Entire Task

Evaluator signature & comments, Test #1

Evaluator signature & comments, Retest #1

Evaluator signature & comments, Retest #2

Evaluator signature

Date

Evaluator signature

Date

Evaluator signature

Date

**Candidate signature & acknowledgement,
Test #1**

**Candidate signature & acknowledgement,
Retest #1**

**Candidate signature & acknowledgement,
Retest #1**

By my signature below I acknowledge I have read and understood the evaluation results and evaluator comments

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Candidate signature

Date

Candidate signature

Date

Candidate signature

Date



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New Jersey Division of Fire Safety

PRACTICAL SKILLS EXAMINATION REPORT

Skill sheet#

IN1-8

Certification Title

Fire Inspector
FIELD INSPECTION
COMPUTE OCCUPANT LOAD

Applicant Information

Candidate name

DFS ID #

Course #

Evaluation

Standard:
NFPA 1031, 2014 Edition
4.3.2

Task

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.

Conditions and Outcome

Given a detailed description of single-use occupancy and applicable codes and standards, the Candidate will demonstrate the ability to mathematically calculate accurate occupant loads, identify occupancy factors related to various occupancy types, use measuring tools, make field sketches, and use a calculator. **The candidate will complete this task with a minimum of 3 items answered correctly**

Number	Task Steps	First Test		Retest #1		Retest #2	
		Pass	Fail	Pass	Fail	Pass	Fail
1	Use NJUFC Subchapter 4 provisions on temporary structures, establish occupant load						
2	Measure the occupancy to establish occupant load						
3	Utilize proper occupant load formula for calculation						
4	Make field sketches or use those provided as necessary to assist in determining occupant load						
5	Calculate allowable occupant load for single-use occupancy or portion thereof						
Final Test Result for Entire Task							

Evaluator signature & comments, Test #1		Evaluator signature & comments, Retest #1		Evaluator signature & comments, Retest #2	
Evaluator signature	Date	Evaluator signature	Date	Evaluator signature	Date
Candidate signature & acknowledgement, Test #1		Candidate signature & acknowledgement, Retest #1		Candidate signature & acknowledgement, Retest #2	
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New Jersey Division of Fire Safety

PRACTICAL SKILLS EXAMINATION REPORT

Skill sheet#

IN1-9

Certification Title

Fire Inspector
FIELD INSPECTION
INSPECT MEANS OF EGRESS

Applicant Information

Candidate name

DFS ID #

Course #

Evaluation

Standard:
NFPA 1031, 2014 Edition
4.3.3

Task


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 all deficiencies are identified, documented, and reported in accordance with the UFC and the policies of the jurisdiction.

Conditions and Outcome

Given personal observations or provided scenario of the means of egress for an existing building, policies of the jurisdiction, and use of applicable codes and standards the candidate will demonstrate the ability to observe and recognize violations, calculate, and make basic decisions related to means of egress, use measuring tools, make field sketches, and write reports. **The candidate will complete this task with a minimum of 5 items answered correctly**

Number	Task Steps	First Test		Retest #1		Retest #2	
		Pass	Fail	Pass	Fail	Pass	Fail
1	Make observations or use given field observations including measurements & sketches						
2	Inspect means of egress elements for an existing building						
3	Confirm compliance with applicable codes/ standards including the effect of construction type, fixed fire protection features						
4	Ensure that means of egress are being maintained						
5	Identify and document deficiencies, if any, including door hardware, exit and emergency lighting						
6	Submit required documentation						
Final Test Result for Entire Task							

Evaluator signature & comments, Test #1		Evaluator signature & comments, Retest #1		Evaluator signature & comments, Retest #2	
Evaluator signature	Date	Evaluator signature	Date	Evaluator signature	Date
Candidate signature & acknowledgement, Test #1		Candidate signature & acknowledgement, Retest #1		Candidate signature & acknowledgement, Retest #1	
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 Office of Training and certification	<h1 style="text-align: center;">New Jersey Division of Fire Safety</h1> <h2 style="text-align: center;"><i>PRACTICAL SKILLS EXAMINATION REPORT</i></h2>	
	Skill sheet# IN1-10	Certification Title Fire Inspector <i>FIELD INSPECTION</i> TYPE OF CONSTRUCTION

Applicant Information		
Candidate name	DFS ID #	Course #

Evaluation	
Standard: NFPA 1031, 2014 Edition 4.3.4	Task Verify the type of construction for an addition or remodeling project, given observations or description of the project and the materials being used. Assure that the construction type is classified and recorded in accordance with the applicable codes and standards and the policies of the jurisdiction.
	Conditions and Outcome Given field observations or description of the project and materials being used, classify and record the construction type in accordance with applicable codes, standards, and policies of the jurisdiction. The candidate will classify the type of construction. The candidate will complete this task with a minimum of 3 items answered correctly

Number	Task Steps	First Test		Retest #1		Retest #2	
		Pass	Fail	Pass	Fail	Pass	Fail
1	Make field observations or use project description						
2	Classify type of construction of addition or remodeling project						
3	Record construction type in accordance with Applicable codes and standards.						
4	Determine if materials being used meet applicable codes and standards						
Final Test Result for Entire Task							

Evaluator signature & comments, Test #1		Evaluator signature & comments, Retest #1		Evaluator signature & comments, Retest #2	
Evaluator signature	Date	Evaluator signature	Date	Evaluator signature	Date
Candidate signature & acknowledgement, Test #1		Candidate signature & acknowledgement, Retest #1		Candidate signature & acknowledgement, Retest #2	
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New Jersey Division of Fire Safety

PRACTICAL SKILLS EXAMINATION REPORT

Skill sheet#

IN1-11

Certification Title

Fire Inspector

FIELD INSPECTION

FIXED FIRE SUPPRESSION SYSTEMS

Applicant Information

Candidate name

DFS ID #

Course #

Evaluation

Standard:
NFPA 1031, 2014 Edition
4.3.5

Task

Determine the operational readiness of existing fixed fire suppression systems, given test documentation and field observations. Assure the system(s) is in an operational state, maintenance is documented, and all deficiencies are identified, documented, and reported in accordance with the UFC and the policies of the jurisdiction.

Conditions and Outcome

Given inspection report and applying the policies of the jurisdiction and applicable codes and standards, the candidate will demonstrate the ability to observe, make decisions, recognize problems, and read reports. **The candidate will complete this task with a minimum of 5 items answered correctly**

Number	Task Steps	First Test		Retest #1		Retest #2	
		Pass	Fail	Pass	Fail	Pass	Fail
1	Determine operational readiness of fixed suppression system						
2	Verify documentation of maintenance and testing						
3	Use field observations to determine operational readiness						
4	Identify and document deficiencies according to New Jersey Uniform Fire Code						
5.	Prepare notice of violation if deficiencies are found after performing item 4						
6.	Submit Inspection report in accordance with policies of jurisdiction						
Final Test Result for Entire Task							

Evaluator signature & comments, Test #1		Evaluator signature & comments, Retest #1		Evaluator signature & comments, Retest #2	
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New Jersey Division of Fire Safety

PRACTICAL SKILLS EXAMINATION REPORT

Skill sheet#

IN1-12

Certification Title

Fire Inspector

FIELD INSPECTION

FIRE DETECTION AND ALARM SYSTEMS

Applicant Information

Candidate name

DFS ID #

Course #

Evaluation

Standard:
NFPA 1031, 2014 Edition
4.3.6

Task

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 all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

Conditions and Outcome

Given inspection report and applying the policies of the jurisdiction and applicable codes and standards, the candidate will demonstrate the ability to observe, make decisions, recognize problems, and read reports. **The candidate will complete this task with a minimum of 4 items answered correctly**

Number	Task Steps	First Test		Retest #1		Retest #2	
		Pass	Fail	Pass	Fail	Pass	Fail
1	Determine the operational readiness of detection/alarm system						
2	Verify documentation of maintenance and testing						
3	Use field observations to determine operational readiness						
4	Identify and document deficiencies according to New Jersey Uniform Fire Code						
5	Submit report in accordance with provisions of the NJ UFC						
Final Test Result for Entire Task							

Evaluator signature & comments, Test #1

Evaluator signature & comments, Retest #1

Evaluator signature & comments, Retest #2

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Evaluator signature	Date	Evaluator signature	Date	Evaluator signature	Date
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Candidate signature & acknowledgement, Test #1

Candidate signature & acknowledgement, Retest #1


Candidate signature & acknowledgement, Retest #1

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 Office of Training and certification	<h1 style="text-align: center;">New Jersey Division of Fire Safety</h1> <h2 style="text-align: center;"><i>PRACTICAL SKILLS EXAMINATION REPORT</i></h2>	
	Skill sheet# <h3 style="text-align: center;">IN1-13</h3>	Certification Title <h3 style="text-align: center;">Fire Inspector</h3> <h3 style="text-align: center;"><i>FIELD INSPECTION</i></h3> <h3 style="text-align: center;">PORTABLE FIRE EXTINGUISHERS</h3>

Applicant Information		
Candidate name	DFS ID #	Course #

Evaluation	
Standard: NFPA 1031, 2014 Edition 4.3.7	Task 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 all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.
	Conditions and Outcome Given inspection report and applying the policies of the jurisdiction and applicable codes and standards, the candidate will demonstrate the ability to observe, make decisions, recognize problems, and read reports. The candidate will complete this task with a minimum of 4 items answered correctly

Number	Task Steps	First Test		Retest #1		Retest #2	
		Pass	Fail	Pass	Fail	Pass	Fail
1	Determine operational readiness of portable fire extinguishers						
2	Verify documentation of maintenance and testing						
3	Through field observations, verify proper type and location of fire extinguishers						
4	Identify and document deficiencies according to New Jersey Uniform Fire Code						
5	Submit report in accordance with provisions of the NJ UFC						
Final Test Result for Entire Task							

Evaluator signature & comments, Test #1		Evaluator signature & comments, Retest #1		Evaluator signature & comments, Retest #2	
Evaluator signature	Date	Evaluator signature	Date	Evaluator signature	Date
Candidate signature & acknowledgement, Test #1		Candidate signature & acknowledgement, Retest #1		Candidate signature & acknowledgement, Retest #2	
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Revised 5/22/219 Approved by NJ SME Committee 6/12/2019
Updated on 1/20/2020



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New Jersey Division of Fire Safety

PRACTICAL SKILLS EXAMINATION REPORT

Skill sheet#

IN1-14

Certification Title

Fire Inspector
FIELD INSPECTION
HAZARDOUS CONDITIONS

Applicant Information

Candidate name

DFS ID #

Course #

Evaluation

Standard:
NFPA 1031, 2014 Edition
4.3.8

Task

Recognize hazardous conditions involving equipment, processes, and operations (given field information), so that the equipment, processes, or operations are conducted and maintained in accordance with applicable codes and standards and all deficiencies are identified and reported in accordance with the NJ UFC and policies of the jurisdiction.

Conditions and Outcome

Given field observations involving one of the following – dust collection; kitchen hood and ducts; dip tanks; spray painting; and flammable and combustible liquids storage, dispensing, and use – using applicable codes, standards, policies, procedures, and forms and a knowledge of code compliance techniques, fire behavior, ignition sources safe housekeeping and hazardous materials classifications, The candidate will recognize hazardous materials, equipment, processes, or operations; identify, document, and communicate all applicable codes, standards, and policies of the jurisdiction. **The candidate will complete this task with a minimum of 6 items answered correctly**

Number	Task Steps	First Test		Retest #1		Retest #2	
		Pass	Fail	Pass	Fail	Pass	Fail
1	Identify hazardous conditions, equipment, processes, and operations						
2	Identify and cite specific codes provisions and standards						
3	Verify equipment is being maintained and operated in accordance with applicable codes and standards						
4	Verify processes or operations are being maintained and operated in accordance with applicable codes and standards. Verify documentation of maintenance and testing						
5	Flammable liquid quantities over exempt amounts are referred appropriately						
6	Identify and document deficiencies in accordance with applicable codes and standards						
7	Submit report in accordance with provisions of the NJ UFC						
Final Test Result for Entire Task							

Continued on next page

IN1-14: HAZARDOUS CONDITIONS**Page 2**

Evaluator signature & comments, Test #1		Evaluator signature & comments, Retest #1		Evaluator signature & comments, Retest #2	
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New Jersey Division of Fire Safety

PRACTICAL SKILLS EXAMINATION REPORT

Skill sheet#

IN1-15

Certification Title

Fire Inspector

FIELD INSPECTION

**COMPARE INSTALLATION WITH APPROVED
PLANS**

Applicant Information

Candidate name

DFS ID #

Course #

Evaluation

Standard:
NFPA 1031, 2014 Edition
4.3.9

Task

Compare an approved plan to an installed 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 policies of the jurisdiction.

Conditions and Outcome

Given approved plans and field observations, using applicable codes, standards, policies, procedures, and forms, the candidate will recognize, identify, and communicate modifications to an installation when compared to approved plans.
The candidate will complete this task with a minimum of 2 items answered correctly

Number	Task Steps	First Test		Retest #1		Retest #2	
		Pass	Fail	Pass	Fail	Pass	Fail
1	Compare approved plans to an installed fire protection system						
2	Identify and document any modifications to the system which deviate from the approved plans						
3	Report modifications as necessary given agency policies						
Final Test Result for Entire Task							

Evaluator signature & comments, Test #1		Evaluator signature & comments, Retest #1		Evaluator signature & comments, Retest #2	
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New Jersey Division of Fire Safety

PRACTICAL SKILLS EXAMINATION REPORT

Skill sheet#

IN1-16

Certification Title

Fire Inspector

FIELD INSPECTION

EMERGENCY PLANNING & PREPAREDNESS

Applicant Information

Candidate name

DFS ID #

Course #

Evaluation

Standard:
NFPA 1031, 2014 Edition
4.3.10

Task

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 all deficiencies are identified, documented, and reported in accordance with the codes and policies of the jurisdiction.

Conditions and Outcome

Given emergency plans, field observations, documentation of practice/training exercises of emergency plan, policies of the jurisdiction, and applicable codes and standards, the candidate will demonstrate the ability to identify the emergency evacuation requirements contained in the applicable codes and standards and interpret plans and reports. **The candidate will complete this task with a minimum of 4 items answered correctly**

Number	Task Steps	First Test		Retest #1		Retest #2	
		Pass	Fail	Pass	Fail	Pass	Fail
1	Identify need for emergency plan based on occupancy						
2	Review written plan as it applies to codes and standards						
3	Review documentation of emergency plan exercises						
4	Identify potential deficiencies in the emergency plan according to NJ UFC and policies of the jurisdiction						
5	Submit reports according to policies of the jurisdiction						
Final Test Result for Entire Task							

Evaluator signature & comments, Test #1		Evaluator signature & comments, Retest #1		Evaluator signature & comments, Retest #2	
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New Jersey Division of Fire Safety

PRACTICAL SKILLS EXAMINATION REPORT

Skill sheet#

IN1-17

Certification Title

Fire Inspector
FIELD INSPECTION
EMERGENCY SITE ACCESS

Applicant Information

Candidate name

DFS ID #

Course #

Evaluation

Standard:
NFPA 1031, 2014 Edition
4.2.11

Task


Inspect emergency access for a site, given field observations, so that the required access for emergency responders is maintained or so that deficiencies are identified, documented, and corrected in accordance with the applicable codes, standards, and policies of the jurisdiction

Conditions and Outcome

Given field observations, using applicable codes, standards, policies, procedures, forms, and approved site plans, the candidate will demonstrate the ability to identify the emergency access requirements contained in the applicable codes and standards, observe, make decisions, and use measuring tools. **The candidate will complete this task with a minimum of 4 items answered correctly**

Number	Task Steps	First Test		Retest #1		Retest #2	
		Pass	Fail	Pass	Fail	Pass	Fail
1	Identify emergency access requirements						
2	Determine if required emergency access is being adequately maintained						
3	Identify deficiencies in the installed access according to applicable codes, standards, and local jurisdiction						
4	Document any deficiencies according to codes, standards, policies						
5	Assure deficiencies are corrected in compliance with provisions of the NJ UFC						
Final Test Result for Entire Task							

Evaluator signature & comments, Test #1		Evaluator signature & comments, Retest #1		Evaluator signature & comments, Retest #2	
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 Office of Training and certification	<h1 style="text-align: center;">New Jersey Division of Fire Safety</h1> <h2 style="text-align: center;"><i>PRACTICAL SKILLS EXAMINATION REPORT</i></h2>	
	Skill sheet# IN1-18	Certification Title Fire Inspector <i>FIELD INSPECTION</i> FLAMMABLE & COMBUSTIBLE LIQUIDS & GASES

Applicant Information							
Candidate name				DFS ID #		Course #	
Evaluation							
Standard: NFPA 1031, 2014 Edition 4.3.12		Task Verify code compliance for incidental storage, handling, and use of flammable and combustible liquids and gases, given field observations and inspection guidelines from the authority having jurisdiction. Assure that applicable codes and standards are addressed and all deficiencies are identified, documented, and reported in accordance with the applicable codes and policies of the jurisdiction.					
		Conditions and Outcome Given field observations, guidelines and policies of the jurisdiction, and applicable codes and standards, the candidate will demonstrate the ability to observe, communicate, interpret codes, recognize problems, and make decisions. The candidate will complete this task with a minimum of 5 items answered correctly					
Number	Task Steps	First Test		Retest #1		Retest #2	
		Pass	Fail	Pass	Fail	Pass	Fail
1	Use observations or scenario information to determine issues related to code compliance for incidental storage of flammables/combustibles						
2	Verify code compliance for proper labeling, storage, handling, safeguards and use of flammable and combustible liquids						
3	Verify code compliance for proper labeling, storage, handling, safeguards and use of flammable and combustible gases						
4	Identify appropriate codes, standards, and guidelines to determine compliance						
5	Identify, document, and report deficiencies according to codes, standards, guidelines						
6	Document and report deficiencies in accordance with provisions of the NJ UFC						
Final Test Result for Entire Task							
Continued on next page							

IN1-18: *FLAMMABLE & COMBUSTIBLE LIQUIDS & GASES***Page 2**

Evaluator signature & comments, Test #1		Evaluator signature & comments, Retest #1		Evaluator signature & comments, Retest #2	
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New Jersey Division of Fire Safety

PRACTICAL SKILLS EXAMINATION REPORT

Skill sheet#

IN1-19

Certification Title

Fire Inspector
FIELD INSPECTION
HAZARDOUS MATERIALS

Applicant Information

Candidate name

DFS ID #

Course #

Evaluation

Standard:
NFPA 1031, 2014 Edition
4.3.13

Task

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 properly addressed and all deficiencies are identified, documented, and reported in accordance with the UFC and the policies of the jurisdiction.

Conditions and Outcome

Given field observations, policies of the jurisdiction, and applicable codes and standards, Candidate will demonstrate the ability to observe, communicate, interpret codes, recognize problems, and make decisions. **The candidate will complete this task with a minimum of 3 items answered correctly**

Number	Task Steps	First Test		Retest #1		Retest #2	
		Pass	Fail	Pass	Fail	Pass	Fail
1	Use observations or scenario information to determine issues related to code compliance for incidental storage of hazardous materials						
2	Verify code compliance for proper labeling, storage, handling, safeguards and use of hazardous materials						
3	Identify deficiencies according to codes, standards, and policies						
4	Document and report deficiencies in accordance with provisions of the NJ UFC						
Final Test Result for Entire Task							

Evaluator signature & comments, Test #1		Evaluator signature & comments, Retest #1		Evaluator signature & comments, Retest #2	
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New Jersey Division of Fire Safety

PRACTICAL SKILLS EXAMINATION REPORT

Skill sheet#

IN1-20

Certification Title

Fire Inspector
FIELD INSPECTION
FIRE GROWTH POTENTIAL

Applicant Information

Candidate name

DFS ID #

Course #

Evaluation

Standard:
NFPA 1031, 2014 Edition
4.3.14

Task

Recognize a hazardous fire growth potential in a building or space, given observations, so that the hazardous conditions are identified, documented, and reported in accordance with the applicable codes policies of the jurisdiction.

Conditions and Outcome

Given a scenario, field observations, policies of the jurisdiction, and applicable codes and standards, the candidate will demonstrate the ability to observe, communicate, interpret codes, recognize hazardous conditions, and make decisions.
The candidate will complete this task with a minimum of 4 items answered correctly

Number	Task Steps	First Test		Retest #1		Retest #2	
		Pass	Fail	Pass	Fail	Pass	Fail
1	Using observations or scenario information provided, recognize and state potential for hazardous fire growth						
2	Identify and document conditions contributing to this potential situation including rating of contents, interior finishes, building elements and general housekeeping						
3	Identify applicable codes, standards and guidelines to determine compliance						
4	Identify remedies for the hazardous conditions						
5	Document and report deficiencies in accordance with jurisdiction policies						
Final Test Result for Entire Task							

Evaluator signature & comments, Test #1		Evaluator signature & comments, Retest #1		Evaluator signature & comments, Retest #2	
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New Jersey Division of Fire Safety

PRACTICAL SKILLS EXAMINATION REPORT

Skill sheet#

IN1-21

Certification Title

Fire Inspector
FIELD INSPECTION
CODE COMPLIANCE

Applicant Information

Candidate name

DFS ID #

Course #

Evaluation

Standard:
NFPA 1031, 2014 Edition
4.3.15

**This Skill sheet has been
incorporated into Skill
Sheet IN1-1 which meets
the requirements of
JPR 4.2.1**

Task

Determine code compliance of a fire protection system. Candidate will apply the codes, standards, and policies of the jurisdiction in order to verify compliance or non-compliance.

Conditions and Outcome

Given a fire safety system and provided with jurisdictional codes, standards, and policies, the candidate shall demonstrate code-related research, determine code Compliance, and clearly express proper code requirements in writing.
The candidate will complete this task with a minimum of 6 items answered correctly

Number	Task Steps	First Test		Retest #1		Retest #2	
		Pass	Fail	Pass	Fail	Pass	Fail
1	Identify fire safety issues, if any, in writing						
2	Note appropriate fire protection and prevention practices						
3	Document pertinent information						
4	Written report is clear and legible						
5	Spelling, grammar, and punctuation clear and concise.						
6	Reference applicable codes and standards accurately and explain fire and life safety benefits for compliance with specific codes						
7	Report any deficiencies according to codes, standards, and policies						
Final Test Result for Entire Task							

Evaluator signature & comments, Test #1		Evaluator signature & comments, Retest #1		Evaluator signature & comments, Retest #2	
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New Jersey Division of Fire Safety

PRACTICAL SKILLS EXAMINATION REPORT

Skill sheet#

IN1-22

Certification Title

Fire Inspector
FIELD INSPECTIONS
PERFORM FLOW TESTING

Applicant Information

Candidate name

DFS ID #

Course #

Evaluation

Standard:
NFPA 1031, 2014 Edition
4.3.16

Task

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

Conditions and Outcome

Given flow test equipment, an installed water distribution system or a scenario and a Universal Water Flow Test Summary Sheet (Page 491 IFSTA Inspector, 8th ed.) the candidate shall verify fire flows for a site so that the results are documented accordingly and the fire flow is confirmed as being in accordance with applicable codes and standards. Identify, document and report any deficiencies in accordance with the applicable policies.

The candidate will complete this task with a minimum of 7 items answered correctly

Number

Task Steps

First Test

Retest #1

Retest #2

Pass

Fail

Pass

Fail

Pass

Fail

1

Perform test or use scenario data provided

2

Personnel at test hydrant and all flow hydrants as necessary

3

Remove cap from test hydrant and attach pressure gauge, assure all remaining caps are snug

4

Open hydrant, bleed air from pressure gauge using petcock

5

Record static pressure on test hydrant pressure gauge

7

Open flow hydrant, record velocity pressure using pitot gauge, record residual pressure on test hydrant

8

Close hydrants, return to service

9

Record all results; compute flow thru graphical analysis

Final Test Result for Entire Task

Evaluator signature & comments, Test #1

Evaluator signature & comments, Retest #1

Evaluator signature & comments, Retest #2

Evaluator signature

Date

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Candidate signature & acknowledgement,
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Retest #1

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Retest #1

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