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| **Office of Training and Certification** | | **New Jersey Division of Fire Safety**  ***Candidate Practical Skills Examination Packet*** | | | | | | | | | | | |
| **NFPA Standard**  ***1031***  ***2014 edition*** | **Certification title**  ***Fire Inspector: Examination Summary Sheet*** | | | | | | | | | | |
| **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** |

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| **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** | | |
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| **Office of Training and certification** | **New Jersey Division of Fire Safety**  ***PRACTICAL SKILLS EXAMINATION REPORT*** | |
| **Skill Sheet #**  **IN1-1** | **Certification Title**  **Fire Inspector**  ***ADMINISTRATION***  **INSPECTION REPORTS** |

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| **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** | | |  |  |  |  |  |  |

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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** | **New Jersey Division of Fire Safety**  ***PRACTICAL SKILLS EXAMINATION REPORT*** | |
| **Skill sheet#**  **IN1-2** | **Certification Title**  **Fire Inspector**  ***ADMINISTRATION***  **PERMITS** |

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| **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 | |  |  |  |  |  |  |
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| **Final Test Result for Entire Task** | | |  |  |  |  |  |  |

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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** | **New Jersey Division of Fire Safety**  ***PRACTICAL SKILLS EXAMINATION REPORT*** | |
| **Skill sheet#**  **IN1-3** | **Certification Title**  **Fire Inspector**  ***ADMINISTATION***  **PLAN REVIEW** |

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| **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** | | |  |  |  |  |  |  |

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| **Office of Training and certification** | **New Jersey Division of Fire Safety**  ***PRACTICAL SKILLS EXAMINATION REPORT*** | |
| **Skill sheet#**  **IN1-4** | **Certification Title**  **Fire Inspector**  ***ADMINISTRATION***  **INVESTIGATE COMPLAINTS** |

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| **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** | | |  |  |  |  |  |  |

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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** | **New Jersey Division of Fire Safety**  ***PRACTICAL SKILLS EXAMINATION REPORT*** | |
| **Skill sheet#**  **IN1-5** | **Certification Title**  **Fire Inspector**  ***ADMINISTRATION***  **IDENTIFY CODES AND STANDARDS** |

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| **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** | | |  |  |  |  |  |  |

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| **Evaluator signature & comments, Test #1** | | **Evaluator signature & comments, Retest #1** | | **Evaluator signature & comments, Retest #2** | |
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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** | **New Jersey Division of Fire Safety**  ***PRACTICAL SKILLS EXAMINATION REPORT*** | |
| **Skill sheet#**  **IN1-6** | **Certification Title**  **Fire Inspector**  ***ADMINISTRATION***  **PARTICIPATE IN LEGAL PROCEEDINGS** |

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| **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** | | | | | | | | |

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| **IN1-6: *PARTICIPATE IN LEGAL PROCEEDINGS Page 2*** | | | | | |
| **Evaluator signature & comments, Test #1** | | **Evaluator signature & comments, Retest #1** | | **Evaluator signature & comments, Retest #2** | |
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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** | **New Jersey Division of Fire Safety**  ***PRACTICAL SKILLS EXAMINATION REPORT*** | |
| **Skill sheet#**  **IN1-7** | **Certification Title**  **Fire Inspector**  ***FIELD INSPECTION***  **OCCUPANCY CLASSIFICATION** |

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| **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** | | |  |  |  |  |  |  |

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| **Office of Training and certification** | **New Jersey Division of Fire Safety**  ***PRACTICAL SKILLS EXAMINATION REPORT*** | |
| **Skill sheet#**  **IN1-8** | **Certification Title**  **Fire Inspector**  ***FIELD INSPECTION***  **COMPUTE OCCUPANT LOAD** |

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| **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** | | |  |  |  |  |  |  |

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| **Office of Training and certification** | **New Jersey Division of Fire Safety**  ***PRACTICAL SKILLS EXAMINATION REPORT*** | |
| **Skill sheet#**  **IN1-9** | **Certification Title**  **Fire Inspector**  ***FIELD INSPECTION***  **INSPECT MEANS OF EGRESS** |

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| **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** | | |  |  |  |  |  |  |

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| **Office of Training and certification** | **New Jersey Division of Fire Safety**  ***PRACTICAL SKILLS EXAMINATION REPORT*** | |
| **Skill sheet#**  **IN1-10** | **Certification Title**  **Fire Inspector**  ***FIELD INSPECTION***  **TYPE OF CONSTRUCTION** |

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| **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** | | |  |  |  |  |  |  |

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| **Office of Training and certification** | **New Jersey Division of Fire Safety**  ***PRACTICAL SKILLS EXAMINATION REPORT*** | |
| **Skill sheet#**  **IN1-11** | **Certification Title**  **Fire Inspector**  ***FIELD INSPECTION***  **FIXED FIRE SUPPRESSION SYSTEMS** |

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| **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** | | |  |  |  |  |  |  |

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| **Office of Training and certification** | **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** |

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| **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** | | |  |  |  |  |  |  |

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| **Office of Training and certification** | **New Jersey Division of Fire Safety**  ***PRACTICAL SKILLS EXAMINATION REPORT*** | |
| **Skill sheet#**  **IN1-13** | **Certification Title**  **Fire Inspector**  ***FIELD INSPECTION***  **PORTABLE FIRE EXTINGUISHERS** |

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| **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** | | |  |  |  |  |  |  |

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| **Office of Training and certification** | **New Jersey Division of Fire Safety**  ***PRACTICAL SKILLS EXAMINATION REPORT*** | |
| **Skill sheet#**  **IN1-14** | **Certification Title**  **Fire Inspector**  ***FIELD INSPECTION***  **HAZARDOUS CONDITIONS** |

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| **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** | | |  |  |  |  |  |  |
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| **IN1-14: HAZARDOUS CONDITIONS Page 2** | | | | | |
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| **Office of Training and certification** | **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** |

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| **Applicant Information** | | | | | | | | |
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| **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** | | |  |  |  |  |  |  |

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| **Office of Training and certification** | **New Jersey Division of Fire Safety**  ***PRACTICAL SKILLS EXAMINATION REPORT*** | |
| **Skill sheet#**  **IN1-16** | **Certification Title**  **Fire Inspector**  ***FIELD INSPECTION***  **EMERGENCY PLANNING & PREPAREDNESS** |

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| **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** | | |  |  |  |  |  |  |

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| **Office of Training and certification** | **New Jersey Division of Fire Safety**  ***PRACTICAL SKILLS EXAMINATION REPORT*** | |
| **Skill sheet#**  **IN1-17** | **Certification Title**  **Fire Inspector**  ***FIELD INSPECTION***  **EMERGENCY SITE ACCESS** |

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| **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** | | |  |  |  |  |  |  |

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| **Office of Training and certification** | **New Jersey Division of Fire Safety**  ***PRACTICAL SKILLS EXAMINATION REPORT*** | |
| **Skill sheet#**  **IN1-18** | **Certification Title**  **Fire Inspector**  ***FIELD INSPECTION***  **FLAMMABLE & COMBUSTIBLE LIQUIDS & GASES** |

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| **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** | | |  |  |  |  |  |  |
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| **IN1-18: *FLAMMABLE & COMBUSTIBLE LIQUIDS & GASES Page 2*** | | | | | |
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| **Office of Training and certification** | **New Jersey Division of Fire Safety**  ***PRACTICAL SKILLS EXAMINATION REPORT*** | |
| **Skill sheet#**  **IN1-19** | **Certification Title**  **Fire Inspector**  ***FIELD INSPECTION***  **HAZARDOUS MATERIALS** |

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| **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** | | |  |  |  |  |  |  |

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| **Office of Training and certification** | **New Jersey Division of Fire Safety**  ***PRACTICAL SKILLS EXAMINATION REPORT*** | |
| **Skill sheet#**  **IN1-20** | **Certification Title**  **Fire Inspector**  ***FIELD INSPECTION***  **FIRE GROWTH POTENTIAL** |

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| **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** | | |  |  |  |  |  |  |

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| **Office of Training and certification** | **New Jersey Division of Fire Safety**  ***PRACTICAL SKILLS EXAMINATION REPORT*** | |
| **Skill sheet#**  **IN1-21** | **Certification Title**  **Fire Inspector**  ***FIELD INSPECTION***  **CODE COMPLIANCE** |

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| **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** | | |  |  |  |  |  |  |

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| Description: Description: 2007 DFS Logo jpg.jpg    **Office of Training and certification** | **New Jersey Division of Fire Safety**  ***PRACTICAL SKILLS EXAMINATION REPORT*** | |
| **Skill sheet#**  **IN1-22** | **Certification Title**  **Fire Inspector**  ***FIELD INSPECTIONS***  **PERFORM FLOW TESTING** |

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| **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** | | |  |  |  |  |  |  |

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