

MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSPECTOR II SKILLS TESTING

Fire Inspector II NFPA 1031 2009 Edition



Requirements:

1. Prerequisites for Fire Inspector II is Fire Inspector I
2. Completed application form and fee of \$85 is covered.
3. Candidate will be required to complete at least 9 or more of the 22 skill stations.
Skills will be chosen at random by the evaluator.
4. Practical portion of the exam is take home and the candidate will have 60 days from the date of the written test to submit practical skills to MSFCB, 2650 Fox Ridge, Blaine MN 55449.

MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSPECTOR II SKILLS TESTING

Fire Inspector II

The **Fire Inspector II** examination consists of two parts, a written question portion and a written skills portion.

The **written question portion** is proctored and timed. The written exam must be completed in the presence of the examiner at the test site within the two hour time allotted. There are no books, notes or references permitted to be used for the written question examination. Upon completion of the exam or the expiration of time, you must return the examination to the examiner.

The **written skills portion** of the examination is a take home exam and it **must be completed within 60 days** of the exam date and forwarded by the certification candidate to the address provided for scoring. All codes and references available may be used to complete the examination.

In each written skills examination question, you are provided with information on skill, scenario and competency. **Simulated inspections will not be accepted.** Applicants are required to make an actual inspection where required in the skill. If the structure is not available in your jurisdiction, contact your neighboring community's building or fire inspector and ask for permission to inspect the property in his/her city.

It is to your advantage to carefully read each skill, scenario and competency. These areas form the basis for the critical criteria required to correctly answer the question.

The information required to correctly answer the question is provided in the skill, scenario and competency. Do not read things into the question or perceive possible information that is not provided.

In answering the question, carefully provide **all information** required in the skill, scenario and competency. Failure in any portion of the question fails the question.

Do Not continue until told to do so by the examiner

MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSPECTOR II SKILLS TESTING

SKILL STATION 1

ADMINISTRATION/PERMIT APPLICATION

Candidate Number _____

Reference: NFPA 1031 (2009 Edition) Section: 5.2.1

Skill: Process a permit application, so that the application is evaluated and a permit is issued or denied in accordance with applicable codes and standards are met.

Criteria: Provide an example of a permit application received and a permit issued following local jurisdiction policy and cite applicable codes.

Competencies:

1. Ability to process permits applications in accordance with applicable codes.

All correspondence and inspection documents submitted must be typed and attached to this form.

RATING & EVALUATION (for evaluator's use only)

Performance Rating: Pass Fail

Evaluator Comments: _____

Evaluator Signature: _____ Date: _____

MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSPECTOR II SKILLS TESTING

SKILL STATION 2

ADMINISTRATION/PROCESS PLAN REVIEW

Candidate Number _____

Reference: NFPA 1031 (2009 Edition) Section: 5.2.2

Skill: Process a plan review application, so that the application is evaluated and processed in accordance with applicable policies and procedures.

Criteria: Provide an example of a completed plan review from your jurisdiction, including documentation and correspondence.

Competencies:

1. Ability to process applications in accordance with applicable codes, policies and procedures.

All correspondence and inspection documents submitted must be typed and attached to this form.

RATING & EVALUATION (for evaluator's use only)

Performance Rating: Pass Fail

Evaluator Comments: _____

Evaluator Signature: _____ Date: _____

MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSPECTOR II SKILLS TESTING

SKILL STATION 3

ADMINISTRATION/INVESTIGATE COMPLEX COMPLAINTS

Candidate Number _____

Reference: NFPA 1031 (2009 Edition) Section: 5.2.3

Skill: Investigate a complex complaint, so that the complaint information is recorded, the appropriate process is initiated and the complaint is resolved.

Criteria: Provide one example of a complex complaint that you have received, processed and resolved following your jurisdictions policies and procedures.

Competencies:

1. Briefly describe the situation.
2. Identify the code violations observed.
3. Reference the applicable code sections.
4. Provide copies of all inspection reports and correspondence.

All correspondence and inspection documents submitted must be typed and attached to this form.

RATING & EVALUATION (for evaluator's use only)

Performance Rating: Pass Fail

Evaluator Comments: _____

Evaluator Signature: _____ Date: _____

MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSPECTOR II SKILLS TESTING

SKILL STATION 4

ADMINISTRATION/MODIFICATION TO CODES

Candidate Number _____

Reference: NFPA 1031 (2009 Edition) Section: 5.2.4

Skill: Recommend modifications to codes and standards of the jurisdiction, given a fire safety issue.

Criteria: Provide an example of a proposed modification to the code that addresses a problem, need, or deficiency.

Competencies:

1. Address the modifications of the code.
2. Effectively communicate and justify the fire safety issues.
3. Identify the cost/risk benefits.

All correspondence and inspection documents submitted must be typed and attached to this form.

RATING & EVALUATION (for evaluator's use only)

Performance Rating: Pass Fail

Evaluator Comments: _____

Evaluator Signature: _____ Date: _____

MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSPECTOR II SKILLS TESTING

SKILL STATION 5

ADMINISTRATION/RECOMMEND POLICIES

Candidate Number _____

Reference: NFPA 1031 (2009 Edition) Section: 5.2.5

Skill: Recommend policies and procedures for inspection services.

Criteria: Provide an example of a policy or procedure that you have developed for conducting inspections, whether it was accepted as policy or not.

Competencies:

1. Identify the problem.
2. Conduct code research.
3. Develop a written policy/procedure.

All correspondence and inspection documents submitted must be typed and attached to this form.

RATING & EVALUATION (for evaluator's use only)

Performance Rating: Pass Fail

Evaluator Comments: _____

Evaluator Signature: _____ Date: _____

MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSPECTOR II SKILLS TESTING

SKILL STATION 6

FIELD INSPECTIONS/COMPUTE OCCUPANT LOAD

Candidate Number _____

Reference: NFPA 1031 (2009 Edition) Section: 5.3.1

Skill: Compute the occupant load of a multi-use building, so that the maximum occupant load calculation is accurate and in accordance with applicable codes and standards.

Criteria: Provide an example of a multiuse building within your jurisdiction that you have calculated the occupant loads and identify occupancy factors. Provide a copy of the floor plan and mathematical calculations.

Competencies:

1. Ability to classify different occupant loads in a multiuse building.
2. Ability to calculate occupant loads in accordance with applicable codes.

All correspondence and inspection documents submitted must be typed and attached to this form.

RATING & EVALUATION (for evaluator's use only)

Performance Rating: Pass Fail

Evaluator Comments: _____

Evaluator Signature: _____ Date: _____

MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSPECTOR II SKILLS TESTING

SKILL STATION 7

FIELD INSPECTIONS/OCCUPANCY CLASSIFICATION

Candidate Number _____

Reference: NFPA 1031 (2009 Edition) Section: 5.3.2

Skill: Identify the occupancy classification of a mixed-use building, so that each area is properly classified in accordance with applicable codes and standards.

Criteria: Provide a copy of a floor plan with the use and occupancy type identified for each area of a mixed-use building in your jurisdiction.

Competencies:

1. Ability to classify different occupancies in a multiuse building.

**All correspondence and inspection documents submitted must
be typed and attached to this form.**

RATING & EVALUATION (for evaluator's use only)

Performance Rating: Pass Fail

Evaluator Comments: _____

Evaluator Signature: _____ Date: _____

MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSPECTOR II SKILLS TESTING

SKILL STATION 8

FIELD INSPECTIONS/CONSTRUCTION TYPE

Candidate Number _____

Reference: NFPA 1031 (2009 Edition) Section: 5.3.3

Skill: Determine the type of construction in a new building, so that the construction type is properly classified according to applicable codes and standards. Evaluate a building's area, height, occupancy classification and construction type.

Criteria: Based on the scenario below using the proper codes determine the type of construction required.

You have a new three-story office building being built within your city and the contractor needs you to verify the type of construction. He describes the building as non-combustible, with one-hour fire resistive construction throughout. Permanent non-bearing partitions are not fire resistive. The stairways are non-combustible construction.

Competencies:

1. Demonstrate ability to adequately classify the type of construction.
2. The proper code reference was noted.

All correspondence and inspection documents submitted must be typed and attached to this form.

RATING & EVALUATION (for evaluator's use only)

Performance Rating: Pass Fail

Evaluator Comments: _____

Evaluator Signature: _____ Date: _____

MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSPECTOR II SKILLS TESTING

SKILL STATION 9

FIELD INSPECTIONS/FIRE PROTECTION SYSTEMS

Candidate Number _____

Reference: NFPA 1031 (2009 Edition) Section: 5.3.4

Skill: Evaluate fire protection systems and equipment providing protection to a building or facility. Is the system appropriate for the occupancy or hazard being protected? Evaluate installation for compliance with applicable codes.

Criteria: Provide documentation that you have participated in the inspection of a facility in which you evaluated the fire protection systems and equipment for that building. Documentation must include the type of occupancy, type of systems and equipment and a copy of the inspection report for the building.

Competencies:

1. Demonstrate ability to reference current applicable codes.
2. Ability to identify hazards.
3. Ability to read plans and specifications.

**All correspondence and inspection documents submitted must
be typed and attached to this form.**

RATING & EVALUATION (for evaluator's use only)

Performance Rating: Pass Fail

Evaluator Comments: _____

Evaluator Signature: _____ Date: _____

MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSPECTOR II SKILLS TESTING

SKILL STATION 10

FIELD INSPECTIONS/EGRESS

Candidate Number _____

Reference: NFPA 1031 (2009 Edition) Section: 5.3.5

Skill: Analyze the egress elements of a building or portion of a building so that the means of egress elements are provided and located in accordance with applicable codes and standards and all deficiencies are discovered, noted, and communicated in accordance with the policies of the agency.

Criteria: Provide documentation that you have participated in the inspection of a building for the purpose of assessing the egress elements of the building.

Competencies:

1. Demonstrate ability to reference current applicable codes.
2. Demonstrate ability to adequately assess the egress elements.
3. Provide a copy of your inspection report that includes a floor plan, occupancy type, occupant load, square footage, and location of required exits.

**All correspondence and inspection documents submitted must
be typed and attached to this form.**

RATING & EVALUATION (for evaluator's use only)

Performance Rating: Pass Fail

Evaluator Comments: _____

Evaluator Signature: _____ Date: _____

MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSPECTOR II SKILLS TESTING

SKILL STATION 11

FIELD INSPECTIONS/HAZARDOUS CONDITIONS

Candidate Number _____

Reference: NFPA 1031 (2009 Edition) Section: 5.3.6

Skill: Evaluate hazardous conditions involving equipment, processes, and operations, so that equipment, processes, or operations are installed in accordance with applicable codes and standards and all deficiencies are identified, documented, and reported in accordance with policies of the jurisdiction.

Criteria: Provide documentation that you have participated in an inspection of a building that has one or more of the following processes: milling of agricultural products, high pile storage, manufacturing, or hazardous material use or storage. Documentation must include the type of occupancy, type of processes observed, description of hazards and a copy of your inspection report.

Competencies:

1. Demonstrate ability to reference current applicable codes.
2. Demonstrate ability to properly identify hazards.
3. Demonstrate ability to communicate deficiencies.

All correspondence and inspection documents submitted must be typed and attached to this form.

RATING & EVALUATION (for evaluator's use only)

Performance Rating: Pass Fail

Evaluator Comments: _____

Evaluator Signature: _____ Date: _____

MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSPECTOR II SKILLS TESTING

SKILL STATION 12

FIELD INSPECTIONS/EMERGENCY PLANNING

Candidate Number _____

Reference: NFPA 1031 (2009 Edition) Section: 5.3.7

Skill: Evaluate emergency planning and preparedness procedures to determine their applicability to the facility and their compliance with codes and standards.

Criteria: Provide documentation that you have participated in a fire drill either at a hospital or nursing home, school, office complex, or an industrial facility. Documentation must include the type of occupancy and a copy of an assessment of the evacuation.

Competencies:

1. The documentation of participation was applicable to the proper type of facility.
2. The assessment refers to proper elements of evacuation procedures.
3. Documentation reflects applicable codes.

All correspondence and inspection documents submitted must be typed and attached to this form.

RATING & EVALUATION (for evaluator's use only)

Performance Rating: Pass Fail

Evaluator Comments: _____

Evaluator Signature: _____ Date: _____

MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSPECTOR II SKILLS TESTING

SKILL STATION 13

FIELD INSPECTIONS/FLAMMABLE & COMBUSTIBLE LIQUIDS

Candidate Number _____

Reference: NFPA 1031 (2009 Edition) Section: 5.3.8

Skill: Verify code compliance for the storage, handling and use of flammable and combustible liquids and gases, so that applicable codes and standards are addressed, deficiencies are identified and documented.

Criteria: Provide documentation that you have participated in the inspection of a facility that stores or uses flammable/combustible liquids or gases as part of associated processes or operations. Documentation must include the type of occupancy, type of process and a copy of the inspection report for the building.

Competencies:

1. Documentation demonstrates ability to classify the hazard.
2. Documentation demonstrates ability to interpret and identify code deficiencies and determine corrective action.

**All correspondence and inspection documents submitted must
be typed and attached to this form.**

RATING & EVALUATION (for evaluator's use only)

Performance Rating: Pass Fail

Evaluator Comments: _____

Evaluator Signature: _____ Date: _____

MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSPECTOR II SKILLS TESTING

SKILL STATION 14

FIELD INSPECTIONS/STORAGE/HANDLING/USE OF HAZARDOUS MATERIALS

Candidate Number _____

Reference: NFPA 1031 (2009 Edition) Section: 5.3.9

Skill: Verify code compliance for the storage, handling and use of hazardous materials, so that applicable codes and standards are addressed, deficiencies are identified and documented.

Criteria: Provide documentation that you have participated in the inspection of a facility that stores or uses hazardous materials associated with processes or operations. Documentation must include the type of occupancy, type of process and a copy of the inspection report.

Competencies:

1. Documentation demonstrates ability to classify the hazard.
2. Documentation demonstrates ability to interpret and identify code deficiencies and determine corrective action.

**All correspondence and inspection documents submitted must
be typed and attached to this form.**

RATING & EVALUATION (for evaluator's use only)

Performance Rating: Pass Fail

Evaluator Comments: _____

Evaluator Signature: _____ Date: _____

MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSPECTOR II SKILLS TESTING

SKILL STATION 15

FIELD INSPECTIONS/FIRE GROWTH

Candidate Number _____

Reference: NFPA 1031 (2009 Edition) Section: 5.3.10

Skill: Determine fire growth potential in a building so that the contents, interior finish, and construction elements can be evaluated for compliance with applicable codes.

Criteria: Provide documentation that you have participated in the inspection of a facility in which you evaluated the fire growth potential for that building. Documentation must include the type of occupancy and a copy of the inspection report for the building.

Competencies:

1. Demonstrate ability to reference current applicable codes.
2. Demonstrate ability to properly identify hazards.
3. Demonstrate ability to communicate deficiencies.

**All correspondence and inspection documents submitted must
be typed and attached to this form.**

RATING & EVALUATION (for evaluator's use only)

Performance Rating: Pass Fail

Evaluator Comments: _____

Evaluator Signature: _____ Date: _____

MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSPECTOR II SKILLS TESTING

SKILL STATION 16

FIELD INSPECTIONS/PERFORMANCE BASE DESIGN

Candidate Number _____

Reference: NFPA 1031 (2009 Edition) Section: 5.3.11

Skill: Verify compliance with construction documents, given a performance-based design, so that life safety systems and building services equipment are installed, inspected and tested to perform as described in the engineering documents. All deficiencies are identified, documented, and reported in accordance with policies of the jurisdiction.

Criteria: Provide documentation that you have participated in an inspection of a performance-based designed system. Documentation must include the type of performance-based system, type of testing observed, and a copy of your inspection report.

Competencies:

1. Demonstrate ability to witness and document tests of fire protections systems.

**All correspondence and inspection documents submitted must
be typed and attached to this form.**

RATING & EVALUATION (for evaluator's use only)

Performance Rating: Pass Fail

Evaluator Comments: _____

Evaluator Signature: _____ Date: _____

MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSPECTOR II SKILLS TESTING

SKILL STATION 17

FIELD INSPECTIONS/HEATING, VENTILATION & AC

Candidate Number _____

Reference: NFPA 1031 (2009 Edition) Section: 5.3.12

Skill: Verify code compliance of heating, ventilation, air conditioning and other builder service equipment and operations, given field operations, so that the systems and other equipment are maintained in accordance with applicable codes and standards and deficiencies are identified, documented and reported.

Criteria: Provide documentation that you have participated in testing and/or inspection of smoke and heat vents, installation of kitchen cooking equipment (including hoods and ducts), laundry chutes, or elevators and escalators. Documentation must include the type of building service equipment, type of testing observed, and a copy of your inspection report.

Competencies:

1. Demonstrate ability to observe, recognize problems, interpret codes and standards, and write reports.

**All correspondence and inspection documents submitted must
be typed and attached to this form.**

RATING & EVALUATION (for evaluator's use only)

Performance Rating: Pass Fail

Evaluator Comments: _____

Evaluator Signature: _____ Date: _____

MINNESOTA FIRE SERVICE CERTIFICATION FIRE INSPECTOR II SKILLS TESTING

SKILL STATION 18 PLANS REVIEW/OCCUPANT CLASSIFICATION

Candidate Number _____

Reference: NFPA 1031 (2009 Edition) Section: 5.4.1

Skill: Classify the occupancy type so that the classification is made according to applicable codes and standards.

Scenario: Given the drawing below, classify the occupancies in this mixed tenant building.

Competencies:

1. Ability to read plans,
2. Ability to interpret and apply occupancy classifications.

Tenant #1: Anytown Small Engine Repair	Tenant #2: Anytown Post Office	Tenant #3: Anytown Sports Bar & Grill	Tenant #4: Anytown Grocery Store
---	---	--	---

Tenant #1 – Occupancy Classification: _____

Tenant #2 – Occupancy Classification: _____

Tenant #3 – Occupancy Classification: _____

Tenant #4 – Occupancy Classification: _____

**All correspondence and inspection documents submitted must
be typed and attached to this form.**

RATING & EVALUATION (for evaluator's use only)

Performance Rating: Pass Fail

Evaluator Comments: _____

Evaluator Signature: _____ Date: _____

MINNESOTA FIRE SERVICE CERTIFICATION INSPECTOR II SKILLS TESTING

SKILL STATION 19

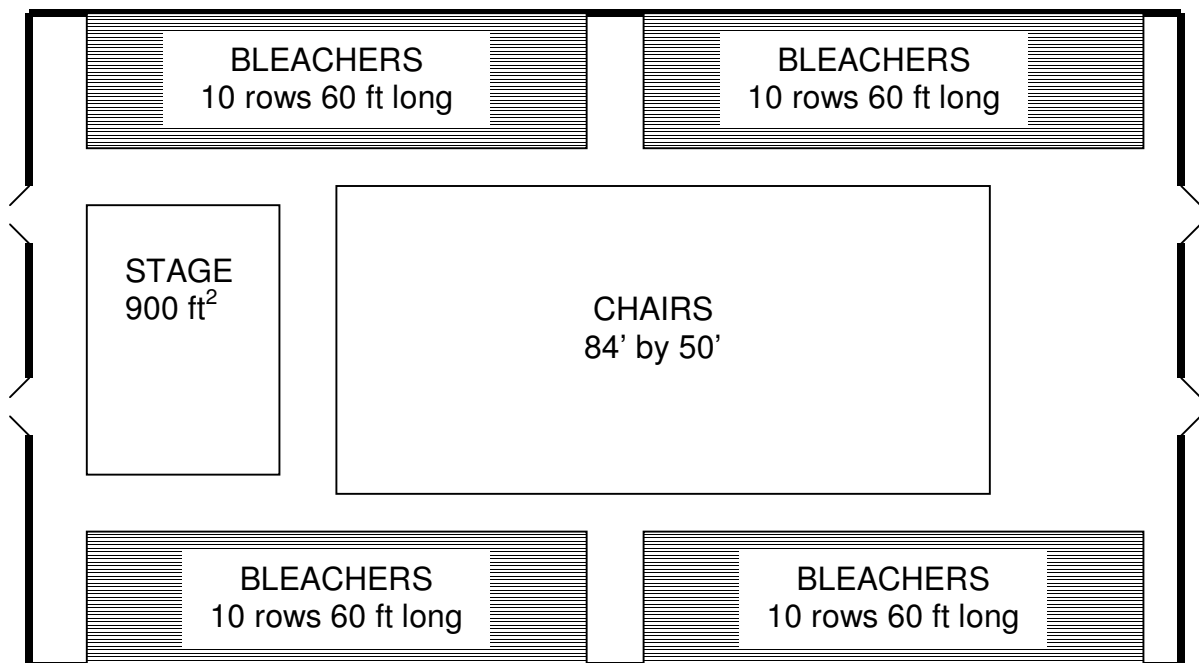
PLANS REVIEW/OCCUPANT LOAD

Candidate Number _____

Reference: NFPA 1031 (2009 Edition) Section: 5.4.2

Skill: Compute the occupant load of a building or portion of a building based on a floor plan, so that the calculated occupant load is in accordance with applicable codes and standards.

Scenario: Review the drawing of a school gymnasium being used for an assembly performance. Given the occupant load factors below, compute the maximum number of occupants that can occupy this performance.



Occupant Load Factors

Bleacher Seating	1 person per 18 inches of length
Seating – table, chairs, stage	1 person per 15 sq. ft. of area
Seating – concentrated (chairs)	1 person per 7 sq. ft. of area

MINNESOTA FIRE SERVICE CERTIFICATION INSPECTOR II SKILLS TESTING

SKILL STATION 19 CONTINUED

PLANS REVIEW/OCCUPANT LOAD

Candidate Number _____

Reference: NFPA 1031 (2009 Edition) Section: 5.4.2

Competencies:

1. Ability to identify and apply occupant load factors.
2. Ability to calculate the number of occupants allowed in an area or space.

**All correspondence and inspection documents submitted must
be typed and attached to this form.**

RATING & EVALUATION (for evaluator's use only)

Performance Rating: Pass Fail

Evaluator Comments: _____

Evaluator Signature: _____ Date: _____

MINNESOTA FIRE SERVICE CERTIFICATION INSPECTOR II SKILLS TESTING

SKILL STATION 20

FIELD INSPECTIONS/FIRE PROTECTION SYSTEM

Candidate Number _____

Reference: NFPA 1031 (2009 Edition) Section: 5.4.3 & 5.4.4

Skill: Review the proposed installation of fire protection systems and field verify the installation of a fire protection system, so that the system is reviewed for code compliance and installed in accordance with the approved drawings. All deficiencies are identified, documented and reported in accordance with policies of the jurisdiction.

Criteria: Provide documentation that you have participated in the inspection of an installed fire protection system and verify that it was installed according to the approved plans. Documentation must include the type of occupancy, type of system, and a copy of the inspection report.

Competencies:

1. Ability to read and compare a fire protection plan to the installation.
2. Identify the code violations observed.
3. Reference the applicable code sections.
4. Provide copies of all inspection reports and correspondence.

All correspondence and inspection documents submitted must be typed and attached to this form.

RATING & EVALUATION (for evaluator's use only)

Performance Rating: Pass Fail

Evaluator Comments: _____

Evaluator Signature: _____ Date: _____

MINNESOTA FIRE SERVICE CERTIFICATION INSPECTOR II SKILLS TESTING

SKILL STATION 21

PLANS REVIEW/EGRESS

Candidate Number _____

Reference: NFPA 1031 (2009 Edition) Section: 5.4.5

Skill: Using a floor plan of a building or portion of a building, verify that egress elements are adequate. Identify and report all deficiencies in accordance applicable codes and standards and with the policies of the jurisdiction.

Criteria: Provide documentation that you have participated in the plan review of egress elements within a building. Documentation must include a floor plan, report or correspondence.

Competencies:

1. Ability to read plans and evaluate the egress components of a building.
2. Identify the code violations observed.
3. Reference the applicable code sections.
4. Provide copies of all reports and correspondence.

All correspondence and inspection documents submitted must be typed and attached to this form.

RATING & EVALUATION (for evaluator's use only)

Performance Rating: Pass Fail

Evaluator Comments: _____

Evaluator Signature: _____ Date: _____

MINNESOTA FIRE SERVICE CERTIFICATION INSPECTOR II SKILLS TESTING

SKILL STATION 22

PLANS REVIEW/CONSTRUCTION VERIFICATION

Candidate Number _____

Reference: NFPA 1031 (2009 Edition) Section: 5.4.6

Skill: Inspect the construction type of a building so that it complies with the approved plans.

Criteria: Provide documentation that you have participated in the inspection and verification so that the construction of the building meets the plans submitted. Documentation must include the type of occupancy and a copy of the inspection report.

Competencies:

- 1) Ability to evaluate the construction of a building.
- 2) Identify the code violations observed.
- 3) Reference the applicable code sections.
- 4) Provide copies of all inspection reports and correspondence.

**All correspondence and inspection documents submitted must
be typed and attached to this form.**

RATING & EVALUATION (for evaluator's use only)

Performance Rating: Pass Fail

Evaluator Comments: _____

Evaluator Signature: _____ Date: _____