

MINNESOTA FIRE SERVICE CERTIFICATION PLAN EXAMINER SKILLS TESTING

Plan Examiner NFPA 1031 2009 Edition



Requirements:

1. Prerequisites for Plan Examiner I is Fire Inspector II
2. Completed application form and fee of \$225 is covered.
3. Candidate will be required to complete Skills 1 thru 8. Skills 9 and 10 may be assigned. Candidate will be given at least three sets of plans to conduct a complete review and will submit the marked up plans, letters and any accompanying documents to the evaluator for review.
4. Practical portion of the exam is considered 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 PLAN EXAMINER SKILLS TESTING

Plan Examiner 1

The **Plan Examiner** 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.

The candidate is expected to submit a “package” for evaluation to the evaluator that consists of:

1. Marked up plans indicating deficiencies or concerns. The markings shall be legible and in a red colored pen or pencil.
2. Cover letter detailing deficiencies with proper code violation citations.
3. Accompanying documentation necessary to support letter and markings.

Submission shall be of a professional quality; typed, proper English and grammar; bound/organized and on time.

MINNESOTA FIRE SERVICE CERTIFICATION PLAN EXAMINER SKILLS TESTING

SKILL STATION 1

ADMINISTRATION – PLAN REVIEW & REPORT

Candidate Name/Number _____

Reference: NFPA 1031 (2009 Edition) Section: 7.2.1, 7.2.2, 7.2.3, 7.2.4 & 7.3.10

Prepare reports, given observations from a plan review, so that the report is clear, concise, and accurately reflects the findings of the plan review in accordance with applicable codes and standards and the policies and procedures of the jurisdiction (7.2.1). Facilitate the resolution of deficiencies identified during the plan review, given a submittal and the established policies and procedures of the jurisdiction, so that deficiencies are identified, documented, and reported to the plan submitter with applicable references to codes and standards (7.2.2). Process plan review documents, given a set of plans and specifications, so that required permits are issued in accordance with the policies of the jurisdiction (7.2.3). Determine applicable code (7.2.4). Review specification, read plans, classify occupancies, and apply standards (7.3.10).

Criteria: Provided a set of plans, conduct a plan review that identifies and meets the following objectives and core competencies:

Competencies:

1. Prepared a report from provided observations of a plan review
 - a. Report was clear
 - b. Report was concise
 - c. Report was in accordance with applicable codes and standards
 - d. Report was in accordance with local policies and procedures
2. Used local practices and policies
3. Identified and documented deficiencies in writing
4. Reported to the submitter with applicable references to codes and standards
5. Verbalized alternative methods of compliance
6. Determined completeness of plan review documents
7. Adhered to the applicable policies for processing the plan review documents
8. Determined whether to deny or approve a permit
9. Documented actions in accordance with local policies and procedures

MINNESOTA FIRE SERVICE CERTIFICATION PLAN EXAMINER SKILLS TESTING

SKILL STATION 1 - CONTINUED

ADMINISTRATION – PLAN REVIEW & REPORT

Candidate Name/Number _____

Reference: NFPA 1031 (2009 Edition) Section: 7.2, 7.2.1, 7.2.2, 7.2.3 & 7.2.4

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 PLAN EXAMINER SKILLS TESTING

SKILL STATION 2

ADMINISTRATION/PROCESS PLAN REVIEW

Candidate Number _____

Reference: NFPA 1031 (2009 Edition) Section: 7.3.1

Identify the requirements for fire protection or a life safety system, given a set of plans, so that all deficiencies are identified, documented, and reported in accordance with the policies and procedures of the jurisdiction.

Criteria: Provided a set of plans, conduct a plan review that identifies and meets the following objectives and core competencies:

Competencies:

1. Prepared a report from provided observations of a plan review
2. Report was clear
3. Report was concise
4. Report was in accordance with applicable codes and standards
5. Report was in accordance with local policies and procedures
6. Used local practices and policies
7. Identified and documented deficiencies in writing
8. Reported to the submitter with applicable references to codes and standards
9. Verbalized alternative methods of compliance
10. Determined completeness of plan review documents
11. Adhered to the applicable policies for processing the plan review documents
12. Determined whether to deny or approve a permit
13. Documented actions in accordance with local policies and procedures

MINNESOTA FIRE SERVICE CERTIFICATION PLAN EXAMINER SKILLS TESTING

SKILL STATION 2 CONTINUED

ADMINISTRATION/PROCESS PLAN REVIEW

Candidate Number _____

Reference: NFPA 1031 (2009 Edition) Section: 7.3.1

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 PLAN EXAMINER SKILLS TESTING

SKILL STATION 3

PLAN REVIEW – OCCUPANCY CLASSIFICATION

Candidate Number _____

Reference: NFPA 1031 (2009 Edition) Section: 7.3.2

Skill: Verify the occupancy classification, given a set of plans, specifications and a description of a building and its intended use, so that the classification is made in accordance with the applicable codes and standards and the policies of the jurisdiction.

Criteria: Provided a set of plans and measuring tools, conduct a plan review to identify the following:

Competencies:

1. Evaluate the plan for occupancy use information.
2. Verify the plan to the specifications and building intended use.
3. Determine applicable code, standards or regulations.
4. Verify the occupancy class based on the codes and standards.
5. Determine the occupant loads for the building.
6. Identify fire hazards presented by various occupancies and operational features.

All correspondence and plan review 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 PLAN EXAMINER SKILLS TESTING

SKILL STATION 4

PLAN REVIEW – OCCUPANCY CLASSIFICATION

Candidate Number _____

Reference: NFPA 1031 (2009 Edition) Section: 7.2.2, 7.2.3, 7.3.1, 7.3.2, 7.3.3, 7.3.4, 7.3.5, 7.3.7, 7.3.10

Criteria: Verify the classification of the construction type, given a set of plans, including the proposed area, height, number of stories, and location, so that the proposed building is classified in accordance with applicable codes and standards and deficiencies are identified, documented, and reported.

Competencies:

1. Identified the construction type.
2. Verified the area and height are permitted based on the construction type.
3. Verified the number of stories and location are permitted based on the construction type.
4. Verified the proposed building is classified in accordance with applicable codes and standards.
5. Identified and documented the deficiencies related to the construction type.
6. Verified that sprinkler and standpipe requirements related to construction type, height, and area are properly addressed..
7. Reported the deficiencies

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RATING & EVALUATION (for evaluator's use only)

Performance Rating: Pass Fail

Evaluator Comments: _____

Evaluator Signature: _____ Date: _____

MINNESOTA FIRE SERVICE CERTIFICATION PLAN EXAMINER SKILLS TESTING

SKILL STATION 5

PLAN REVIEW-LIFE SAFETY SYSTEMS

Candidate Name/Number _____

Reference: NFPA 1031 (2009 Edition) Section: 7.3.1 and 7.3.10

Criteria: Identify the requirements for fire protection or a life safety system, given a set of plans, so that all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

Competencies:

1. Identified the requirements for fire protection or a life safety system.
2. Interpreted plan symbols used by the jurisdiction.
3. Applied applicable codes and standards to the system.
4. Identified, documented and reported the deficiencies.

All correspondence and plan review 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 PLAN EXAMINER SKILLS TESTING

SKILL STATION 6

PLAN REVIEW-CALCULATE OCCUPANT LOAD

Candidate Name/Number _____

Reference: NFPA 1031 (2009 Edition) Section: 7.3.4

Criteria: Verify the occupant load, given a set of plans, so that the maximum allowable occupant load is in accordance with applicable codes and standards

Competencies:

1. Used measuring tools correctly
2. Identified occupancy factors related to the occupancy types
3. Accurately calculated the occupant load
4. Identified, documented and reported the deficiencies

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RATING & EVALUATION (for evaluator's use only)

Performance Rating: Pass Fail

Evaluator Comments: _____

Evaluator Signature: _____ Date: _____

MINNESOTA FIRE SERVICE CERTIFICATION PLAN EXAMINER SKILLS TESTING

SKILL STATION 7

PLAN REVIEW - EGRESS

Candidate Name/Number _____

Reference: NFPA 1031 (2009 Edition) Section: 7.3.5

Skill: Review a plan and determine what amount of egress is required based on the occupant load. Identify that the building has adequate egress. Understand the relationship between fixed fire protection systems and egress. Identify that an egress component is not within applicable codes, and properly document this finding.

Criteria: You are a Plan Examiner reviewing a building plan to determine if adequate egress is provided based on occupant load. Provided a set of plans, conduct a plan review that identifies and meets the following objectives and core competencies.

Competencies:

1. Identify the occupancy type.
2. Identify and research egress code requirements based on occupant load.
3. Verify that adequate egress is provided for an occupant load.
4. Identify, document and report all deficiencies.

All correspondence and plan review 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 PLAN EXAMINER SKILLS TESTING

SKILL STATION 8 PLAN REVIEW-FIRE FLOW, FD ACCESS AND HYDRANT SPACING

Candidate Name/Number _____

Reference: NFPA 1031 (2009 Edition) Section: 7.3.6 & 7.3.7

Skill: Evaluate code compliance for required fire flow and hydrant location and spacing, given a plan, required fire flow, and fire flow test results, so that hydrants are correctly located and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction. (470-7.3.6) Furthermore, evaluate code compliance of emergency vehicle access, given a plan, so that emergency access is provided in accordance with applicable codes and standards and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction (701-7.3.7).

Criteria: Provided a set of plans and measuring tools, conduct a plan review to identify the following:

Competencies:

1. Read fire flow graphs
2. Interpreted fire flow test results
3. Determined fire hydrant locations
4. Determined fire hydrant spacing
5. Verify adequate water supply
6. Identified, documented and reported any deficiencies
7. Used plan scale or other measuring tools to interpret plans
8. Accurately determined compliance of emergency vehicle access
9. Identified, documented and reported deficiencies

All correspondence and plan review 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 PLAN EXAMINER SKILLS TESTING

SKILL STATION 9

ADMINISTRATION – POLICIES AND PROCEDURES

Candidate Name/Number _____

Reference: NFPA 1031 (2009 Edition) Section: 7.3.8

Skill: Recommend policies and procedures for the delivery of plan review services, given a management objective, so that plan reviews are carried out in accordance with the policies of the jurisdiction and due process of law is followed.

Criteria: Provide a policy on an alternative method or material relating to a specific plan review and management objectives.

Competencies:

1. Recognize problem with current policies and procedures in regards to fire safety systems.
2. Read and interpret construction plans and specifications to identify construction methods and materials related to fire safety.
3. Identify specific policy or procedure change to meet the scope of the management objective.
4. Identify need for complete documentation of proposed alternative including testing, listings and design professional review.
5. Communicate, in writing, recommended policy or procedure change.
6. Justify recommendation and overcome objections.

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RATING & EVALUATION (for evaluator's use only)

Performance Rating: Pass Fail

Evaluator Comments: _____

Evaluator Signature: _____ Date: _____

MINNESOTA FIRE SERVICE CERTIFICATION PLAN EXAMINER SKILLS TESTING

SKILL STATION 10

ADMINISTRATION – LEGAL PROCEEDING

Candidate Name/Number _____

Reference: NFPA 1031 (2009 Edition) Section: 7.3.9

Skill: Participate at legal proceedings, given the findings of a plan review and consultation with legal counsel, so that testimony is accurate and the plan reviewer's demeanor is appropriate to the proceeding.

Criteria: Provided specific plan review findings, provide a sample legal consultation brief identifying and explaining findings from a plan review. Testify in a mock courtroom or panel environment.

Competencies:

7. Testify to facts and recognized opinions.
8. Provide accurate testimony.
9. Demonstrate appropriate demeanor to the proceeding.
10. Provide accurate testimony to posed questions.

All correspondence and plan review 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: _____