

CDC 10313

Fire Inspector III

Instructor Guide Sheets



Extension Course Program (A4L)

Air University

Air Education and Training Command

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Welcome to the Career Development Course (CDC) program, a vital element of the Department of Defense (DOD) Fire and Emergency Services Certification Program. If this is your first attempt at a CDC we recommend you read DOD Manual 6055.6, *Department of Defense (DOD) Fire and Emergency Services Certification Program* and watch the Department of Defense Fire Fighter Certification Program Video DOD P/N 612888. If this is not your first CDC we're pleased that you are progressing well through the certification program and encourage you to continue your efforts to complete this CDC and obtain your certification for Fire Inspector III. This course, CDC 10313, *Fire Inspector III* is designed to give you the requirements and references required to obtain this certification.

These requirements are based on NFPA 1031, *Standard for Professional Qualifications for Fire Inspector and Plan Examiner*, 2003 edition. The relevant NFPA standard is listed in each section of the certification materials. Use each section in conjunction with the NFPA standard to make sure all information is covered. Due to the unique nature of the NFPA Job Performance Requirement (JPR) format, many topics may be repeated. Study the information thoroughly because you may see related questions in any objective throughout the course. You will see notes to bring the repetition to the candidates' attention.

Throughout the certification materials, Department of Defense enhancements to the NFPA standards are underlined.

Instructor Guide Sheets briefly outline the information for each objective. The Guide Sheets are broken into three columns. Column one indicates both the learning objective and NFPA line item. Learning Objective (LO) numbers shown in the extreme left column of the Instructor Guide Sheets are primarily for ECI tracking purposes but may be used by candidates for correlation to the Certification Course Review Exercises used with CerTest (see the CerTest Procedural Guide for more information).

Column two contains the outline of information.

Column three provides reference notations indicating where additional information may be found (**test questions come from these references**). Instructors should develop their own lesson plans using the guide sheets as a starting point. Performance tests provide detailed performance checklist items for candidate testing.

Code numbers on figures are for preparing agency identification only.

The use of a name of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

To get a response to your questions concerning subject matter in this course, or to point out technical errors you find in the text, unit review exercises, or course examination call or write the author using the contact information on the inside front cover of this volume.

NOTE: Do not use the IDEA Program to submit corrections for printing or typographical errors.

Consult your education officer, training officer, or NCOIC if you have questions on course enrollment or administration, *Your Key to a Successful Course*, and irregularities (possible scoring errors, printing errors, etc.) on the unit review exercises and course examination. Send questions these people cannot answer to AFIADL/DOI, 50 South Turner Blvd, Maxwell AFB, Gunter Annex AL 36118-5643, on AU IMT 17, Student Request for Assistance. You may choose to complete AU IMT 17 on the Internet at this site: http://www.au.af.mil/au/afiadl/registrar/download_fr.htm.

This volume is valued at 12 hours and 4 points.

ACKNOWLEDGMENT

Preparation of this volume was aided through the cooperation and courtesy of the International Fire Service Training Association, (IFSTA). The Association furnished technical materials for the Fire Fighter Certification training materials.

NOTE:

In this volume, the subject matter is divided into self-contained units. A unit menu begins each unit, identifying the lesson headings and numbers. After reading and studying the references for each unit take the certification course review exercises (CCRE) provided in CerTest. Use of CerTest and the CCRE is explained in the CerTest Procedural Guide.

Unit 1. General/Administration **1**
Objectives: NFPA Standard 1031, Chapter 1 and 6, para. 1-3, 6.1, 6.2, 6.2.1 through 6.2.9 **1**

Unit 2. Field Inspection..... **6**
Objectives: NFPA Standard 1031, Chapter 6, para 6.3, and 6.3.1 through 6.3.12 **6**

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Unit 1. General/Administration

Objectives: Recommend, Create and Evaluate Policies and Procedures for Fire Safety Inspections and Code Enforcement Activities

LO/OBJ	CONTENT	REFERENCE
<p>6.1</p>	<p>General</p> <p>A. NFPA Standard 1031, <i>Standard for Professional Qualifications for Fire Inspector</i> establishes the minimum qualifications required for the Fire Inspector III</p> <p>1. Definitions</p> <p>a. Fire Inspector III</p> <p>b. Duty</p> <p>1.) Research and interpretation of codes</p> <p>2.) Implementing policy</p> <p>3.) Participate at legal proceedings</p> <p>4.) Creating forms and job aids</p> <p>B. The NFPA Fire Protection Handbook serves as an excellent guide to the responsibilities required of a Fire Inspector III</p>	<p>NFPA Standard 1031, <i>Standard for Professional Qualifications for Fire Inspector</i>, 2003 Ed</p> <p>NFPA 1031, <i>Standard for Professional Qualifications for Fire Inspector</i>, Chapter 1 and 6, 2003 Ed</p> <p>NFPA's <i>Fire Protection Handbook</i>, 19th Ed</p>
<p>6.2 LO 001/6.2.1</p>	<p>Administration</p> <p>C. Generate written correspondence related to the issue of appeals</p> <p>1. Identify the fire safety issue</p> <p>2. Recognize the audience</p> <p>3. Select appropriate communication method</p> <p>4. Research codes, regulations, and policies</p> <p>5. Draft correspondence</p> <p>6. Edit and review</p> <p>7. Write final document</p>	<p>NFPA 1, <i>Uniform Fire Code</i>, 2006 Ed</p> <p>IFSTA's <i>Fire Inspection and Code Enforcement</i>, Chapter 1, 6th Ed</p>
<p>Performance</p>	<p>Given a request for an appeal, generate correspondence, so that the resulting document clearly addresses the issue and is appropriate for the intended audience</p>	<p>Skills Station #1 Administration</p>
<p>LO 002/6.2.2</p>	<p>D. Facilitate code adoption and modification processes</p> <p>1. Follow procedures and policies of the authority having jurisdiction</p>	<p>NFPA's <i>Fire Protection Handbook</i>, Section 1, Chapter 3 and Section 7, Chapter 14, 19th Ed.</p>

<i>LO/OBJ</i>	<i>CONTENT</i>	<i>REFERENCE</i>
<p>Performance</p> <p>LO 003/6.2.3</p>	<p>2. Recognize a problem with an existing code or standard</p> <p>3. Research the fire or life safety aspects</p> <p>4. Prepare written justification</p> <p>5. Present modification</p> <p>Facilitate code adoption and modification processes, given fire loss data and a demonstrated need or deficiency, so that the code is correctly written and precisely addresses the identified need, or deficiency</p> <p>E. Assess the impact of proposed codes, ordinances, and other legislation</p> <p>1. Evaluate draft code</p> <p>a. Review code for accuracy</p> <p>b. Review code for omissions</p> <p>c. Review code for excess requirements</p> <p>2. Make recommendations</p> <p>a. Following NFPA report of comments format criteria</p> <p>b. Prepare a submission for item(s) found during the evaluation</p> <p>3. Justify recommendations</p> <p>a. Include in item C above a justification for the recommended changes</p> <p>b. Include in the justification the result if your recommendation is not accepted</p> <p>4. Impact of the proposal</p> <p>a. Fire safety</p> <p>b. Code enforcement</p> <p>c. Identify the cost</p> <p>d. Identify the risk</p> <p>5. Follow procedures and policies of the authority having jurisdiction</p> <p>a. Recognize a problem with an existing code or standard</p> <p>b. Research the fire or life safety aspects</p> <p>c. Prepare written justification</p> <p>d. Present modification</p>	<p>IFSTA's <i>Fire Inspection and Code Enforcement</i>, Chapter 1, 6th Ed</p> <p>Skills Station #1 Administration</p> <p>NFPA's <i>Fire Protection Handbook</i>, Section 1, Chapter 3, 19th Ed.</p> <p>NFPA 1, <i>Uniform Fire Code</i>, 2006 Ed</p> <p>IFSTA's <i>Fire Inspection and Code Enforcement</i>, Chapter 1, 6th Ed</p>

<i>LO/OBJ</i>	<i>CONTENT</i>	<i>REFERENCE</i>
Performance	Assess the impact of proposed codes, ordinances, and other legislation, given draft documents, so that the impact of the proposal on fire safety and code enforcement activities is documented	Skills Station #1 Administration
LO 004/6.2.4	<p>F. Develop policies and procedures for the administration of inspection services</p> <ol style="list-style-type: none"> 1. Know the authority having jurisdiction’s policy and procedure making process 2. Obtain objectives from management 3. Read and interpret construction plans and specifications 4. Develop policy or operating procedure document in accordance with authority having jurisdiction and due process of law 	<p><i>Fire Inspection and Code Enforcement</i>, 6th Ed. Chapter 5 & 9</p> <p>NFPA 1, <i>Uniform Fire Code</i>, 2006 Ed</p>
Performance	Develop policies and procedures for the administration of inspection services, given management objectives, so that the policies are clearly defined and concise and in accordance with the legal obligations of the jurisdiction	Skills Station #1 Administration
LO 005/6.2.5	<p>G. Suggest technical reference material acquisition</p> <ol style="list-style-type: none"> 1. Technical references <ol style="list-style-type: none"> a. Identify requirements b. Determine sources 2. Budget <ol style="list-style-type: none"> a. Limitations b. Determine impact c. Prioritize purchases 	<p>NFPA’s <i>Fire Protection Handbook</i>, Section 7, Ch 1, Appendix E and Technical References, 19th Ed</p>
Performance	Suggest technical reference material acquisition, given a scope of responsibility, budget limitations, and specific code-related issues, so that resources matching specific needs are acquired within budget limitations	Skills Station #1 Administration
LO 006/6.2.6	<p>H. Enforce permit regulations</p> <ol style="list-style-type: none"> 1. Research the requirements 2. Inspect the area in question 3. Inspect the operation to be conducted 	<p><i>Fire Inspection and Code Enforcement</i>, Chapter 1, 6th Ed</p>

<i>LO/OBJ</i>	<i>CONTENT</i>	<i>REFERENCE</i>
Performance	<ol style="list-style-type: none"> 4. Conduct the necessary briefings 5. Ensure notifications have been made 6. Spot check the operation to ensure compliance 7. Authority to revoke 8. Consequences of improper enforcement 	
Performance	Enforce permit regulations, given a report of a violation, so that enforcement actions are in accordance with the applicable codes and standards	Skills Station #1 Administration
LO 007/6.2.7	<ol style="list-style-type: none"> I. Initiate legal action related to a fire code violation <ol style="list-style-type: none"> 1. Research the findings of a code violation 2. Consult with legal counsel <ol style="list-style-type: none"> a. Legal requirements as it pertains to evidence rules b. Types of legal proceedings 3. Present information accurately 4. Demonstrate appropriate behavior for a legal proceeding <ol style="list-style-type: none"> a. Court demeanor b. Ability to differentiate facts from opinions 	<p>NFPA 1, <i>Uniform Fire Code</i>, 2006 Ed</p> <p>NFPA's <i>Fire Protection Handbook</i>, Section 7, Chapter 14, 19th Ed</p> <p><i>Fire Inspection and Code Enforcement</i>, Chapter 1, 6th Ed</p>
Performance	Initiate legal action related to a fire code violation, given a description of violation and a legal opinion, so that the action taken is in accordance with the policies of the jurisdiction and due process of law is followed	Skills Station #1 Administration
LO 008/6.2.8	<ol style="list-style-type: none"> J. Recommend a program budget <ol style="list-style-type: none"> 1. Budget process 2. Need 3. Justification 4. Detail of all costs 5. Total program costs 6. Procurement sources 	<p>NFPA's <i>Fire Protection Handbook</i>, Section 7, Chapter 1, 19th Ed</p> <p><i>Fire Department Company Officer</i>, Chapter 9, 4th Ed</p>
Performance	Recommend a program budget, given organizational goals, budget guidelines, and organizational needs, so that overall program needs are addressed within budget guidelines	Skills Station #1 Administration

<i>LO/OBJ</i>	<i>CONTENT</i>	<i>REFERENCE</i>
LO 009/6.2.9	<p>K. Evaluate the completion and correctness of inspection reports and completed forms and checklists</p> <ol style="list-style-type: none"> 1. Use codes, standards, policies and procedures followed by the authority having jurisdiction 2. Organize inspection elements in logical order 3. Report or checklists should include but not be limited to <ol style="list-style-type: none"> a. Type of Building b. Type of Occupancy c. Type of Fire Detection System d. Type of Suppression System e. Special fire hazards f. Date of inspection g. Info on Inspector h. Info on owner/occupant i. Info on person accompanying the inspector j. Edition of code/standard used k. List of violations l. Recommended corrective action m. Date of Follow-Up inspection 4. Follow format required by authority having jurisdiction 5. Make corrections as needed 	<p>NFPA's <i>Fire Protection Handbook</i>, Section 7, Chapter 3 and 14, Section 3, Chapter 2, 19th Ed</p>
Performance	<p>Evaluate the completion and correctness of inspection reports and completed forms and checklists, given applicable codes, standards, policies, and procedures of the jurisdiction, so that the information contained in the report forms and checklists is correct, clear, and concise and key issues are addressed in accordance with applicable codes, standards, and policies</p>	<p>Skills Station #1 Administration</p>

Unit 2. Field Inspection

Objectives: Analyze Code Compliance; Evaluate Construction, Occupancy, Fire Protection and Exposures; and Emergency Planning

<i>LO/OBJ</i>	<i>CONTENT</i>	<i>REFERENCE</i>
6.3	Field Inspection	
LO 010/6.3.1	<p>A. Fire Inspector III Field Inspection Duty:</p> <ol style="list-style-type: none"> 1. Code enforcement inspections 2. Analysis of new and existing facilities 3. Properties for construction 4. Occupancy 5. Fire protection 6. Exposures <p>B. Assess alternative methods to adjust occupant loads</p> <ol style="list-style-type: none"> 1. Calculating occupancy loads 2. Building use 3. Code requirements 4. Regulations 5. Operational features 6. Fire hazards by occupancy 	NFPA's <i>Fire Protection Handbook</i> , Section 4, Chapter 3, 19th Ed
Performance	Assess alternative methods to adjust occupant loads, given a description of an area, building, or portion of a building and its intended uses, so that the occupant load is in accordance with applicable codes and standards	Skills Station #2 Field Inspection
LO 011/6.3.2	<p>C. Evaluate corrective measures to means of egress deficiencies</p> <ol style="list-style-type: none"> 1. Means of egress elements 2. Applicable codes and standards 3. All deficiencies are identified, documented, and reported 4. Corrections are proposed 5. Policies of the jurisdiction. 	NFPA's <i>Fire Protection Handbook</i> , Section 4, Chapters 3, 19th Ed
Performance	Evaluate corrective measures, given a list of means of egress deficiencies, in a building and the proposed correction, so that each deficiency and its proposed correction are evaluated for compliance with applicable codes and standards and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction	Skills Station #2 Field Inspection

<i>LO/OBJ</i>	<i>CONTENT</i>	<i>REFERENCE</i>
<p>LO 012/6.3.3</p>	<p>D. Evaluate construction type required for an addition or remodeling project</p> <ol style="list-style-type: none"> 1. Building height 2. Building area 3. Occupancy 4. Construction features 5. Classify according to applicable codes and standards 	<p>NFPA's <i>Fire Protection Handbook</i>, Section 12, Chapter 2, 19th Ed</p>
<p>Performance</p>	<p>Evaluate construction type required for an addition or remodeling project, given a description of the building and its use, so that the construction type is evaluated based on applicable codes and standards and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction</p>	<p>Skills Station #2 Field Inspection</p>
<p>LO 013/6.3.4</p>	<p>E. Evaluate alternative protection measures of equipment, operations, and processes</p> <ol style="list-style-type: none"> 1. Heating and cooking equipment 2. Industrial ovens and furnaces 3. Handling and storage of flammable liquids 4. Handling and storage of combustible liquids 5. Handling and storage of compressed gases 6. Handling and storage of liquefied gases 7. Handling and storage of explosives 8. Additional factors: <ol style="list-style-type: none"> a. Accepted fire protection practices b. Fire behavior c. Ignition sources d. Safe housekeeping practices 	<p><i>Fire Inspection and Code Enforcement</i>, Chapter 4, 6th Ed</p>
<p>Performance</p>	<p>Evaluate alternative protection measures of equipment, operations, and processes, given deficiencies noted during a field inspection of a facility and proposed alternative methods, so that the equipment, process, or operation is provided with a level of protection that is in compliance with the intent of applicable codes and standards</p>	<p>Skills Station # 2 Field Inspection</p>

<i>LO/OBJ</i>	<i>CONTENT</i>	<i>REFERENCE</i>
LO 014/6.3.5	F. Evaluate fire protection plans and practices for a complex process or operation <ol style="list-style-type: none"> 1. Basic fire behavior characteristics 2. Fire growth potential 3. Recognize process problems 4. Consider protection systems 5. Evacuation procedures 	NFPA's <i>Fire Protection Handbook</i> , Section 12, Chapter 3, Section 3, Chapter 1, Section 2, Chapter 4, 19th Ed
Performance	Evaluate fire protection plans and practices for a complex process or operation, given field report describing a facility housing a complex process or operation, so that the fire growth potential for all areas is determined, the level of protection is appropriate to the hazard, and applicable codes and standards are met	Skills Station #2 Field Inspection
LO 015/6.3.6	G. Recommend criteria for the development of emergency planning and procedures <ol style="list-style-type: none"> 1. Existing/proposed plans 2. Existing/proposed procedures 3. Occupancy evacuation plans 4. Fire safety crowd control plans 5. Roles of agencies and individuals 6. Information sources for emergency evacuation plans 	NFPA's <i>Fire Protection Handbook</i> , Section 4, Intro and Chapter 1, and Section 13, Chapter 6, 19th Ed
Performance	Recommend criteria for the development of emergency planning and procedures, given a description of a building and its use so that plans and procedures are in compliance with codes and standards	Skills Station #2 Field Inspection
LO 016/6.3.7	H. Evaluate alternative compliance measures for the storage, handling, and use of hazardous materials <ol style="list-style-type: none"> 1. Hazardous Materials other than flammable and combustible liquids <ol style="list-style-type: none"> a. Properties b. Hazards 2. Material Safety Data Sheet usage 3. Safe handling practices 4. Codes and Standards 5. Fire protection systems 6. Fire behavior of hazardous materials 7. Safety procedures 8. Storage compatibility 	NFPA's <i>Fire Protection Handbook</i> , Section 7, Chapter 8, 19th Ed

<i>LO/OBJ</i>	<i>CONTENT</i>	<i>REFERENCE</i>
Performance	Evaluate alternative compliance measures for the storage, handling, and use of hazardous materials, given field inspection reports and proposed alternative compliance measures, so that the hazardous materials are provided with a level of safety that is in compliance with the intent of applicable codes and standards	Skills Station #2 Field Inspection
LO 017/6.3.8	<p>I. Evaluate alternative compliance measures for storage, handling, and use of flammable and combustible liquids and gases</p> <ol style="list-style-type: none"> 1. Flammable and combustible liquids <ol style="list-style-type: none"> a. Properties b. Hazards 2. Material Safety Data Sheet usage 3. Safe handling practices 4. Codes and Standards 5. Fire protection systems 6. Fire behavior of flammable and combustible liquids 7. Safety procedures 8. Storage compatibility 	NFPA's <i>Fire Protection Handbook</i> , Section 8, Chapter 6, 19th Ed
Performance	Evaluate alternative compliance measures for storage, handling, and use of flammable and combustible liquids and gases, given field inspection reports and proposed alternative compliance measures, so that the storage, handling, and use is provided with a level of safety that is in compliance with the intent of applicable codes and standards	Skills Station # 2 Field Inspection
LO 018/6.3.9	<p>J. Verify code compliance of heating, ventilation, air conditioning (HVAC) and other building service equipment and operations</p> <ol style="list-style-type: none"> 1. Types of HVAC and building services identified <ol style="list-style-type: none"> a. Smoke and heat vents b. Air conditioners c. Ventilation d. Kitchen cooking equipment e. Hoods and ducts f. Laundry chutes g. Elevators h. Escalators i. Other service equipment 	NFPA's <i>Fire Protection Handbook</i> , Section 12, Chapters 1 and 9, and 15, 19th Ed

<i>LO/OBJ</i>	<i>CONTENT</i>	<i>REFERENCE</i>
<p>Performance</p> <p>LO 019/6.3.10</p>	<ul style="list-style-type: none"> 2. Installation <ul style="list-style-type: none"> a. Per the plan b. In accordance with codes and standards 3. Maintenance <ul style="list-style-type: none"> a. Completed regularly b. In accordance with codes and standards <p>Verify code compliance of heating, ventilation, air conditioning (HVAC) and other building service equipment and operations, given field observations, so that the systems and other equipment are maintained in accordance with applicable codes and standards, and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction</p> <p>K. Witness an acceptance test for an integrated fire protection system</p> <ul style="list-style-type: none"> 1. Hazards protected 2. System specifications 3. Basic physical science 4. Fire behavior 5. Fire Suppression <ul style="list-style-type: none"> a. Fire extinguishers <ul style="list-style-type: none"> 1.) Selection 2.) Distribution 3.) Inspection 4.) Testing procedures b. Water supplied systems <ul style="list-style-type: none"> 1.) Water spray 2.) Standpipe system 3.) Fire pumps c. Fixed fire suppression systems <ul style="list-style-type: none"> 1.) CO₂ 2.) Halon 3.) Foam 4.) Dry chemical d. Testing of automatic fire detection and alarm systems and devices 	<p>Skills Station # 2 Field Inspection</p> <p>NFPA's <i>Fire Protection Handbook</i>, Section 9, Chapter 4, 19th Ed</p> <p><i>Fire Inspection and Code Enforcement</i>, Chapter 9, 6th Ed</p>

<i>LO/OBJ</i>	<i>CONTENT</i>	<i>REFERENCE</i>
<p>Performance</p>	<ul style="list-style-type: none"> 6. Appropriate for the occupancy or hazard 7. Installed in compliance with applicable codes and standards 8. Use and function of systems 9. Testing and maintenance 10. All deficiencies identified, documented, and reported 11. Follow the policies of the jurisdiction <p>Witness an acceptance test for an integrated fire protection system, given an installed system, so that the test is conducted in accordance with applicable codes and standards and the system performance can be evaluated for compliance and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction</p>	<p>Skills Station # 2 Field Inspection</p>
<p>LO 020/6.3.11</p>	<p>L. Inspect emergency access for a site</p> <ul style="list-style-type: none"> 1. Emergency access and accessibility requirements 2. Codes and standards 3. Policies of the authority having jurisdiction 4. Access for emergency responders is provided or deficiency identified 	<p>NFPA's <i>Fire Protection Handbook</i>, Section 7, Chapter 21, 19th Ed</p>
<p>Performance</p>	<p>Inspect emergency access for a site, given field observations, so that the required access for emergency responders is provided, approvals are issued, or deficiencies are identified, documented, and corrected in accordance with the applicable codes, standards, and policies of the jurisdiction</p>	<p>Skills Station # 2 Field Inspection</p>
<p>LO 021/6.3.12</p>	<p>M. Evaluate compliance with construction documents given a performance-based design</p> <ul style="list-style-type: none"> 1. Safety systems and building services equipment are: <ul style="list-style-type: none"> a. Installed b. Inspected c. Tested 2. Deficiencies are identified, documented, and reported in accordance with the policies of the authority having jurisdiction 	<p><i>Fire Inspection and Code Enforcement</i>, Chapter 7 and 9, 6thth Ed</p>

<i>LO/OBJ</i>	<i>CONTENT</i>	<i>REFERENCE</i>
Performance	Evaluate 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	Skills Station #2 Field Inspection

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Student Notes

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AFSC 10313
10313 01 0806
Edit Code 03