

PLAN EXAMINER I/II

SKILL SHEET PACKAGE

Based on *NFPA 1031: Standard for Professional Qualifications for Fire Inspector and Plan Examiner*, 2014 Edition.



ALABAMA FIRE COLLEGE

JULY 2015
REVISED 02/09/2017



ALABAMA FIRE COLLEGE

Plan Examiner I

Instructional JPR Verification Sheet

Full Name: _____ **Fire Department:** _____

This Instructional JPR Verification Sheet is to be used in conjunction with the Alabama Fire College Plan Examiner IAerial Skill Sheets. These skills meet all the requirements of NFPA 1031, *Standard for Professional Qualifications for Fire Inspector and Plan Examiner*, 2014 edition. Each of these skills should be taught and assessed during the course. This form must be submitted by the Instructor for Certification.

Practical Examination for Certification: Skills testing will be conducted using a minimum of 25% of the JPRs listed below. The skills will be randomly drawn by the Certification Staff and administered by an approved evaluator after all training hours have been completed. For successful completion of the practical examination, a minimum 70% competency (including critical points) is required for certification. Please refer to the Certification Criteria for this level for a complete listing of the certification requirements.

Skill Sheet	Primary Task	JPR(s) Covered
PEI-01	Plan Review Process	7.2.1; 7.2.2; 7.2.3; 7.2.4
PEI-02	Identify Occupancy Classification, Construction Type & Fire Protection Requirements	7.3.1; 7.3.2; 7.3.3; 7.3.4
PEI-03	Verify Required Egress	7.3.5
PEI-04	Evaluate Code Compliance for Fire Flow and Hydrant Location	7.3.6
PEI-05	Evaluate Emergency Vehicle Access	7.3.7
PEI-06	Delivery of Plan Review Services	7.3.8
PEI-07	Participate in Legal Proceedings	7.3.9
PEI-08	Installation of Fire Protection & Life Safety Equipment	7.3.10
Course Location:		Course Dates:
Instructor Printed Name:		Instructor Signature:
Candidate Printed Name:		Candidate Signature:



Plan Review Process

Reference source: NFPA 1031, *Standard for Professional Qualifications for Fire Inspector and Plan Examiner*, 7.2.1, 7.2.2, 7.2.3, 7.2.4, 2014 Edition

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Plan Examiner I

Plan Examiner I Skill Sheet - 01

The Candidate, given a set of plans and specifications with fire protection deficiencies, will review the plans in accordance with applicable codes and standards and policies and procedures of the jurisdiction, identify and facilitate the resolution of deficiencies, prepare clear and concise reports that reflect the findings of the plan review with applicable references to codes and standards.

Expected time to complete skill(s) is 60 minutes

Performance Steps		Test		Retest	
Safely performs the following steps:		P	F	P	F
1. Conducts code related research					
2. Reviews application for completeness					
3. Applies applicable codes and standards to the review process					
4. Makes decisions based on code interpretation					
5. Documents results of research					
6. Writes clear and concise report					
7. Ability to communicate orally and in writing					
Candidate must successfully perform 5/7 steps including ALL CRITICAL CRITERIA		Score: __/7		Score: __/7	
Evaluator Notes					
Evaluator Print Name & Signature:		Date	Overall Skill Sheet Score		
			Pass___	Fail___	
By my signature above, I verify that I am currently certified to the level I am testing (AL/PB/IFSAC)					
Re-Test Evaluator Print Name & Signature:		Overall Skill Sheet Re-Test Score			
		Pass___		Fail___	
By my signature above, I verify that I am currently certified to the level I am testing (AL/PB/IFSAC)					
Candidate Print Name & Signature:		Candidate: Print Name or Candidate #			

Note to Evaluator(s): By your signature above, you verify that you are qualified to serve as an Alabama Fire College Evaluator, have followed AFC Skills Testing Policy and have witnessed that the above candidate has tested the above skills in their entirety.

Note to Student: Skill will end when you state or indicate to the evaluator that you have completed all the identified steps. Notify the evaluator at **ANY** time that you have a safety concern.



Identify Occupancy Classification, Construction Type & Fire Protection Requirements

Reference source: NFPA 1031, *Standard for Professional Qualifications for Fire Inspector and Plan Examiner*, 7.3.1, 7.3.2, 7.3.3, 7.3.4, 2014 Edition

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Plan Examiner I

Plan Examiner I Skill Sheet - 02

The candidate, given a set of plans, will verify the occupancy classification, construction type and identify the fire protection requirements so that all deficiencies are identified, documented and reported in accordance with the policies and procedures of the jurisdiction.

Expected time to complete skill(s) is 30 minutes

Performance Steps	Test		Retest	
Safely performs the following steps:	P	F	P	F
1. Reads and shows comprehension of basic floor plans or shop drawings				
2. Identifies symbols used on floor plans or shop drawings				
3. Applies applicable codes and standards				
4. Identifies construction type				
5. Calculates occupant load – CRITICAL POINT				
6. Identifies occupancy factors related to various occupancy types				
7. Uses measuring tools				
Candidate must successfully perform 5/7 steps including ALL CRITICAL CRITERIA	Score: __/7		Score: __/7	
Evaluator Notes				
Evaluator Print Name & Signature:	Date	Overall Skill Sheet Score		
		Pass___	Fail___	
By my signature above, I verify that I am currently certified to the level I am testing (AL/PB/IFSAC)				
Re-Test Evaluator Print Name & Signature:	Overall Skill Sheet Re-Test Score			
		Pass___	Fail___	
By my signature above, I verify that I am currently certified to the level I am testing (AL/PB/IFSAC)				
Candidate Print Name & Signature:	Candidate: Print Name or Candidate #			
Note to Evaluator(s): By your signature above, you verify that you are qualified to serve as an Alabama Fire College Evaluator, have followed AFC Skills Testing Policy and have witnessed that the above candidate has tested the above skills in their entirety.				
Note to Student: Skill will end when you state or indicate to the evaluator that you have completed all the identified steps. Notify the evaluator at ANY time that you have a safety concern.				



Verify Required Egress

Reference source: NFPA 1031, *Standard for Professional Qualifications for Fire Inspector and Plan Examiner*, 7.3.5, 2014 Edition

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Plan Examiner I

Plan Examiner I Skill Sheet - 03

The candidate, given a set of plans and an occupant load, will verify that required egress is provided and deficiencies are identified, documented and reported in accordance with the policies of the jurisdiction.

Expected time to complete skill(s) is 30 minutes

Performance Steps	Test		Retest	
Safely performs the following steps:	P	F	P	F
1. Determines egress requirements based on occupant load – CRITICAL POINT				
2. Researches codes				
3. Identifies and documents deficiencies				
4. Makes recommendations to meet code compliance				
Candidate must successfully perform 3/4 steps including ALL CRITICAL CRITERIA	Score: __/4		Score: __/4	
Evaluator Notes				
Evaluator Print Name & Signature:		Date	Overall Skill Sheet Score	
			Pass___	Fail___
By my signature above, I verify that I am currently certified to the level I am testing (AL/PB/IFSAC)				
Re-Test Evaluator Print Name & Signature:		Overall Skill Sheet Re-Test Score		
		Pass___	Fail___	
By my signature above, I verify that I am currently certified to the level I am testing (AL/PB/IFSAC)				
Candidate Print Name & Signature:		Candidate: Print Name or Candidate #		
Note to Evaluator(s): By your signature above, you verify that you are qualified to serve as an Alabama Fire College Evaluator, have followed AFC Skills Testing Policy and have witnessed that the above candidate has tested the above skills in their entirety.				
Note to Student: Skill will end when you state or indicate to the evaluator that you have completed all the identified steps. Notify the evaluator at ANY time that you have a safety concern.				



Evaluate Code Compliance for Fire Flow & Hydrant Location

Reference source: NFPA 1031, *Standard for Professional Qualifications for Fire Inspector and Plan Examiner*, 7.3.6, 2014 Edition

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Plan Examiner I

Plan Examiner I Skill Sheet - 04

The candidate, given a plan, codes and standards and fire flow test results, will evaluate code compliance for fire flow and hydrant location and spacing so that hydrants are correctly located, required flow is determined and deficiencies are identified, documented and reported in accordance with the policies and procedures of the jurisdiction.

Expected time to complete skill(s) is 30 minutes

Performance Steps	Test		Retest	
Safely performs the following steps:	P	F	P	F
1. Interprets fire flow test results				
2. Determines hydrant locations and spacing				
3. Reads fire flow graphs				
4. Documents and reports deficiencies				
Candidate must successfully perform 3/4 steps including ALL CRITICAL CRITERIA	Score: __/4		Score: __/4	

Evaluator Notes

Evaluator Print Name & Signature:	Date	Overall Skill Sheet Score	
		Pass___	Fail___
By my signature above, I verify that I am currently certified to the level I am testing (AL/PB/IFSAC)			
Re-Test Evaluator Print Name & Signature:		Overall Skill Sheet Re-Test Score	
		Pass___	Fail___
By my signature above, I verify that I am currently certified to the level I am testing (AL/PB/IFSAC)			
Candidate Print Name & Signature:		Candidate: Print Name or Candidate #	

Note to Evaluator(s): By your signature above, you verify that you are qualified to serve as an Alabama Fire College Evaluator, have followed AFC Skills Testing Policy and have witnessed that the above candidate has tested the above skills in their entirety.

Note to Student: Skill will end when you state or indicate to the evaluator that you have completed all the identified steps. Notify the evaluator at **ANY** time that you have a safety concern.



Evaluate Emergency Vehicle Access

Reference source: NFPA 1031, *Standard for Professional Qualifications for Fire Inspector and Plan Examiner*, 7.3.7, 2014 Edition

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Plan Examiner I

Plan Examiner I Skill Sheet - 05

The candidate, given a set of plans, will evaluate emergency vehicle access so that access is provided in accordance with applicable codes and standards and deficiencies are identified, documented and reported in accordance with the policies of the jurisdiction.

Expected time to complete skill(s) is 30 minutes

Performance Steps		Test		Retest	
Safely performs the following steps:		P	F	P	F
1. Interprets and uses plan scale					
2. Evaluates code compliance of emergency vehicle access					
3. Documents and reports deficiencies					
4. Makes recommendations to assure code compliance					
Candidate must successfully perform 3/4 steps including ALL CRITICAL CRITERIA		Score: __/4		Score: __/4	
Evaluator Notes					
Evaluator Print Name & Signature:		Date	Overall Skill Sheet Score		
			Pass___	Fail___	
By my signature above, I verify that I am currently certified to the level I am testing (AL/PB/IFSAC)					
Re-Test Evaluator Print Name & Signature:		Overall Skill Sheet Re-Test Score			
		Pass___	Fail___		
By my signature above, I verify that I am currently certified to the level I am testing (AL/PB/IFSAC)					
Candidate Print Name & Signature:		Candidate: Print Name or Candidate #			
Note to Evaluator(s): By your signature above, you verify that you are qualified to serve as an Alabama Fire College Evaluator, have followed AFC Skills Testing Policy and have witnessed that the above candidate has tested the above skills in their entirety.					
Note to Student: Skill will end when you state or indicate to the evaluator that you have completed all the identified steps. Notify the evaluator at ANY time that you have a safety concern.					



Delivery of Plan Review Services

Reference source: NFPA 1031, *Standard for Professional Qualifications for Fire Inspector and Plan Examiner*, 7.3.8, 2014 Edition

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Plan Examiner I

Plan Examiner I Skill Sheet - 06

The candidate, given management objectives, will recommend policies and procedures for the delivery of plan review services so that plan reviews are conducted in accordance with the policies of the jurisdiction and due process of the law is followed.

Expected time to complete skill(s) is 30 minutes

Performance Steps		Test		Retest	
Safely performs the following steps:		P	F	P	F
1. Identifies approved construction methods and materials related to fire safety					
2. Reads and interprets construction plans and specifications					
3. Conducts research in preparing recommended policies and procedures					
4. Makes decisions on recommended policies and procedures					
5. Recognizes problems and potential problems					
6. Educates inspection personnel					
7. Resolves conflicts					
8. Communicates orally and in writing					
Candidate must successfully perform 6/8 steps including ALL CRITICAL CRITERIA		Score: __/8		Score: __/8	
Evaluator Notes					
Evaluator Print Name & Signature:		Date	Overall Skill Sheet Score		
			Pass ___	Fail ___	
By my signature above, I verify that I am currently certified to the level I am testing (AL/PB/IFSAC)					
Re-Test Evaluator Print Name & Signature:		Overall Skill Sheet Re-Test Score			
		Pass ___		Fail ___	
By my signature above, I verify that I am currently certified to the level I am testing (AL/PB/IFSAC)					
Candidate Print Name & Signature:		Candidate: Print Name or Candidate #			
Note to Evaluator(s): By your signature above, you verify that you are qualified to serve as an Alabama Fire College Evaluator, have followed AFC Skills Testing Policy and have witnessed that the above candidate has tested the above skills in their entirety.					
Note to Student: Skill will end when you state or indicate to the evaluator that you have completed all the identified steps. Notify the evaluator at ANY time that you have a safety concern.					



Participate in Legal Proceedings

Reference source: NFPA 1031, *Standard for Professional Qualifications for Fire Inspector and Plan Examiner*, 7.3.9, 2014 Edition

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Plan Examiner I

Plan Examiner I Skill Sheet - 07

The candidate, given the findings of a plan review and consultation with legal counsel will participate in legal proceedings so that testimony is accurate and the plan reviewer's demeanor is appropriate to the proceeding.

Expected time to complete skill(s) is 30 minutes

Performance Steps		Test		Retest	
Safely performs the following steps:		P	F	P	F
1. Shows familiarity with courtroom demeanor					
2. Listening and communication skills					
3. Differentiates facts from opinions					
4. Gives accurate testimony					
Candidate must successfully perform 3/4 steps including ALL CRITICAL CRITERIA		Score: __/4		Score: __/4	
Evaluator Notes					
Evaluator Print Name & Signature:		Date	Overall Skill Sheet Score		
			Pass___	Fail___	
By my signature above, I verify that I am currently certified to the level I am testing (AL/PB/IFSAC)					
Re-Test Evaluator Print Name & Signature:		Overall Skill Sheet Re-Test Score			
		Pass___		Fail___	
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Candidate Print Name & Signature:		Candidate: Print Name or Candidate #			
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Installation of Fire Protection & Life Safety Equipment

Reference source: NFPA 1031, *Standard for Professional Qualifications for Fire Inspector and Plan Examiner*, 7.3.10, 2014 Edition

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Plan Examiner I

Plan Examiner I Skill Sheet - 08

The candidate, given a plan submittal, will evaluate the plans for the installation of fire protection and life safety systems so that the fire protection systems, including pre-engineered systems, and equipment are reviewed and all deficiencies are identified, documented and reported in accordance with the policies and procedures of the jurisdiction.

Expected time to complete skill(s) is 30 minutes

Performance Steps	Test		Retest	
Safely performs the following steps:	P	F	P	F
1. Reviews specifications				
2. Reads plans				
3. Classify occupancies – CRITICAL POINT				
4. Interpret and applies codes and standards				
Candidate must successfully perform 3/4 steps including ALL CRITICAL CRITERIA	Score: __/4		Score: __/4	
Evaluator Notes				
Evaluator Print Name & Signature:	Date	Overall Skill Sheet Score		
		Pass___	Fail___	
By my signature above, I verify that I am currently certified to the level I am testing (AL/PB/IFSAC)				
Re-Test Evaluator Print Name & Signature:		Overall Skill Sheet Re-Test Score		
		Pass___	Fail___	
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