



Fire Inspector

Instructional JPR Verification Sheet

Full Name: _____

This Instructional JPR Verification Sheet is to be used in conjunction with the Alabama Fire College Fire Inspector Skill Sheets. These skills meet all the requirements of NFPA 1030, *Standard for Professional Qualifications for Fire Prevention Program Positions*, 2024 Edition, Chapter 7. Each of these skills should be taught and assessed during the course. This form should 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 #	Primary Task	JPR(s) Covered
1	Project 1: Duties, Authority and Procedures	7.3.1, 7.3.2
2	Project 2: Occupancy and Construction Classification	7.4.2, 7.4.3, 7.4.12, 7.5.1, 7.5.6
3	Project 3: Occupant Load and Evaluation of Egress	7.4.1, 7.4.6, 7.5.2, 7.5.5
4	Project 4: Emergency Scene Access	7.2.6, 7.4.15
5	Project 5: Hazardous Conditions, Operations, HVAC & Other Services, Incidental Storage, HazMat Code Compliance	7.4.7, 7.4.10, 7.4.11, 7.4.14
6	Project 6: Fire Flow Test Computation-Graphical Analysis	7.4.16
7	Project 7: Fire Protection and Extinguishing Systems; Inspection, Testing, Maintenance	7.2.6, 7.4.4
8	Project 8: Fire Detection and Alarm Systems	7.4.4
9	Project 9: Process a Plan Review Application	7.2.5
10	Project 10: Compare an Existing System to the Approved Plans	7.5.4
11	Project 11: Performance-Based Design	7.4.13
12	Project 12: Plan Review of a Proposed Fire Alarm System	7.5.3
13	Project 13: Witness an Acceptance Test for an Integrated Fire Protection System	7.2.1, 7.2.2, 7.4.5
14	Project 14: Process a Permit Application; Recommend Policy and Procedures for the Delivery of Inspection Services	7.2.3, 7.2.4, 7.3.3
15	Project 15: Development & Evaluation of Emergency Planning & Procedures; Evaluate Emergency Planning Preparedness Procedures	7.4.8, 7.4.9

16	Project 16: Propose an Amendment to the Adopted Fire Code	7.2.7
Course Location:		Course Dates:
Instructor Printed Name:		Instructor Signature:
Candidate Printed Name:		Candidate Signature:

Project 1: Duties, Authority, and Procedures Skill Sheet FI – 01

SKILL	Understand legal proceedings; Initiate legal action
RESOURCES	Given: The findings of a field inspection or a complaint and consultation with legal counsel; A description of a violation and a legal opinion. For use with Fire Inspector Project 1
SCENARIO	Provided by Proctor/Evaluator
TIME	Expected time to complete skill(s) is 20 minutes

Performance Steps	Test		Retest	
	P	F	P	F
Safely performs the following steps:				
1. Presents information in a factual manner				
2. Maintains a professional demeanor				
3. Communicates, listens, and differentiates fact from opinion during presentation				
4. Takes actions in accordance with policies of the AHJ				
5. Follows due process of law				
6. Addresses legal action in accordance with the policies and procedures of the AHJ				
Candidate must successfully perform 5/6 steps including ALL CRITICAL POINTS	Score: <u> </u> /6		Score: <u> </u> /6	

Evaluator Notes

Evaluator Print Name & Signature:	Date	Overall Skill Sheet Score	
		Pass <u> </u>	Fail <u> </u>

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 <u> </u>	Fail <u> </u>

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 #
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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.

Project 2: Occupancy and Construction Classification Skill Sheet FI – 02

SKILL	Identify occupancy classifications; Evaluate a building's area, height, occupancy classification, and construction type; Determine fire growth potential; Classify an occupancy; Review construction type of a building.
RESOURCES	Given: A description of the uses; An approved set of plans and construction features; Field observations or plans; A set of plans, specifications, and a description of a building and its use; A set of plans and specifications. For use with Fire Inspector Project 2
SCENARIO	Provided by Proctor/Evaluator
TIME	Expected time to complete skill(s) is 30 minutes

Performance Steps	Test		Retest	
	P	F	P	F
Safely performs the following steps:				
1. Classifies occupancy type in accordance with applicable codes and standards				
2. Interprets code requirements and recognizes building uses associated with occupancy classifications				
3. Reviews plans and construction features to ensure that building is in compliance with applicable codes and standards				
4. Identifies characteristics of building construction through observation				
5. Evaluates contents, interior finish, and construction elements for compliance				
6. Identifies deficiencies and documents them in accordance with applicable codes, standards, and policies of the AHJ.				
7. Recognizes any hazardous conditions				
8. Makes appropriate decisions based on observations and findings				
9. Communicates findings (written observations in project)				
Candidate must successfully perform 7/9 steps including ALL CRITICAL POINTS	Score: /9		Score: /9	

Evaluator Notes

Evaluator Print Name & Signature:	Date	Overall Skill Sheet Score	
		Pass ____	Fail ____
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Re-Test Evaluator Print Name & Signature:		Overall Skill Sheet Re-Test Score	
		Pass ____	Fail ____
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Project 3: Occupant Load and Evaluation of Egress Skill Sheet FI – 03

SKILL	Compute the maximum allowable occupant load of a building; Inspect means of egress elements; Review the means of egress elements
RESOURCES	Given: Plans, field observations, or description of its uses; Observations made during a field inspection of an existing building; A set of plans, specifications, and a description of a building and its use; A floor plan of a building or portion of a building. For use with Fire Inspector Project 3
SCENARIO	Provided by Proctor/Evaluator
TIME	Expected time to complete skill(s) is 30 minutes

Performance Steps	Test		Retest	
	P	F	P	F
Safely performs the following steps:				
1. Calculates occupant load				
2. Verifies maximum allowed occupancy load calculation is in compliance with applicable codes and standards				
3. Identifies occupancy factors related to various occupancy classifications				
4. Uses measuring tools, reads plans, and uses a calculator				
5. Verifies that means of egress elements are maintained in compliance with applicable codes and standards				
6. Identifies deficiencies and recognizes problems with egress				
7. Calculates egress elements and makes appropriate decisions				
8. Makes field sketches				
9. Researches codes and standards				
10. Documents findings in written report				
Candidate must successfully perform 7/10 steps including ALL CRITICAL POINTS	Score: /10		Score: /10	

Evaluator Notes

Evaluator Print Name & Signature:	Date	Overall Skill Sheet Score	
		Pass____	Fail____
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Re-Test Evaluator Print Name & Signature:		Overall Skill Sheet Re-Test Score	
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Project 4: Emergency Scene Access Skill Sheet FI – 04

SKILL	Investigate complaints; Verify emergency access for an existing site
RESOURCES	Given: A reported situation or condition; Field observations and approved plans. For use with Fire Inspector Project 4
SCENARIO	Provided by Proctor/Evaluator
TIME	Expected time to complete skill(s) is 20 minutes

Performance Steps	Test		Retest	
	P	F	P	F
Safely performs the following steps:				
1. Records complaint information				
2. Initiates an investigation				
3. Resolves or refers complaint in accordance with applicable codes, standards, and policies				
4. Interprets codes and standards and recognizes problems				
5. Identifies emergency access requirements and verifies that required access is maintained				
6. Identifies, documents, and corrects deficiencies in accordance with applicable policies				
Candidate must successfully perform 5/6 steps including ALL CRITICAL POINTS	Score: _/6		Score: _/6	

Evaluator Notes

Evaluator Print Name & Signature:	Date	Overall Skill Sheet Score	
		Pass ____	Fail ____

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Re-Test Evaluator Print Name & Signature:	Overall Skill Sheet Re-Test Score
	Pass ____ Fail ____

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**Project 5: Hazardous Conditions, Operations, HVAC & Other Services,
Incidental Storage, HazMat Code Compliance
Skill Sheet FI – 05**

SKILL	Identify hazardous conditions involving equipment, processes, and operations; Verify code compliance for storage, handling, and use of flammable and combustible liquids and gases; Evaluate code compliance for the storage, handling, and use of hazardous materials; Verify code compliance of heating, ventilation, air conditioning, and other building service equipment and operations
RESOURCES	Given: Field observations and documentation; Inspection guidelines from the AHJ. For use with Fire Inspector Project 5
SCENARIO	Provided by Proctor/Evaluator
TIME	Expected time to complete skill(s) is 20 minutes

Performance Steps	Test		Retest	
	P	F	P	F
Safely performs the following steps:				
1. Verifies equipment, processes, or operations are installed in accordance with applicable codes and standards				
2. Identifies, documents, and reports deficiencies				
3. Interprets codes, recognizes problems, and makes decisions				
4. Identifies typical fire hazards associated with processes or operations utilizing flammable and combustible liquids				
5. Identifies typical fire hazards associated with processes or operations utilizing hazardous materials				
6. Verifies systems and other equipment (HVAC, etc.) are maintained in accordance with applicable codes and standards				
7. Includes findings in written report				
Candidate must successfully perform 5/7 steps including ALL CRITICAL POINTS	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____
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Project 6: Fire Flow Test Computation-Graphical Analysis Skill Sheet FI – 06

SKILL	Verify available fire flows for a site
RESOURCES	Given: Fire flow test results and water supply data. For use with Fire Inspector Project 6
SCENARIO	Provided by Proctor/Evaluator
TIME	Expected time to complete skill(s) is 20 minutes

Performance Steps	Test		Retest	
	P	F	P	F
Safely performs the following steps:				
1. Verifies that required fire flows are in accordance with applicable codes and standards				
2. Identifies deficiencies				
3. Documents and reports deficiencies				
4. Demonstrates ability to use Pitot tubes, gauges, and other data gathering devices				
5. Graphs and evaluates fire flow results				
Candidate must successfully perform 4/5 steps including ALL CRITICAL POINTS	Score:_/5		Score:_/5	

Evaluator Notes

Evaluator Print Name & Signature:	Date	Overall Skill Sheet Score	
		Pass____	Fail____

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Re-Test Evaluator Print Name & Signature:	Overall Skill Sheet Re-Test Score
	Pass____ Fail____

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Project 7: Fire Protection and Extinguishing Systems Inspection, Testing, Maintenance Skill Sheet FI – 07

SKILL	Investigate complaints; Evaluate fire protection systems and equipment provided for life safety and property protection
RESOURCES	Given: A reported situation or condition; Field observations and hazard classifications of the facility and documentation, the hazards protected, and the system specifications. For use with Fire Inspector Project 7
SCENARIO	Provided by Proctor/Evaluator
TIME	Expected time to complete skill(s) is 20 minutes

Performance Steps	Test		Retest	
	P	F	P	F
Safely performs the following steps:				
1. Records complaint information				
2. Initiates an investigation				
3. Resolves or refers complaint in accordance with applicable codes, standards, and policies				
4. Interprets codes and standards and recognizes problems				
5. Verifies that fire protection systems are approved for the occupancy, commodity, or hazard being protected				
6. Recognizes hazards and deficiencies				
7. Uses codes and standards for research				
8. Reads reports, plans, and specifications				
Candidate must successfully perform 6/8 steps including ALL CRITICAL POINTS	Score: _/8		Score: _/8	

Evaluator Notes

Evaluator Print Name & Signature:	Date	Overall Skill Sheet Score	
		Pass ____	Fail ____

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Re-Test Evaluator Print Name & Signature:	Overall Skill Sheet Re-Test Score
	Pass ____ Fail ____

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Project 8: Fire Detection and Alarm Systems Skill Sheet FI – 08

SKILL	Evaluate fire protection systems and equipment provided for life safety and property protection
RESOURCES	Given: Field observations and hazard classifications of the facility and documentation, the hazards protected, and the system specifications. For use with Fire Inspector Project 8
SCENARIO	Provided by Proctor/Evaluator
TIME	Expected time to complete skill(s) is 20 minutes

Performance Steps	Test		Retest	
	P	F	P	F
Safely performs the following steps:				
1. Verifies that fire protection systems are approved for the occupancy, commodity, or hazard being protected				
2. Recognizes hazards and deficiencies				
3. Uses codes and standards for research				
4. Reads reports, plans, and specifications				
Candidate must successfully perform 3/4 steps including ALL CRITICAL POINTS	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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Project 9: Process a Plan Review Application Skill Sheet FI – 09

SKILL	Process a plan review application
RESOURCES	Given: A specific submittal. For use with Fire Inspector Project 9
SCENARIO	Provided by Proctor/Evaluator
TIME	Expected time to complete skill(s) is 20 minutes

Performance Steps	Test		Retest	
	P	F	P	F
Safely performs the following steps:				
1. Evaluates and processes application in accordance with applicable codes and standards				
2. Communicates in writing referencing policies, procedures, and code requirements				
3. Presents synopsis of procedures regarding resubmittal to class or small group				
4. Fields questions regarding decisions				
Candidate must successfully perform 3/4 steps including ALL CRITICAL POINTS	Score: _/4		Score: _/4	

Evaluator Notes

Evaluator Print Name & Signature:	Date	Overall Skill Sheet Score	
		Pass___	Fail___
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Re-Test Evaluator Print Name & Signature:		Overall Skill Sheet Re-Test Score	
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Project 10: Compare an Existing System to the Approved Plans Skill Sheet FI – 10

SKILL	Compare an approved plan to an existing fire protection system
RESOURCES	Given: Approved plans and field observations. For use with Fire Inspector Project 10
SCENARIO	Provided by Proctor/Evaluator
TIME	Expected time to complete skill(s) is 20 minutes

Performance Steps	Test		Retest	
	P	F	P	F
Safely performs the following steps:				
1. Identifies modifications to system				
2. Documents and reports changes, irregularities, and deficiencies (in writing) in accordance with applicable codes and standards				
3. Reads and comprehends plans for fire protection systems				
4. Observes and applies codes and standards				
5. Recognizes problems and makes appropriate decisions				
Candidate must successfully perform 4/5 steps including ALL CRITICAL POINTS	Score: <u> </u> /5		Score: <u> </u> /5	

Evaluator Notes

Evaluator Print Name & Signature:	Date	Overall Skill Sheet Score	
		Pass <u> </u>	Fail <u> </u>
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 <u> </u>	Fail <u> </u>
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Candidate Print Name & Signature:	Candidate: Print Name or Candidate #		

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Project 11: Performance-Based Design Skill Sheet FI – 11

SKILL	Verify compliance with construction documents
RESOURCES	Given: A performance-based design. For use with Fire Inspector Project 11
SCENARIO	Provided by Proctor/Evaluator
TIME	Expected time to complete skill(s) is 10 minutes

Performance Steps	Test		Retest	
	P	F	P	F
Safely performs the following steps:				
1. Witnesses and validates tests of fire protection systems				
2. Identifies building services equipment				
3. Researches codes and standards to verify that life safety systems and building services equipment are installed, inspected, and tested to perform as described in the engineering documents and the operations and maintenance manual that accompanies the design				
4. Identifies deficiencies				
5. Documents and reports (in writing) those deficiencies in accordance with applicable codes and standards and policies				
Candidate must successfully perform 4/5 steps including ALL CRITICAL POINTS	Score: /5		Score: /5	

Evaluator Notes

Evaluator Print Name & Signature:	Date	Overall Skill Sheet Score	
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Project 12: Plan Review of a Proposed Fire Alarm System Skill Sheet FI – 12

SKILL	Review the proposed installation of fire protection systems
RESOURCES	Given: Given shop drawings and system specifications for a storage commodity, process, or operation. For use with Fire Inspector Project 12
SCENARIO	Provided by Proctor/Evaluator
TIME	Expected time to complete skill(s) is 10 minutes

Performance Steps	Test		Retest	
	P	F	P	F
Safely performs the following steps:				
1. Reads basic floor plans or shop drawings				
2. Identifies symbols recognized by the AHJ				
3. Reviews system for code compliance				
4. Verifies that the system is installed in accordance with the approved drawings				
5. Identifies deficiencies				
6. Documents and reports (in writing) those deficiencies in accordance with applicable codes and standards and policies				
Candidate must successfully perform 5/6 steps including ALL CRITICAL POINTS	Score: /6		Score: /6	

Evaluator Notes

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Re-Test Evaluator Print Name & Signature:	Overall Skill Sheet Re-Test Score
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Project 13: Witness an Acceptance Test for an Integrated Fire Protection System Skill Sheet FI – 13

SKILL	Apply applicable codes or standards; Complete inspection reports; Witness an acceptance test for an integrated fire protection system
RESOURCES	Given: The findings of a completed inspection, the codes and standards, and the policies of the AHJ; Agency policy and procedures and observations from an assigned field inspection; Approved shop drawings, test protocols, and an installed system. For use with Fire Inspector Project 13
SCENARIO	Provided by Proctor/Evaluator
TIME	Expected time to complete skill(s) is 30 minutes

Performance Steps	Test		Retest	
	P	F	P	F
Safely performs the following steps:				
1. Observes/reviews/completes inspection				
2. Communicates (orally and in writing), and applies codes and standards and policies to determine compliance				
3. Recognizes hazardous conditions and makes correct and appropriate decisions				
4. Creates report that is clear and concise and reflects findings of inspection in accordance with applicable codes and standards and policies				
5. Interprets codes and standards and recognizes problems				
6. Witnesses and validates a performance inspection test for compliance				
7. Identifies deficiencies				
8. Documents and reports deficiencies in accordance with applicable codes and standards and policies				
Candidate must successfully perform 6/8 steps including ALL CRITICAL POINTS	Score: _/8		Score: _/8	

Evaluator Notes

Evaluator Print Name & Signature:	Date	Overall Skill Sheet Score	
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Re-Test Evaluator Print Name & Signature:		Overall Skill Sheet Re-Test Score	
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**Project 14: Process a Permit Application
Recommend Policy and Procedures for the Delivery of Inspection Services
Skill Sheet FI – 14**

SKILL	Process a permit application; Enforce permit regulations; Recommend policies and procedures for the delivery of inspection services
RESOURCES	Given: A specific request; A permit application or report of a violation and applicable codes, standards, and policies of the AHJ; Management objectives. For use with Fire Inspector Project 14
SCENARIO	Provided by Proctor/Evaluator
TIME	Expected time to complete skill(s) is 30 minutes

Performance Steps	Test		Retest	
	P	F	P	F
Safely performs the following steps:				
1. Applies applicable codes, standards, and policies, and procedures of the AHJ to the permit application process				
2. Evaluates the application				
3. Makes determination to issue or deny permit in accordance with the applicable codes, standards, and policies, and procedures of the AHJ				
4. Communicates (in writing) enforcement actions regarding permit in accordance with applicable codes, standards, and policies of the AHJ				
5. Makes correct and appropriate decisions and evaluates consequences of improper enforcement of regulations				
6. Conducts inspection in accordance with the policies of the AHJ				
7. Identifies approved construction methods and materials related to fire safety				
8. Reads and interprets construction plans and specifications				
9. Educates, conducts code and standard research, makes decisions, recognizes problems, and resolves conflicts				
Candidate must successfully perform 7/9 steps including ALL CRITICAL POINTS	Score: _/9		Score: _/9	

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Candidate Print Name & Signature:	Candidate: Print Name or Candidate #		

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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.

Project 15: Development & Evaluation of Emergency Planning & Procedures Evaluate Emergency Planning Preparedness Procedures Skill Sheet FI – 15

SKILL	Evaluate emergency planning and preparedness procedures; Assist with the development and evaluation of emergency planning and procedures.
RESOURCES	Given: Existing or proposed plans and procedures and applicable codes and standards; A description of a building and its use. For use with Fire Inspector Project 15
SCENARIO	Provided by Proctor/Evaluator
TIME	Expected time to complete skill(s) is 20 minutes

Performance Steps		Test		Retest	
		P	F	P	F
Safely performs the following steps:					
1. Compares submitted emergency plans and procedures with applicable codes and standards adopted by the AHJ					
2. Determines compliance of plans and procedures based on codes and standards					
3. Reads plans and reports and recognizes problems					
4. Verifies plans and procedures are in accordance with applicable codes, standards, and policies					
Candidate must successfully perform 3/4 steps including ALL CRITICAL POINTS		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 #			
<p>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.</p> <p>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.</p>					

Project 16: Propose an Amendment to the Adopted Fire Code Skill Sheet FI – 16

SKILL	Explain the modifications process to the adopted codes and standards of the AHJ
RESOURCES	Given: A fire or life safety issue. For use with Fire Inspector Project 16
SCENARIO	Provided by Proctor/Evaluator
TIME	Expected time to complete skill(s) is 10 minutes

Performance Steps	Test		Retest	
	P	F	P	F
Safely performs the following steps:				
1. Recognizes problems with current code				
2. Collects information on codes and standards				
3. Develops alternative solutions				
4. Verifies proposed modifications address the problem, need, or deficiency				
Candidate must successfully perform 3/4 steps including ALL CRITICAL POINTS	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 #
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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.