

PLAN EXAMINER SKILLS MANUAL

CHAPTER FOUR PLAN EXAMINER

NFPA 1031, 2014 Edition

Effective June 1, 2016



Texas Commission on Fire Protection
P.O. Box 2286 Austin, Texas 78768-2286 (512) 936-3838

INSTRUCTION SHEET

PLAN EXAMINER I PERFORMANCE SKILLS

Format

Similar Plan Examiner I skills are combined into one skill sheet when possible. These skill sheets should be used in a progressive type grading format. The skill sheet is divided into individual skill objectives. The Examiner should evaluate the Plan Examiner I candidates as they complete each skill of the evaluation. The skills that could not be combined are provided as independent skill sheets.

For skill sheets that do not contain time constraints, the Course Instructor should specify time constraints as necessary.

Scoring Method

The scoring method is Satisfactory (S) or Unsatisfactory (U) for each step of the skill objective, and a Pass or Fail for each individual skill section. In order to successfully pass an individual skill section, the Plan Examiner I candidate must receive satisfactory scores in all the steps of the skill objective. In order to receive an overall Pass on the skill sheet, the Plan Examiner I candidate must receive a passing score for all individual skill sections.

If a step of a skill objective is scored “Unsatisfactory”, only that skill objective must be retested. For example, if a candidate fails step b of Skill 11, he or she must be retested on Skill 11, in its entirety. Any Unsatisfactory or individual skill failure shall require the examiner to explain the reason for the failure in written form in the comments section of the skill sheet.

Preparation and Equipment

When necessary, additional information is provided under the heading “Evaluator Information - Preparation and Equipment.” Examples are provided to assist the evaluator. Course Instructors are encouraged to use these examples to meet the minimum requirements, or they may modify the examples to meet or exceed the standard to fit their department or agency needs.

Many of the skill sheets require the use of department policies. It is suggested that the Course Instructors use the policies and procedures of his or her department. If teaching this course at a non-departmental institution, acquire a fire department’s policies and procedures, or modification thereof, to complete these skills.

For optimal learning, scenario-based training and role-playing is recommended; however, based on departmental needs certain activities may be simulated by other means.

TEXAS COMMISSION ON FIRE PROTECTION

Plan Examiner I

Performance Standards Evaluation

Skill 1- Administration

Prepare reports, facilitate the resolution of deficiencies, process plan review documents, and determine the applicable code or standard

NFPA 1031 7.2.1, 7.2.2, 7.2.3, 7.2.4

Plan Examiner I

OBJECTIVE

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 practices 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 the applicable code or standard, given a fire protection issue, so that the proper document, edition, and section are referenced. (7.2.4)

INSTRUCTIONS - procedures for achieving the objectives

Inspection situations should encompass enough detail and information to facilitate realistic plan review activities. This skill is intended to resemble a realistic situation in which a plan examiner would perform.

- The Inspector candidate, given specific observations from a plan review, will prepare a report in accordance with applicable codes and standards, and the policies and procedures of the jurisdiction.
- The Inspector candidate, given a submittal and the established practices and procedures of the jurisdiction, shall identify deficiencies, document the deficiencies, and report to the plan submitter with applicable references to code and standards and alternative methods for compliance are identified.
- The Inspector candidate, given a set of plans and specifications, shall evaluate to issue or deny a permit in accordance with the policies of the jurisdiction.

TEXAS COMMISSION ON FIRE PROTECTION

Plan Examiner I

Performance Standards Evaluation

- The Inspector candidate, given a specific plan review fire protection issue, shall determine the applicable code or standard so that the proper document, edition, and section are referenced.

EXAMINER'S NOTE

The plan review skills build upon each other in a progressive format, but their order may be changed as needed, based on jurisdictional processes.

PREPARATION & EQUIPMENT

Most skills require the use of a pen or pencil, paper, applicable codes and standards, local practices and procedures, and a computer with a printer or typewriter and official letterhead if applicable. Additional preparation and equipment information is located with the specific performance skill.

TEXAS COMMISSION ON FIRE PROTECTION

Plan Examiner I

Performance Standards Evaluation

Skill 1 - Administration

Prepare reports, facilitate the resolution of deficiencies, process plan review documents, and determine the applicable code or standard

Skill 1 Evaluator Information - Preparation and Equipment

Instruction	Example
<p>Provide a complete set of plans submittal situation with an obvious definitive fire protection issue or deficiency.</p> <p>Provide a copy of a policy statement or statements that would address the practices and procedures of the jurisdiction.</p> <p>Provide a copy of an applicable policy for processing plan review documents.</p> <p>Provide a permit form for the applicable jurisdiction.</p> <p>Provide a log page to document status of plan review and incorporate any permit numbers.</p> <p>Inspector candidate will demonstrate the skill to facilitate resolution of deficiencies through a written report and verbalized alternative methods of compliance to reflect skill to resolve.</p> <p>Inspector candidate will determine and identify applicable codes and standards to noted violations or issues.</p>	<p><i>B occupancy, 4200 sq. ft. Doctors office, w/minor outpatient surgery. Civil, Arch, Mech, Elec, FP, Fire Alarm Submittal, Specifications</i></p> <p><i>A one-page fire alarm plan submittal without any state licensing information provided on the plan submittal.</i></p> <p><i>A one page hydraulically calculated fire sprinkler plan submittal without any hydraulic calculations provided with the plan.</i></p> <p><i><u>Specification:</u> Fire Extinguishers shall be 2A 10 BC rated in all areas of the restaurant.</i></p> <p><i><u>Issue:</u> Cooking areas may require a class K extinguisher.</i></p> <p><i><u>Policy Statement:</u> All plans submitted with fire protection elements shall bear the state licensing data or seal of the registered person planning or designing the system.</i></p> <p><i><u>Policy Statement:</u> All fire protection submittals shall be complete submittals at time of submission.</i></p> <p><i>International Fire Code, (IFC) Section 901.2, Construction Documents. Page 1, Failed to provide complete information to verify code compliance. Provide Hydraulic Calculations as noted on the Plan.</i></p>

TEXAS COMMISSION ON FIRE PROTECTION
Plan Examiner I
Performance Standards Evaluation

	<p><i>Alternative = No alternative</i></p> <p><u><i>Policy Statement:</i></u> <i>All plans submitted for review shall adhere to the following steps.</i></p> <ul style="list-style-type: none"><i>a. log into the plan submittal log</i><i>b. stamped with the date received</i><i>c. assigned permit number is reflected</i><i>d. verify contact information</i> <p><u><i>Policy Statement:</i></u> <i>Every effort shall be made to complete plans review within 10 workdays of received date stamp.</i></p> <p><i>Permit # 2006-001, 2222 First St., Under review, Received = 2/12/10</i></p>
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TEXAS COMMISSION ON FIRE PROTECTION

Plan Examiner I

Performance Standards Evaluation

Skill 1 - Administration

Prepare reports, facilitate the resolution of deficiencies, process plan review documents, and determine the applicable code or standard

Candidate: _____ Notes: _____

Training Provider: _____

Test Site: _____

PLAN EXAMINER I	<u>TEST</u>		<u>RETEST</u>	
Skill 1	S	U	S	U
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 practices 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 the applicable code or standard, given a fire protection issue, so that the proper document, edition, and section are referenced. (7.2.4)				
The candidate:	S	U	S	U
a) Prepared a report from provided observations				
b) Report was clear & concise				
c) Report was in accordance with applicable codes and standards				
d) Report was in accordance with local policies and procedures				
e) Used local practices and policies				

TEXAS COMMISSION ON FIRE PROTECTION

Plan Examiner I

Performance Standards Evaluation

f) Identified and documented deficiencies in writing				
g) Verbalized alternative methods of compliance				
h) Determined completeness of plan review documents				
i) Adhered to the applicable policies for processing the plan review documents				
j) Determined whether to deny or approve a permit				
k) Documented actions in accordance with local policies and procedures				
l) Identified the specific fire protection issue				
m) Determined the applicable code or standard				
n) Identified the proper applicable document, edition and section				

S = Satisfactorily completed/performed

U = Unsatisfactorily performed/failed to meet objective or grading step

All steps of the skill objective are mandatory and must be scored as "Satisfactory" to pass the skill.

Examiner/Candidate Comments:

Certifying Examiner

Date

Re-Test Certifying Examiner

Date

Overall Skill Sheet Score	
Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Overall Skill Sheet Re-Test Score	
Pass <input type="checkbox"/>	Fail <input type="checkbox"/>

TEXAS COMMISSION ON FIRE PROTECTION
Plan Examiner I

Performance Standards Evaluation

Skill Number 2 - Plans Review

Identify the requirements for a fire protection or life safety system; evaluate code compliance; evaluate plans for the installation of fire protection and life safety systems

NFPA 1031 7.3.1, 7.3.6, 7.3.10

Plan Examiner I

OBJECTIVE

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. (7.3.1)

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. (7.3.6)

Evaluate plans for the installation of fire protection and life safety systems, given a plan submittal, 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. (7.3.10)

INSTRUCTIONS - procedures for achieving the objectives

The Inspector candidate shall perform all the steps necessary to complete one of the following three scenarios. The one scenario the inspector candidate is to perform will be randomly selected by the TCFP from the choices below:

- A. Demonstrate the ability to read basic plans and identify symbols used by the jurisdiction, apply codes and standards, and identify, document and report all deficiencies in accordance with the policies of the jurisdiction.
- B. Given a set of plans, required fire flow, and fire flow test results, interpret fire flow test results, determine fire hydrant locations and spacing, and read fire flow graphs.
- C. Given a plan submittal, review the specifications, classify occupancies, interpret and apply standards to the fire protection systems, and identify, document and report all deficiencies in accordance with the policies of the jurisdiction.

EXAMINER'S NOTE

Skills examiners shall ensure realism in the skills evaluation to a basic level of understanding and skills demonstration for evaluation and calculations.

TEXAS COMMISSION ON FIRE PROTECTION

Plan Examiner I

Performance Standards Evaluation

PREPARATION & EQUIPMENT

Most skills require the use of a pen or pencil, paper, applicable codes and standards, local practices and procedures, and a computer with a printer or typewriter and official letterhead if applicable. Additional preparation and equipment information is located with the specific performance skill.

TEXAS COMMISSION ON FIRE PROTECTION
Plan Examiner I
Performance Standards Evaluation

Skill 2 Evaluator Information - Preparation and Equipment

Instruction	Example
<p>Provide a set of plans that reflects a fire protection or a life safety system and water supply and fire hydrant locations.</p> <p>Provide fire flow test results.</p> <p>Provide applicable codes and standards for the fire protection or life safety system.</p> <p>Review plans and specifications.</p> <p>Candidate will identify or classify the occupancy type.</p> <p>Identify, document and report any deficiencies noted.</p> <p>Interpret and apply applicable standards and reference the codes and standards to verify compliance.</p>	<p><i>Given a set of plans, review the plans and specifications for the occupancy and the system such as a roof/ceiling plan with smoke & heat venting for high piled storage, dimensions, vent ratio and specifications as to the type of smoke and heat vents, or sprinkler plans, fire alarm plans, kitchen extinguishing system, etc.</i></p> <p><i>Provide a site plan with utility drawings for occupancy such as a warehouse.</i></p> <p><i>Provide a fire flow test graph showing the amount of water that is available at 20 psi residual pressure for firefighting.</i></p> <p><i>Review the system and verify that all required components are complete and that the system is adequate for the occupancy.</i></p> <p><i>Verify the type of occupancy and the type of required protection.</i></p> <p><i>Candidate will review the plans and then interpret the applicable codes and apply those codes</i></p>

TEXAS COMMISSION ON FIRE PROTECTION

Plan Examiner I

Performance Standards Evaluation

Skill 2 – Plans Review

Identify the requirements for a fire protection or life safety system; evaluate code compliance; evaluate plans for the installation of fire protection and life safety systems

Candidate: _____ Notes: _____

Training Provider: _____

Test Site: _____

PLAN EXAMINER I	<u>TEST</u>		<u>RETEST</u>	
Skill 2	S	U	S	U
<p>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. (7.3.1)</p> <p>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. (7.3.6)</p> <p>Evaluate plans for the installation of fire protection and life safety systems, given a plan submittal, 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. (7.3.10)</p>				
The candidate:	S	U	S	U
A - Identify requirements for fire protection/life safety systems				
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				

TEXAS COMMISSION ON FIRE PROTECTION

Plan Examiner I

Performance Standards Evaluation

B - Fire flow				
1. Read fire flow results and interpret				
2. Verify hydrant location and spacing				
C - Evaluate plans for installation of fire protection/life safety systems				
1. Reviewed plans and specifications				
2. Verify occupancy class				
3. Identified, documented and report deficiencies				
4. Interpret and applied applicable standards				

S = Satisfactorily completed/performed

U = Unsatisfactorily performed/failed to meet objective or grading step

All steps of the skill objective are mandatory and must be scored as "Satisfactory" to pass the skill.

Examiner/Candidate Comments:

Certifying Examiner

Date

Re-Test Certifying Examiner

Date

Overall Skill Sheet Score	
Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Overall Skill Sheet Re-Test Score	
Pass <input type="checkbox"/>	Fail <input type="checkbox"/>

TEXAS COMMISSION ON FIRE PROTECTION

Plans Examiner I

Performance Standards Evaluation

Skill 3 - Plans Review

Verify occupancy type, construction type, occupant load, and that required egress is provided; evaluate emergency vehicle access

NFPA 1031 7.3.2, 7.3.3, 7.3.4, 7.3.5, 7.3.7

Plans Examiner I

OBJECTIVE

Verify the classification of the occupancy type, given a set of plans, specifications, and a description of a building and its intended use, so that the classification is made according to applicable codes and standards. (7.3.2)

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. (7.3.3)

Verify the occupant load, given a set of plans, so that the maximum allowable occupant load is in accordance with applicable codes and standards. (7.3.4)

Verify that required egress is provided, given a set of plans and an occupant load, so that all required egress elements are provided and deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction. (7.3.5)

Evaluate emergency vehicle access, given a plan, so that emergency 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. (7.3.7)

INSTRUCTIONS - procedures for achieving the objectives

The Inspector candidate, given a set of plans, specifications and a description of a building and its intended use, verify the occupancy classification in accordance with applicable codes and standards.

The Inspector candidate, given a set of plans, shall verify the construction type and that the area, height, number of stories and location is in accordance with applicable codes and standards and any deficiencies are identified, documented and reported.

The Inspector candidate, given a set of plans and measuring tools will accurately calculate the occupant load, and identify occupancy factors related to various occupancy types.

TEXAS COMMISSION ON FIRE PROTECTION
Plans Examiner I

Performance Standards Evaluation

The Inspector candidate, given a set of plans and an occupant load will verify that required egress is provided and identify, document and report deficiencies in accordance with the policies of the jurisdiction.

The Inspector candidate, given a set of plans, will interpret and use plan scale to evaluate code compliance of emergency vehicle access and identify, document and report deficiencies in accordance with the policies of the jurisdiction.

EXAMINER'S NOTE

The plan review skills build upon each other in a progressive format, but their order may be changed as needed, based on jurisdictional processes.

PREPARATION & EQUIPMENT

Most skills require the use of a pen or pencil, paper, applicable codes and standards, local practices and procedures, and a computer with a printer or typewriter and official letterhead if applicable. Additional preparation and equipment information is located with the specific performance skill.

TEXAS COMMISSION ON FIRE PROTECTION
Plans Examiner I

Performance Standards Evaluation

Skill 3 - Evaluator Information-Preparation and Equipment

Instruction	Example
<p>Provide a complete set of plans and specifications for a single occupancy.</p> <p>Provide a plan so that the occupant load can be determined.</p> <p>Provide information as necessary to achieve the objectives.</p>	<p><i>Mercantile Occupancy, Civil, Arch, Structural, Elec., Plumb., Mech., FP</i></p> <p><i>Assembly Occupancy such as a church sanctuary with pews.</i></p>
<p>Provide a copy of applicable codes and standards to verify occupancy class and occupant load.</p>	<p><i>International Building Code Chapter 10, 2009 ed.</i></p>
<p>Use measuring tools to determine occupant load.</p>	<p><i>Using the correct measuring device, such as an architect's scale, and the correct reference, the candidate should accurately calculate the occupant load.</i></p>
<p>Identify the occupancy factors related to the occupancy type</p>	<p><i>Candidate shall identify that the church with pews allows one person per 18".</i></p>
<p>Accurately calculate the occupant load</p>	<p><i>Occupant load is 429.</i></p>
<p>Using the calculated occupant load verify that adequate egress was provided. Exit widths, number of exits and location of the exits.</p>	<p><i>Verify the total amount of egress capability based on the occupant load.</i></p>
<p>Identify the construction type</p>	<p><i>Noncombustible – Type IIB</i></p>
<p>Verify emergency vehicle access is in compliance with the code for widths, distances, clearance heights and turning radiuses.</p>	<p><i>Fire lane is a dead end into the rear parking lot and exceeds the limits allowed – provide a turnaround or hammerhead to allow emergency vehicles to turn around.</i></p>
<p>Identify, document and report all deficiencies.</p>	<p><i>The rear exit door does not have the required landing on the exterior side.</i></p>

TEXAS COMMISSION ON FIRE PROTECTION
Plans Examiner I
 Performance Standards Evaluation

Skill 3 - Plans Review

Verify the classification of the occupancy type, construction type, occupant load, and required egress is provided, Evaluate emergency vehicle access

Candidate: _____ Notes: _____

Training Provider: _____

Test Site: _____

PLANS EXAMINER I	<u>TEST</u>		<u>RETEST</u>	
	S	U	S	U
<p>Skill 3</p> <p>Verify the classification of the occupancy type, given a set of plans, specifications, and a description of a building and its intended use, so that the classification is made according to applicable codes and standards. (7.3.2)</p> <p>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. (7.3.3)</p> <p>Verify the occupant load, given a set of plans, so that the maximum allowable occupant load is in accordance with applicable codes and standards. (7.3.4)</p> <p>Verify that required egress is provided, given a set of plans and an occupant load, so that all required egress elements are provided and deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction. (7.3.5)</p> <p>Evaluate emergency vehicle access, given a plan, so that emergency 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. (7.3.7)</p>				

TEXAS COMMISSION ON FIRE PROTECTION
Plans Examiner I
 Performance Standards Evaluation

The candidate:	S	U	S	U
a) Evaluated the plan for occupancy use information				
b) Verified the plan to the specifications and building intended use				
c) Determined applicable code, standards or regulations				
d) Verified the occupancy class based on the codes and standards				
e) Identified fire hazards presented by various occupancies and operational features				
f) Calculated occupant loads correctly using various measuring tools				
g) Determined egress requirements correctly				
h) Verified the area and height are permitted based on the construction type				
i) Verified the number of stories and location are permitted based on the construction type				
j) Verified the proposed building is classified in accordance with applicable codes and standards				
k) Used plan scale or other measuring tools to interpret plans				
l) Accurately determined compliance of emergency vehicle access				
m) Identified, documented and reported deficiencies				

S = Satisfactorily completed/performed

U = Unsatisfactorily performed/failed to meet objective or grading step

All steps of the skill objective are mandatory and must be scored as “Satisfactory” to pass the skill.

Examiner/Candidate Comments:

 Certifying Examiner

 Date

 Re-Test Certifying Examiner

 Date

Overall Skill Sheet Score	
Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Overall Skill Sheet Re-Test Score	
Pass <input type="checkbox"/>	Fail <input type="checkbox"/>

TEXAS COMMISSION ON FIRE PROTECTION
Plan Examiner I

Performance Standards Evaluation

Skill 4 - Plans Review

Recommend policies and procedures for the delivery of plan review services and participate in legal proceedings

NFPA 1031 7.3.8, 7.3.9

Plan Examiner I

OBJECTIVE

Recommend policies and procedures for the delivery of plan review services, given management objectives, so that plan reviews are carried out in accordance with the policies of the jurisdiction and due process of the law is followed. (7.3.8)

Participate in 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. (7.3.9)

INSTRUCTIONS - procedures for achieving the objectives

The Inspector candidate shall perform all the steps necessary to complete one of the following two scenarios. The one scenario the inspector candidate is to perform will be randomly selected by the TCFP from the choices below:

- A. Given a management objective, recommend policies and procedures for the delivery of plan review services in accordance with due process of law.
- B. Given findings of a plan review and consultation with legal counsel, participate in a mock legal proceeding, and testify with accuracy to the given facts and with a demeanor appropriate to the proceedings.

EXAMINER'S NOTE

Skills examiners shall ensure realism in the skills evaluation to a basic level of understanding and skills demonstration for evaluation and calculations.

PREPARATION & EQUIPMENT

Most skills require the use of a pen or pencil, paper, applicable codes and standards, local practices and procedures, and a computer with a printer or typewriter and official letterhead, if applicable. Additional preparation and equipment information is located with the specific performance skill.

TEXAS COMMISSION ON FIRE PROTECTION

Plan Examiner I

Performance Standards Evaluation

Skill Number 4 Evaluator Information-Preparation and Equipment

Specific management objective

Instruction	Example
<p>Provide a situation or incident that conflicts with current policies or procedures related to plan review and management objectives.</p> <p>Provide specific plan review findings.</p> <p>Provide mock legal consultation brief.</p> <p>Create a mock courtroom or panel environment for testimony.</p> <p>Present the case and question the candidate in the legal process</p>	<p><i><u>Policy:</u> Alternative construction methods and materials shall be in accordance with the fire code.</i></p> <p><i><u>Management Objective:</u> Provide customers with options for construction methods and materials.</i></p> <p><i><u>Situation:</u> During plan review, the plan examiner identifies a proposed installation that is noted as alternative to the code.</i></p> <p><i><u>Policy Recommendation:</u> All alternatives for construction methods and materials must be accompanied by supporting documents to reflect that the plan is prepared by, and bears the stamp of, a registered design professional.</i></p> <p><i>Provide a list of code deficiencies from a plan review.</i></p> <p><i>Provide a sample legal consultation brief identifying and explaining findings from a plan review.</i></p> <p><i>Arrange a classroom to resemble a courtroom or panel setting allowing for testimony of plan review findings. Provide a field examiner or instructor to challenge the testimony of the plan examiner candidate.</i></p>

TEXAS COMMISSION ON FIRE PROTECTION
Plan Examiner I

Performance Standards Evaluation

Skill 4 - Plans Review

Recommend policies and procedures for the delivery of plan review services and participate in legal proceedings

Candidate: _____ Notes: _____

Training Provider: _____

Test Site: _____

PLAN EXAMINER I	<u>TEST</u>		<u>RETEST</u>	
Skill 4	S	U	S	U
Recommend policies and procedures for the delivery of plan review services, given management objectives, so that plan reviews are carried out in accordance with the policies of the jurisdiction and due process of the law is followed. (7.3.8)				
Participate in legal proceedings, given the findings of a plan review and consultations with legal counsel, so that testimony is accurate and the plan reviewer's demeanor is appropriate to the proceeding. (7.3.9)				
The candidate:	S	U	S	U
A - Recommend policies and procedures				
1. Recognized problem with current policies and procedures in regards to construction methods and fire safety				
2. Read and interpreted construction plans and specifications to identify construction methods and materials related to fire safety				
3. Identified specific policy or procedure change to meet the scope of the management objective				
4. Researched and decided on a policy or procedure change, in accordance with jurisdictional policies and due process of the law				
5. Communicated, orally and in writing, recommended policy or procedure change and educated the customer as to why changes need to be made				
6. Justified recommendation and overcame objections				

TEXAS COMMISSION ON FIRE PROTECTION
Plan Examiner I
 Performance Standards Evaluation

B - Legal proceedings				
1. Testify to facts and recognized opinions				
2. Provided accurate testimony				
3. Demonstrated appropriate demeanor to the proceeding				
4. Provided accurate testimony to posed questions.				

S = Satisfactorily completed/performed

U = Unsatisfactorily performed/failed to meet objective or grading step

All steps of the skill objective are mandatory and must be scored as "Satisfactory" to pass the skill.

Examiner/Candidate Comments:

 Certifying Examiner

 Date

 Re-Test Certifying Examiner

 Date

Overall Skill Sheet Score	
Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
Overall Skill Sheet Re-Test Score	
Pass <input type="checkbox"/>	Fail <input type="checkbox"/>

EQUIPMENT LIST

Inspector I

Pitot tube and gauge
Conversion chart
Hydrant
Hydrant wrench
Fire flow test graph with required information provided
Applicable Codes and Standards
Access to existing fire detection and alarm systems
Portable fire extinguisher

Inspector II

Specific permit application form
Specific plan review application form
Complex complaint
Local and state laws and ordinances
Example of legal instrument for adopting or modifying the code
Example of policies and procedures for adopting or modifying the code
Example of local policies and procedures
Example of organizational management goals
Diagram and description of a multi-use building
Example of approved plans
Building plans or field observations from a building
Facility or facility information with a fire protection system
System plans and specification documentation
Sprinkler system shop drawings and specification documentation that includes deficiencies
Example of emergency plan
Hazard observations or plans
Examples of performance based design (construction) documents
Example of operation and maintenance manual
Examples of applicable design data
Examples of type 5 construction plans
Example of floor plan of a building or portion of a building
Inspection forms
Measuring tools
Flashlight

Plan Examiner I

Examples of specific observations from a plan review
Examples of specific plans and specifications
Examples of specific management objective
Examples of specific plan review fire protection issue
Examples of specific plan review findings and legal consultation brief
Examples of specific plan submittal

Plan Examiner I Skills

Discipline	Objective	Skill Number	Functional Name	NFPA 1031 #
Plan Examiner I	Administration	1	Prepare reports, facilitate the resolution of deficiencies, process plan review documents, and determine the applicable code or standard	7.2.1, 7.2.2, 7.2.3, 7.2.4
Plan Examiner I	Plan Review	2 - A	Identify the requirements for a fire protection or life safety system	7.3.1
Plan Examiner I	Plan Review	2 - B	Evaluate code compliance for fire flow	7.3.6
Plan Examiner I	Plan Review	2 - C	Evaluate plans for the installation of fire protection and life safety systems	7.3.10
Plan Examiner I	Plan Review	3	Verify occupancy type, construction type, occupant load, and that required egress is provided; evaluate emergency vehicle access	7.3.2, 7.3.3, 7.3.4, 7.3.5, 7.3.7
Plan Examiner I	Plan Review	4 - A	Recommend policies and procedures for delivery of plan review services	7.3.8
Plan Examiner I	Plan Review	4 - B	Mock legal proceedings	7.3.9