



PENNSYLVANIA STATE FIRE ACADEMY FIRST RESPONDER INSPECTOR SKILLS

Effective March 1, 2026:

- All certification candidates are required to maintain an active Acadis user portal account. (Acadis portal location = OSFC website/ Training and Certification Portal, or click here: [ENVISAGE Acadis®](#))
- All certification candidates are to be registered with the designated test site and rostered for the certification test.

First Responder Inspector Skill Stations

NFPA 1030 – Chapter 6 (2024 Edition)

Station A	Internal Written Correspondence (JPR 6.3.1)	MANDATORY
Station B	Field Inspection 1 (JPR 6.3.2, 6.3.3, 6.3.4, 6.3.5, 6.3.6, 6.5.10)	MANDATORY
Station C	Field Inspection 2 (JPR 6.5.1, 6.5.2, 6.5.3, 6.5.5)	MANDATORY
Station D	Field Inspection 3 (JPR 6.5.4, 6.5.9)	MANDATORY
Station E	Field Inspection 4 (JPR 6.5.6, 6.5.7, 6.5.8)	MANDATORY
Station F	Participate in Legal Proceedings (JPR 6.4.1)	MANDATORY

The candidate must complete six (6) out of the six (6) skills.

Mandatory – A, B, C, D, E, F (6 skills)

NOTE: All paperwork and reports MUST be typed.



PENNSYLVANIA STATE FIRE ACADEMY FIRST RESPONDER INSPECTOR SKILLS

STATION A – Prepare Internal Written Correspondence		Reference NFPA 1030, Chapter 6 - 2024 Edition Mandatory JPRs 6.3.1	
Test Site	Test Date	Candidate #	Check the Test Type _____Initial _____Retest

Directions: Review the attached documentation/scenario. Prepare internal written correspondence to your supervisor to communicate fire protection and prevention concerns, given a common fire safety issue, so that the correspondence is concise, accurately reflects applicable codes and standard, and is appropriate for the intended audience.

Performance Outcome: Pass / Fail is determined by **7 of 7** tasks being correctly performed.

No.	Tasks	Yes	No
Written Correspondence			
1	Chooses appropriate correspondence type for the intended audience (6.3.1)		
2	Recognizes the common fire safety issue (6.3.1)		
3	Recognizes and conveys the fire protection and prevention concern (6.3.1)		
4	Accurately identifies and documents the applicable codes and standards (6.3.1)		
5	Report is clear and concise and contains all essential information (6.3.1)		
Administrative			
6	Follows policies and procedures of the agency or jurisdiction (6.3.1)		
7	All paperwork is typed, complete, and grammatically correct with no spelling errors (6.3.1)		
Please indicate skill outcome		PASS	FAIL

Evaluator Comments: _____

Evaluator Signature: _____

Evaluator # _____



PENNSYLVANIA STATE FIRE ACADEMY FIRST RESPONDER INSPECTOR SKILLS

Station B – Field Inspection 1		Reference NFPA 1030, Chapter 6 - 2024 Edition Mandatory JPRs 6.3.2, 6.3.3, 6.3.4, 6.3.5, 6.3.6, 6.5.10	
Test Site	Test Date	Candidate #	Check the Test Type ____Initial ____Retest

Directions: Review the attached documentation/scenario. In response to a complaint received, using the International Fire Code (IFC), conduct a field inspection, prepare an inspection report/notice of violation as applicable identifying observed deficiencies, noting required corrective actions, including appropriate deadlines and the applicable codes/standards. Determine whether a permit is required and, if so, what specific type of permit and the proper steps to follow to apply for the permit according to your jurisdiction’s policies/procedures.

Note: The International Fire Code edition is to be consistent with the edition of the International Codes that are currently adopted by the Commonwealth of Pennsylvania in the Uniform Construction Code of Pennsylvania (UCC).

Performance Outcome: Pass / Fail is determined by **27 of 27** tasks being correctly performed.

No.	Tasks	Yes	No
Complaint			
1	Receives complaint with attentiveness and concern (6.3.5)		
2	Records the complaint information for future reference (6.3.5)		
3	Performs an investigation to determine the validity of the complaint (6.3.5)		
4	Resolves the complaint based on policies, codes, and standards (6.3.5)		
5	Communicates effectively orally and in writing (6.3.5)		
6	Properly document disposition (6.3.5)		
Inspection			
7	Conducts a field inspection following agency policies and procedures (6.3.2)		
8	Identifies and references the proper edition and section of the applicable codes or standards (6.3.3)		
9	Identifies observed life-safety issues and deficiencies (6.3.2, 6.3.6)		
10	Recognizes hazardous fire growth potential of building contents (materials, liquids, or gases) (6.5.10)		
11	Determines the appropriate action to mitigate the deficiency, and reinspection date and time (6.3.2)		
Inspection Report			
12	Utilizes observations from field inspection and prepares a notice of violation documenting the observed deficiencies, and corrective measures (6.3.2)		
13	Report accurately reflects the findings of the inspection (6.3.2)		
14	Applicable codes, standards, or agency policies are accurately cited (6.3.2, 6.3.3)		
15	Report is clear and concise, and contains all essential information (6.3.2)		
16	Report includes compliance timeframe and date or reinspection or follow-up (6.3.2)		
Complaint Report			
17	Prepares written correspondence, responding to the complainant, documenting the investigation (6.3.5)		
18	Applicable codes, standards, or agency policies are accurately cited (6.3.3, 6.3.5)		
19	Report is clear and concise, and contains all essential information (6.3.5)		
20	Report accurately reflects the findings of the inspection (6.3.5)		



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Recognizes the Need for a Permit			
21	Recognizes the need for a permit (6.3.4)		
22	Understands the type of permit required (6.3.4)		
23	Communicates why the permit is necessary, specifying appropriate code (6.3.4)		
24	Advises party how to proceed with securing the necessary permit (6.3.4)		
25	Applicable codes, standards, or agency policies are accurately cited (6.3.4)		
Administrative			
26	Follows policies and procedures of the agency or jurisdiction		
27	All paperwork is typed, complete, and grammatically correct with no spelling errors		
		Please indicate skill outcome	PASS FAIL

Evaluator Comments: _____

Evaluator Signature: _____

Evaluator # _____



PENNSYLVANIA STATE FIRE ACADEMY FIRST RESPONDER INSPECTOR SKILLS

Station C – Field Inspection 2		Reference NFPA 1030, Chapter 6 - 2024 Edition Mandatory JPRs 6.5.1, 6.5.2, 6.5.3, 6.5.5	
Test Site	Test Date	Candidate #	Check the Test Type ____ Initial ____ Retest

Directions: Review the attached documentation/scenario. Using the International Fire Code (IFC), conduct a field inspection, prepare an inspection report/notice of violation as applicable including identification of the existing building occupancy, verification of the posted occupant load, any observed deficiencies, noting required corrective actions, including appropriate deadlines and the applicable codes/standards. Include copies of all sketches, calculations, and supporting information for your supervisor top review prior to issuance.

Note: The International Fire Code edition is to be consistent with the edition of the International Codes that are currently adopted by the Commonwealth of Pennsylvania in the Uniform Construction Code of Pennsylvania (UCC).

Performance Outcome: Pass / Fail is determined by **20 of 20** tasks being correctly performed.

No.	Tasks	Yes	No
Inspection			
1	Conducts a field inspection following agency policies and procedures (6.5.1)		
2	Identifies and references the proper edition and section of the applicable codes or standards (6.5.1)		
3	Identifies observed life-safety issues and deficiencies (6.5.2)		
4	Determine the appropriate action to mitigate the deficiency, and reinspection date and time (6.5.1)		
Occupancy Classification			
5	Utilizes occupancy information from scenario or observations from field inspection (6.5.3)		
6	Consider occupancy use when determining occupancy classification (6.5.3)		
7	Utilizes appropriate codes and standards to determine occupancy classification (6.5.3)		
8	Identify the correct occupancy classification based on applicable codes and standards (6.5.3)		
Occupant Load Verification			
9	Utilizes the occupancy information from the scenario or observations from field inspection to determine the proper occupant load category (6.5.5)		
10	Use applicable codes and standards to calculate the occupant load (6.5.5)		
11	Utilizes measuring tools as necessary to assist in determining occupancy load calculations (6.5.5)		
12	Utilizes proper occupant load formula for calculation (6.5.5)		
13	Calculate allowable occupant load for single-use occupancy (6.5.5)		
14	Makes field sketches as necessary to assist in determining occupancy load calculations (6.5.5)		



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Inspection Report			
15	Utilizes observations from field inspection and prepares a notice of violation documenting the observed deficiencies, and corrective measures		
16	Report accurately reflects the findings of the inspection		
17	Applicable codes, standards, or agency policies are accurately cited (6.5.1, 6.5.3, 6.5.5)		
18	Report is clear and concise, and contains all essential information		
19	Report includes compliance timeframe and date or reinspection or follow-up (6.5.1)		
Administrative			
20	Follows policies and procedures of the agency or jurisdiction		
21	All paperwork is typed, complete, and grammatically correct with no spelling errors		
Please indicate skill outcome		PASS	FAIL

Evaluator Comments: _____

Evaluator Signature: _____

Evaluator # _____



PENNSYLVANIA STATE FIRE ACADEMY FIRST RESPONDER INSPECTOR SKILLS

Station D - Field Inspection 3		Reference NFPA 1030, Chapter 6 - 2024 Edition Mandatory JPRs 6.5.4, 6.5.9	
Test Site	Test Date	Candidate #	Check the Test Type _____Initial _____Retest

Directions: Review the attached documentation/scenario. In response to a complaint received, using the International Fire Code (IFC), conduct a field inspection, prepare an inspection report/notice of violation as applicable identifying observed deficiencies, noting required corrective actions, including appropriate deadlines and the applicable codes/standards.

Note: The International Fire Code edition is to be consistent with the edition of the International Codes that are currently adopted by the Commonwealth of Pennsylvania in the Uniform Construction Code of Pennsylvania (UCC).

Performance Outcome: Pass / Fail is determined by **20 of 20** tasks being correctly performed.

No.	Tasks	Yes	No
Complaint			
1	Receives complaint with attentiveness and concern		
2	Records the complaint information for future reference		
3	Performs an investigation to determine the validity of the complaint		
4	Resolves the complaint based on policies, codes, and standards		
5	Communicates effectively orally and in writing		
6	Properly document disposition		
Inspection – Means of Egress Elements / Emergency Access Elements			
7	Conducts a field inspection following agency policies and procedures (6.5.4, 6.5.9)		
8	Identifies and references the proper edition and section of the applicable codes or standards (6.5.4, 6.5.9)		
9	Identifies means of egress elements present. (6.5.4)		
10	Identifies observed life-safety issues and deficiencies with the means of egress elements (6.5.4)		
11	Identifies emergency access elements present (6.5.9)		
12	Identifies observed life-safety issues and deficiencies with the emergency access elements (6.5.9)		
13	Determines the appropriate action to mitigate the observed deficiencies, and reinspection date and time (6.5.4, 6.5.9)		
Inspection Report			
14	Utilizes observations from field inspection and prepares a notice of violation documenting the observed deficiencies, and corrective measures		
15	Report accurately reflects the findings of the inspection		
16	Applicable codes, standards, or agency policies are accurately cited (6.5.1, 6.5.3, 6.5.5)		
17	Report is clear and concise, and contains all essential information		
18	Report includes compliance timeframe and date or reinspection or follow-up (6.5.1)		



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Administrative				
19	Follows policies and procedures of the agency or jurisdiction			
20	All paperwork is typed, complete, and grammatically correct with no spelling errors			
Please indicate skill outcome			PASS	FAIL

Evaluator Comments: _____

Evaluator Signature: _____

Evaluator # _____



PENNSYLVANIA STATE FIRE ACADEMY FIRST RESPONDER INSPECTOR SKILLS

Station E - Field Inspection 4		Reference NFPA 1030, Chapter 6 - 2024 Edition Mandatory JPRs 6.5.6, 6.5.7, 6.5.8	
Test Site	Test Date	Candidate #	Check the Test Type ____ Initial ____ Retest

Directions: Review the attached documentation/scenario. Using the International Fire Code (IFC), conduct a field inspection, prepare an inspection report/notice of violation as applicable including fixed fire suppression systems, fire detection and alarm systems, portable fire extinguishers, and any observed deficiencies, noting required corrective actions, including appropriate deadlines and the applicable codes/standards.

Note: The International Fire Code edition is to be consistent with the edition of the International Codes that are currently adopted by the Commonwealth of Pennsylvania in the Uniform Construction Code of Pennsylvania (UCC).

Performance Outcome: Pass / Fail is determined by **22 of 22** tasks being correctly performed.

No.	Tasks	Yes	No
Inspection Fixed Fire Suppression Systems / Fire Detection & Alarm Systems / Portable Fire Extinguishers			
1	Conducts a field inspection following agency policies and procedures (6.5.6, 6.5.7, 6.5.8)		
2	Identifies and references the proper edition and section of the applicable codes or standards (6.5.6, 6.5.7, 6.5.8)		
3	Identifies fixed fire suppression systems present (6.5.6)		
4	Makes field observations necessary to determine operational readiness of fixed fire suppression systems present (6.5.6)		
5	Reviews and interprets test/maintenance documentation necessary to determine operational readiness of fixed fire suppression systems present (6.5.6)		
6	Determines operational readiness of fixed fire suppression systems present (6.5.6)		
7	Identifies observed life-safety issues and deficiencies with fixed fire suppression systems present (6.5.6)		
8	Identifies fire detection and alarm systems present (6.5.7)		
9	Makes field observations necessary to determine operational readiness of fire detection and alarm systems present (6.5.7)		
10	Reviews and interprets test/maintenance documentation necessary to determine operational readiness of fire detection and alarm systems present (6.5.7)		
11	Determines operational readiness of fixed fire detection and alarm systems present (6.5.7)		
12	Identifies observed life-safety issues and deficiencies with the means of egress elements (6.5.7)		
13	Identifies portable fire extinguishers present (6.5.8)		
14	Makes field observations necessary to determine operational readiness of portable fire extinguishers present (6.5.8)		
15	Reviews and interprets test/maintenance documentation necessary to determine operational readiness of portable fire extinguishers present (6.5.8)		
16	Determines operational readiness of portable fire extinguishers present (6.5.8)		
17	Identifies observed life-safety issues and deficiencies with the portable fire extinguishers (6.5.8)		



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Continued from Previous Page (Station E - Field Inspection 4)

Inspection Report				
18	Utilizes observations from field inspection and prepares a notice of violation documenting the observed deficiencies, and corrective measures			
19	Report accurately reflects the findings of the inspection			
20	Applicable codes, standards, or agency policies are accurately cited (6.5.6, 6.5.7, 6.5.8)			
Administrative				
21	Follows policies and procedures of the agency or jurisdiction			
22	All paperwork is typed, complete, and grammatically correct with no spelling errors			
Please indicate skill outcome			PASS	FAIL

Evaluator Comments: _____

Evaluator Signature: _____

Evaluator # _____



PENNSYLVANIA STATE FIRE ACADEMY FIRST RESPONDER INSPECTOR SKILLS

Station F - Participate in Legal Proceedings		Reference NFPA 1030, Chapter 6 - 2024 Edition Mandatory JPRs 6.4.1	
Test Site	Test Date	Candidate #	Check the Test Type ____ Initial ____ Retest

Directions: Given a scenario involving a fire safety issue and a written inspection report, assume the role of the First Responder Inspector in a legal scenario. Outline the nature of the issue or issues for the court, referencing any applicable codes or standards, and prepare a written deposition for review by the AHJ and legal counsel regarding the issue so that the procedures for non-compliance are outlined in accordance with the policies and procedures of the jurisdiction.

Performance Outcome: Pass / Fail is determined by 7 of 7 tasks being correctly performed.

No.	Tasks	Yes	No
Legal Proceeding			
1	Utilizes observations from field inspection and prepares a written deposition (6.4.1)		
2	Deposition accurately reflects findings of the inspection (6.4.1)		
3	Deposition utilizes appropriate language and professional demeanor (6.4.1)		
4	Applicable code(s), standard(s) or agency policies are cited (6.4.1)		
5	Deposition is clear and concise and contains all essential information (6.4.1)		
Administrative			
6	Follows policies and procedures of the agency or jurisdiction (6.4.1)		
7	All paperwork is typed, complete, and grammatically correct with no spelling errors (6.4.1)		
Please indicate skill outcome		PASS	FAIL

Evaluator Comments: _____

Evaluator Signature: _____

Evaluator # _____