



**HAZARD RECOGNITION OFFICER COURSE PACKET**  
**Course Admission Requirements, Qualifications for Certification, Course Objectives, and Recommended Hours Guide**

**EFFECTIVE APRIL 1, 2019**

**COURSE OVERVIEW**

The Hazard Recognition Officer Course provides certificate holders with the knowledge, skills, and abilities necessary to conduct fire and life safety inspections in Ohio. Course participants gain an understanding of the fire inspector's role in code enforcement, general fire prevention practices, fire safety requirements related to HAZMAT, electrical systems and fire protection systems, as well as learning the skills necessary to properly conduct fire safety inspections. The certification is optional and meets the minimum requirements set forth in the nationally recognized standard, NFPA 1031: "Standard for Professional Qualifications for Fire Inspector and Plan Examiner" for Fire Inspector I.

Successful completion of the course is required to be eligible to sit for the state examination to be certified as a Hazard Recognition Officer.

**NOTE: The Hazard Recognition Officer is equivalent to NFPA Fire Inspector I. Only an Ohio certified Fire Safety Inspector (NFPA Fire Inspector II) is permitted to write citations as set forth in [Chapter 3737](#) of the Ohio Revised Code (R.C.). Hazard Recognition Officers do not have authority to write citations and must forward all fire safety code violations to a certified Fire Safety Inspector for follow up.**

**COURSE OBJECTIVES**

The Hazard Recognition Officer Course Objectives are required to meet the industry standard for fire safety inspector training as determined by the National Fire Protection Association (NFPA) Standard 1031 (2014 edition) "Standard for Professional Qualifications for Fire Inspector and Plan Examiner." The hours assigned to each course objective are based on Ohio fire service recommendations. Chartered fire training programs may reallocate 20% of the recommended topic hours to meet student needs so long as all course objectives are met.

**COURSE REQUIREMENTS**

The Hazard Recognition Officer Course, required to obtain a Hazard Recognition Officer certificate, shall consist of a minimum of forty (40) hours and shall meet the following training requirements:

1. Shall meet the Hazard Recognition Officer Course Objectives as set forth by the executive director, with advice and counsel of the committee; and,
2. Shall meet the performance objectives set forth in "NFPA 1031" for Fire Inspector I.
3. Shall commence and end within a consecutive twelve-month period.

**CONTACT HOURS**

Student contact hours: 50 – 60 minutes = 1 hour; 25 – 30 minutes = ½ hour; full days (0800 – 1600) = 7 hours (assuming 1 hour for lunch unless otherwise documented). Instructional hours may include topic instruction, material review, and testing for knowledge, e.g., quizzes. Instructional hours shall not include practical skill testing, written testing for certification, or instruction on any topics(s) not listed on this guide.

## OHIO HAZARD RECOGNITION OFFICER COURSE ADMISSION & CERTIFICATION REQUIREMENTS

STANDARD/ DIRECTIVE	O.A.C. REFERENCE	HAZARD RECOGNITION OFFICER COURSE ADMISSION REQUIREMENTS
N/A	4765-24-14	<p>A chartered fire training program shall admit only those individuals who meet the following requirements into a Hazard Recognition Officer course:</p> <ol style="list-style-type: none"> <li>(1) Individuals shall be at least eighteen years of age;</li> <li>(2) Individuals shall hold a current and valid firefighter certificate;</li> <li>(3) Individuals shall meet all admission requirements established by the chartered fire training program.</li> </ol>
NFPA 1031	4765-24-14	Individuals shall meet the performance objectives set forth in "NFPA 1031" for Fire Inspector I.
STANDARD/ DIRECTIVE	O.A.C. REFERENCE	QUALIFICATIONS FOR HAZARD RECOGNITION OFFICER CERTIFICATION
N/A	4765-20-03	<p>An applicant for a Hazard Recognition Officer certificate shall satisfy the following requirements:</p> <ol style="list-style-type: none"> <li>(1) Shall successfully complete a Hazard Recognition Officer training course through a chartered fire training program and receive a certificate of course completion;</li> <li>(2) Shall pass the knowledge and practical skills examinations;</li> <li>(3) Shall submit a completed "Firefighter, Fire Safety Inspector, or Hazard Recognition Officer Initial Application."</li> </ol>
N/A	4765-20-03	<p>An applicant for Hazard Recognition Officer shall not have been convicted of any of the following:</p> <ol style="list-style-type: none"> <li>(1) Any felony;</li> <li>(2) A misdemeanor committed in the course of practice;</li> <li>(3) A misdemeanor involving moral turpitude.</li> </ol>
N/A	4765-20-03	An applicant for Hazard Recognition Officer shall not have committed fraud, misrepresentation, or material deception in applying for, or obtaining a certificate issued under section 4765.55 of the R.C. and this chapter.
N/A	4765-24-03	Shall pass the knowledge and practical skills examinations as set forth in rule 4765-20-06 of the Ohio Administrative Code within a consecutive 180 days of course completion.
N/A	4765-20-03	Shall submit a completed initial application within ninety (90) days of passing the knowledge examination.

## OHIO HAZARD RECOGNITION OFFICER COURSE OBJECTIVES & RECOMMENDED HOURS GUIDE

NFPA 1031 Standard	IFSTA Chapter Title and Page Numbers	HAZARD RECOGNITION OFFICER (NFPA FIRE INSPECTOR I) JOB PERFORMANCE REQUIREMENTS - OBJECTIVES	Cognitive Hours	Practical Hours	Total Hours
N/A	N/A	Ohio Administrative Code	1	0	1
N/A	N/A	Ohio Duties and Authority	1	0	1
N/A	N/A	Schools: Lockdown, Evacuation, and Planning	1	0	1
4.2.6	Chapter 1 Duties, Legal Guidelines, and Authority Pages 14-24	<b>Cognitive:</b> <ol style="list-style-type: none"> <li>1. Describe the duties of an inspector.</li> <li>2. Describe the legal guidelines for inspections.</li> </ol>	.5	0	.5
4.2.2 4.2.4 4.2.5	Chapter 2 Codes, Standards, Complaint Procedures, and Permits Pages 41-55	<b>Cognitive:</b> <ol style="list-style-type: none"> <li>1. Identify appropriate resources for finding current and applicable codes and standards.</li> <li>2. Explain complaint procedures.</li> <li>3. Describe the role of an Inspector I in the permitting process.</li> </ol> <b>Practical:</b> <ol style="list-style-type: none"> <li>1. Draft a letter identifying the need for a permit, citing applicable code references.</li> </ol>	1	.5	1.5
4.3.8 4.3.14	Chapter 3 Fire Behavior Pages 73-108	<b>Cognitive:</b> <ol style="list-style-type: none"> <li>1. Describe the various components of fire behavior.</li> <li>2. Describe fire development.</li> </ol>	1	0	1
4.3.1 4.3.4	Chapter 4 Construction Types and Occupancy Classifications Pages 115-145	<b>Cognitive:</b> <ol style="list-style-type: none"> <li>1. Identify construction types.</li> <li>2. Identify single-use occupancy classifications.</li> </ol> <b>Practical:</b> <ol style="list-style-type: none"> <li>1. Given an observation from a field inspection or using a pre-defined facility (single-use occupancy), determine the occupancy classification and construction type.</li> </ol>	2	.5	2.5
4.3.4	Chapter 5 Building Construction Pages 153-171	<b>Cognitive:</b> <ol style="list-style-type: none"> <li>1. Identify accepted types of construction building materials and the fire risks associated with them.</li> </ol>	1	0	1
4.3.1 4.3.4	Chapter 6 Building Components Pages 193-219	<b>Cognitive:</b> <ol style="list-style-type: none"> <li>1. Describe different types of walls found in structures and the fire hazards they present.</li> <li>2. Identify roof types and coverings and the fire hazards they present.</li> <li>3. Identify floor and ceiling characteristics.</li> <li>4. Describe stair characteristics important to inspectors.</li> <li>5. Describe the fire risks posed by how doors operate.</li> <li>6. Differentiate among fire doors based on construction and operation.</li> <li>7. Describe different types of windows and how they operate.</li> <li>8. Describe how interior finishes can contribute to fire spread.</li> <li>9. Explain the fire and life safety aspects of building services.</li> </ol>	1	0	1
4.3.2 4.3.3	Chapter 7 Means of Egress Pages 241-267, 276	<b>Cognitive:</b> <ol style="list-style-type: none"> <li>1. Describe means of egress systems.</li> <li>2. Explain the way to calculate occupant load for single-use occupancies.</li> </ol> <b>Practical:</b> <ol style="list-style-type: none"> <li>1. Calculate allowable exit discharge capacity for an occupancy.</li> <li>2. Calculate occupant load for a single-use occupancy.</li> </ol>	2	1.5	3.5

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4.3.11	Chapter 8 Site Access  Pages 285-302	<b>Cognitive:</b> <ol style="list-style-type: none"> <li>1. Describe types of fire lanes and fire apparatus access roads.</li> <li>2. Explain site access considerations for construction and demolition sites.</li> <li>3. Identify structure access barriers.</li> </ol> <b>Practical:</b> <ol style="list-style-type: none"> <li>1. Evaluate emergency access requirements for a building; identify deficiencies.</li> </ol>	1	.5	1.5
4.3.8 4.3.12 4.3.13 4.3.14 4.3.15	Chapter 9 Fire Hazard Recognition  Pages 307-334	<b>Cognitive:</b> <ol style="list-style-type: none"> <li>1. Identify unsafe behaviors that may require code enforcement.</li> <li>2. Identify improper use or storage of flammable and combustible liquids.</li> <li>3. Recognize unsafe conditions that have hazardous fire growth potential.</li> </ol> <b>Practical:</b> <ol style="list-style-type: none"> <li>1. Conduct a fire &amp; life safety inspection (Use Group A, B, or M); identify code violations; complete an inspection report.</li> </ol>	2	2	4
4.3.8 4.3.13	Chapter 10 Hazardous Materials  Pages 379-449	<b>Cognitive:</b> <ol style="list-style-type: none"> <li>1. Explain the application of hazardous materials regulations.</li> <li>2. Identify some of the applicable codes and standards that apply to hazardous materials.</li> <li>3. Explain the classification system used for hazardous materials.</li> <li>4. Describe the classification and properties of physical hazardous materials.</li> <li>5. Explain the classification of health hazardous materials.</li> <li>6. Describe the code requirements for the marking of hazardous materials for identification by emergency responders.</li> <li>7. Describe code considerations for determining the permissible amount of hazardous material within a building.</li> <li>8. Explain the requirements for storage and use of non-bulk and bulk packaging.</li> <li>9. Describe the code requirements for testing, maintenance and operation of equipment, containers and tanks.</li> </ol>	3	0	3
4.3.16	Chapter 11 Water Supply Distribution Systems  Pages 465-497	<b>Cognitive:</b> <ol style="list-style-type: none"> <li>1. Identify components of public water systems.</li> <li>2. Identify characteristics of private water supply systems.</li> <li>3. Explain water supply testing.</li> <li>4. Explain fire hydrant inspections.</li> <li>5. Explain how to use flow test computations.</li> </ol> <b>Practical:</b> <ol style="list-style-type: none"> <li>1. Demonstrate how to use a Pitot tube and gauge to take flow readings.</li> </ol>	1	.5	1.5
4.3.5	Chapter 12 Water-Based Fire Suppression Systems  Pages 503-538	<b>Cognitive:</b> <ol style="list-style-type: none"> <li>1. Describe the components and basic operation of automatic sprinkler systems.</li> <li>2. Explain the operation of fixed fire suppression systems.</li> <li>3. Recognize types of standpipe and hose systems.</li> <li>4. Explain the components and operation of stationary fire pumps.</li> </ol> <b>Practical:</b> <ol style="list-style-type: none"> <li>1. Complete a field inspection of a fixed fire suppression system; document operational readiness.</li> </ol>	2	2	4

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4.3.5 4.3.7	Chapter 13 Special-Agent Fire Extinguishing Systems and Portable Extinguishers Pages 563-594	<b>Cognitive:</b> <ol style="list-style-type: none"> <li>1. Describe the components and operation of fixed fire suppression systems.</li> <li>2. Explain how to determine the operational readiness of portable fire extinguishers.</li> </ol> <b>Practical:</b> <ol style="list-style-type: none"> <li>1. Complete a field inspection of a facility equipped with portable fire extinguishers; document operational readiness.</li> </ol>	2	1	3
4.3.6	Chapter 14 Fire Detection and Alarm Systems Pages 607-642	<b>Cognitive:</b> <ol style="list-style-type: none"> <li>1. Identify fire alarm system components.</li> <li>2. Explain types of alarm-signaling systems.</li> <li>3. Explain types of automatic alarm-initiating devices.</li> <li>4. Describe manual alarm-initiating devices.</li> <li>5. Describe service testing and inspection methods for fire detection and alarm systems.</li> </ol> <b>Practical:</b> <ol style="list-style-type: none"> <li>1. Complete a field inspection of a fixed fire detection and alarm system; document operational readiness.</li> </ol>	2	1.5	3.5
4.2.3 4.3.9	Chapter 15 Plans Review Pages 651-655	<b>Cognitive:</b> <ol style="list-style-type: none"> <li>1. Recognize the need for a plans review.</li> <li>2. Identify actions an inspector should take during a plans review.</li> </ol> <b>Practical:</b> <ol style="list-style-type: none"> <li>1. Draft letter advising a business owner of the need for plans submission and review.</li> </ol>	.5	.5	1.0
4.2.1 4.2.4 4.3.10	Chapter 16 Inspection Procedures and Emergency Planning and Preparedness Pages 689-724	<b>Cognitive:</b> <ol style="list-style-type: none"> <li>1. Explain the duties of an Inspector I.</li> <li>2. Describe components of interpersonal communications.</li> <li>3. Describe the basic administrative duties of an Inspector I.</li> <li>4. Describe the preparation required before an inspection.</li> <li>5. Explain basic inspection procedures.</li> <li>6. Explain the role of an Inspector I in follow-up inspection.</li> <li>7. Identify ways an Inspector I will participate in emergency planning.</li> <li>8. Describe the complaint management process.</li> </ol> <b>Practical:</b> <ol style="list-style-type: none"> <li>1. Complete a complaint investigation form.</li> </ol>	1.0	.5	1.5
	Code Overview: Ohio Fire Code NFPA fire codes Ohio Building Code	<b>Cognitive:</b> <ol style="list-style-type: none"> <li>1. Define the scope and administration of the Ohio Fire Code.</li> <li>2. Define the scope and administration of applicable NFPA fire codes, including but not limited to NFPA 10, NFPA 13, NFPA 14, and NFPA 30.</li> <li>3. Define the scope and administration of Ohio Building Code.</li> <li>4. Define the relationship between the Ohio Fire Code, NFPA fire codes, and the Ohio Building Code.</li> </ol> <b>Practical:</b> <ol style="list-style-type: none"> <li>1. Locate and cite the Ohio Fire Code.</li> </ol>	2	1	3
<b>TOTAL HAZARD RECOGNITION OFFICER HOURS</b>			<b>28</b>	<b>12</b>	<b>40</b>

Chapters and page numbers referenced in this document are from *Fire Inspection and Code Enforcement* (8th edition) published by the International Fire Service Training Association (IFSTA).