


East Lake Tarpon Special Fire Control District

	<i>SOP 402 Fire Safety Inspection Program</i>	
	Implementation Date: 11/2000	Revision Date(s): 3/22/2018
		Reviewed Date(s): 6/26/2018
	Forms or Attachments: None	

PURPOSE

To establish a guideline for proper fire safety inspections and the procedures to issue a notice of violation and or a fee.

402.1 Inspections

- A. Fire safety inspections are conducted as part of Florida Fire Prevention Code enforcement to help ensure satisfactory life safety conditions within a structure. Inspections are generally conducted for several purposes:
1. To detect and eliminate fire hazards.
 2. To collect information for the development for pre-fire plans.
 3. To inform and educate community members.
 4. To improve public relations.
- B. Members of the fire department who are authorized by the Fire Chief and or the Deputy Chief shall have the authority to inspect and issue notice of violations for non-compliance of the Florida Uniform Fire Safety Standards as defined by Florida Statue 633.022 and any of the Fire Prevention Codes as adopted by the State, Pinellas County and the Fire District. Authorization to inspect, see F.S. 633.081
- C. These members must also be certified as either a Firesafety Inspector, or In-service Firesafety Inspector as outlined in F.S. 633.081. It is a goal of the district to have all line personnel certified as In-service Firesafety Inspectors or Firesafety Inspectors.
- a. Florida Statue 633.081(4) states: “A firefighter certified pursuant to F.S. 633.35 may conduct fire safety inspections while on duty as a member of a fire department company conducting in-service fire safety inspections without being certified as a fire safety inspector, if such firefighter has satisfactorily completed an in-services fire department company inspector training program of at least 24 hours duration as provided by rule of the department.”

402.2 Conducting a Fire Safety Inspection

A. Members are expected to present a good image and to conduct themselves professionally at all times.

B. Review the code requirements for the type of occupancy before you start. In addition, use the locations maintenance function in the Pinellas County Public Safety Services 911 Web system to evaluate occupancy fire hydrants, contact information, and caution notes. This information shall be reviewed with the occupancy representative for Fire Code compliance and emergency response efficiency.

C. The Inspector shall identify himself or herself to the owner, manager, or person in charge and ask if it would be possible to conduct a fire safety inspection of their occupancy. If they are too busy, ask if you could schedule an inspection at a more acceptable time.

D. Whenever possible, have a representative accompany you during the inspection.

E. Utilize the department's inspection program, making sure all pertinent information is complete as possible. Complete the following tabs in the inspection program.

1. Address Tab – Choose inspection type
2. Structure Tab
3. Occupant Tab
4. Contacts Tab– Including emails and updated phone numbers
5. Documents Tab (if applicable)
6. Hazmat Tab (if applicable)
7. Billing Template Tab (if applicable)

F. Next you will go to the “go to checklist” tab, this will save the information you have entered, and you will start the actual inspection.

1. There will already be NFPA 101 and NFPA 1 information and codes preloaded into the program for you to utilize.
2. If a violation is found you will find the proper NFPA code and choose “Fail”. Most items will have a drop-down menu that can be chosen to assist you with documenting the violation. *Also, the inspector must verify inspector/occupancy representative signatures through - Source (East Lake Fire) – Group (general) – pass for appropriate signatures*
3. The inspector must include a description of the violation in his/her own words to better identify the location of the violation.
4. When the inspection is complete, the inspector and the occupancy representative shall sign the inspection utilizing the provided signature area. Click on Reports in the task bar and then full report. Capture Inspector and responsible party names/signatures
5. If someone is not available to sign for the location it shall be noted in the signature area.

402.3 Notice of Violations

A. If the inspector believes an occupancy exceeds their prevention capabilities or if there are excessive violations, then the Deputy Chief or one of the fire prevention team members should be notified for assistance and/or guidance.

B. Whenever a determination of non-compliance or violation of the Code exists which creates a hazardous condition and/or threat to life and property as a result of a fire inspection, investigation or a complaint, a written first notice of violation shall be issued by means of the departments Fire Safety Inspection Program. This violation will be emailed to the appropriate representative that has been built in the Fire Safety Inspection Program.

C. If a violation is marked, efforts should be made to explain what is needed to correct the violation. Have the owner/occupant acknowledge the violations by their signature and a copy of the Fire Safety Inspection will be emailed to them. For unattended or abandoned locations, a copy shall be emailed to the last known address of the owner, occupant, or both.

D. A required date of compliance and reinspection date shall be stated, depending on the severity of the hazard, as part of the notice of violation. *Note: It is very important that you go back and do the follow-up reinspection on or before the date you noted on the Fire Safety Inspection.* If the inspector of record is not able to complete the reinspection, it is their responsibility to make arrangements to see that the reinspection is done on time.

E. Upon re-inspection of the premises on or before the compliance date, evidence of failure to comply within the time limits of the first notice of violation issued, a second notice of violation shall be emailed to the owner, occupant, or responsible party. A required date of compliance and a reinspection date shall be stated again depending on the severity of the hazard. Corrective time periods of the violations should not exceed more than 30 days for each visit; depending on the severity of the violations.

F. If, after completing the initial Fire Safety Inspection and two re-inspections of the premise, failure to comply with the combined time limits of the past inspections, the District may issue a Citation as provided for by Florida State Statute 162.21.