

TEXAS COMMISSION ON FIRE PROTECTION CERTIFIED TRAINING FACILITY INSPECTION GUIDE

Trip Date:

Trip #:

Please provide the following information:

FDID#	Department/Training Facility Name	Name of Training Officer		
Physical Address for Training Facility		City	County	Zip Code
Physical Address for Training Officer		City	County	Zip Code
Phone Number for Training Facility	FAX Number for Training Facility	Email for Training Officer		
Mailing Address for Course Approval		City	County	Zip Code
<input type="checkbox"/> Distance Training Provider		<input type="checkbox"/> On Site Provider		

Discipline(s) certified to teach:

<input type="checkbox"/> Basic Fire Suppression	<input type="checkbox"/> Aircraft Rescue Fire Fighter	<input type="checkbox"/> Marine Fire Protection
<input type="checkbox"/> Inspector	<input type="checkbox"/> Arson Fire Investigator	<input type="checkbox"/> Hazardous Materials Technician
<input type="checkbox"/> Driver Operator/ Pumper	<input type="checkbox"/> Instructor I	<input type="checkbox"/> Instructor II
<input type="checkbox"/> Instructor III	<input type="checkbox"/> Fire Officer I	<input type="checkbox"/> Fire Officer II

Please have the following additional records, resources and equipment available for review:

- Documentation, as a minimum, of Instructor III certification by the Chief Training Officer – [§427.307]
- List of instructor staff with social security number or TCFP PIN number [§427.307 (a)]
- Records from certification courses delivered in the past 3 years [§427.13 (a) (b); 427.203 (a) (b) (c)]
- Records for protective clothing used by students & instructors participating in live fire training [§427.7]
- Records for SCBA used by students in live fire training (inspection, annual testing, air quality) [§427.9]
- SOP for Live Fire Training specific to training [§427.18]
- Reference Material required for each discipline in which this facility holds certification [§427.11][Reference list contained within the applicable chapter of the Commission’s Curriculum Manual]
- Own the required equipment for each discipline certified to teach [§427.9] [Equipment list contained within the applicable chapter of the Commission’s Curriculum Manual]
 - If equipment is not owned, provide letter of commitment(s) from the department(s) who own the equipment [§427.1 (f)]
- Classroom(s) conducive to a learning/testing environment - standard classroom equipment and area where performance training occurs [§427.3 (2)]
- SOP for Protective Clothing Use, Selection, Care and Maintenance – [§435.1 (3) and 427.7]
- SOP for SCBA Use, Selection, Care and Maintenance – [§435.3 (6) and 427.9]
- SOP for PASS Use, Selection, Care and Maintenance SOP – [§435.9 and 427.18 (9)]
- SOP for Incident Management System – [§435.11 and 427.18(9)]
- SOP for Personnel Accountability System (may be part of the Incident Management System SOP) – [§435.13 and 427.18(9)]
- SOP for Operating at Emergency Incidents (May be part of the Incident Management System SOP) – [§435.15] Students are not allowed to operate at Emergency Incidents.
- SOP for Interior Structural Fire Fighting (2-In/2-Out Rule) – [§435.17]
- SOP for Wellness-Fitness Initiative – [§435.21]

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- Protective Clothing Inspection Records that complies with NFPA 1851 – [§435.1(3)]
- Breathing Air Records that comply with NFPA 1989 Records – [§435.3 (4)]
- SCBA Cylinder Hydrostatic Test Records – [§435.3 (5)]
- SCBA Annual Full-Function Test Records – [§435.3 (8)]
- SCBA Duty Period Inspection Records for In-Service Units – [§435.3 (3)]
- Reserve SCBA Weekly Inspection Records – [§435.3 (3)]
- Personal Alert Safety System (PASS) In Service Duty Period Inspection Records – [§435.9 (3)]
- SCBA Maintenance Authorization Certificate – [§435.9(8)]
- SCBA Full Function Test Machine Calibration Certificate – [§435.3(8)]
- SCBA Bottle Hydrostatic Testing Vendor DOT Certificate – [§435.3(5)]
- SCBA cylinder fill records – [§435.3(4)] – NFPA 1989
- Inspect PPE and SCBA for On-Duty Instructors and Students.
- Department utilizing FIDO to report Firefighter Injuries – [§435.23]
- Courage to Be Safe So Everyone Goes Home Program is required of certified fire protection personnel by December 1, 2015 – [§435.25]

In addition to the above requirements, Distance (Online) Training Providers shall also provide:

- Evidence to substantiate test scores to include performance testing. Such records will include materials (completed tests and/or answer sheets, other documents, video or audio recordings, etc.) and will provide identification of the examinee, the field examiner, and the observer (when applicable). [§427.203 (a)(3)]
- Master copies of examinations shall be maintained for a minimum of three years. [§427.203 (c)]
- Letters of assurance are on file, if skills are not evaluated in the immediate presence of a field examiner (only applicable for Instructor III, Fire Officer I, and Fire Officer II courses). [§439.205]

COMMENTS:

Notice to department representative signing this form:

By signing this form you are assuming full responsibility for the accuracy of the information contained on this form and that you are authorized to make changes to departmental information required by the Commission.

Print Name:	Title:
Signature:	Date Signed: