

**SEATTLE  
FIRE  
DEPARTMENT**

## **Administrative Rule 9.01.18**

<b>SUBJECT:</b>  <b>SEATTLE FIRE DEPARTMENT CERTIFICATES OF COMPETENCY FOR INSTALLING, INSPECTING, TESTING AND MAINTAINING FIRE PROTECTION SYSTEMS</b>	<b>EFFECTIVE DATE:</b>  May 1, 2018
<b>REFERENCES:</b> Seattle Fire Code Administrative Rule 9.02.18 Inspection, Testing and Maintenance Requirements for Fire Protection Systems NFPA Standards Washington Administrative Code (WAC) 212.80 Revised Code of Washington (RCW) 19.28	<b>SUPERSEDES:</b>  Administrative Rule 9.01.17, April 20, 2017
	<b>FCAB REVIEW DATE:</b>  March 20, 2018
<b>NOTICE:</b> Administrative Rules are established per SFC Section 104.1, and they are subject to the Administrative Section 104.8 Modifications, Sections 104.9 Alternate Materials and Methods, and Section 108.1 Appeals.	<b>APPROVED:</b>  TIMOTHY J. MUNNIS, FIRE MARSHAL/FIRE CODE OFFICIAL

### **Section 1. INTENT**

The intent of this rule is to ensure that fire protection systems are installed, inspected, tested, or maintained by individuals who have demonstrated a basic knowledge to perform such work in accordance with the Seattle Fire Code (SFC), Seattle Fire Department (SFD) Administrative Rules, and nationally recognized standards.

### **Section 2. SCOPE**

This rule shall apply to all individuals engaged in installing, programming, inspecting, testing or maintaining fire protection systems in the City of Seattle unless specifically exempted from this rule by the exceptions contained in Section 3.

### Section 3. EXCEPTIONS

The following are exempt from the requirements in this Administrative Rule:

- (a) For aircraft, vehicles or vessels, any businesses, firms or persons engaged exclusively in the business of installing, testing or maintaining fire protection systems on such aircraft, vehicles or vessels.
- (b) Members of the SFD acting in their official capacity engaged in servicing fire department equipment, work performed on fire protection systems in connection with emergency responses, or of fire protection systems at any premises for compliance with the SFC, SFD Administrative Rules or nationally recognized standards.
- (c) Federal government employees engaged in installing, testing or maintaining fire protection and life safety systems and equipment owned by the federal government.
- (d) State government employees engaged in installing, testing or maintaining fire protection and life safety systems and equipment installed for the protection of public rights of way.
- (e) A registered professional engineer in the state of Washington acting solely in professional capacity.
- (f) Insurance Rating Associations and building owners engaged in testing and inspecting fire protection systems when such inspecting and testing is not required by the SFC, SFD Administrative Rule, or nationally recognized standards.
- (g) Any individual who services only his or her own fire extinguisher(s) for personal use, provided such extinguisher(s) are not required by SFC, SFD Administrative Rule, or nationally recognized standards.
- (h) Individuals testing or maintaining fire protection systems installed in dwellings regulated by the Seattle Residential Code (SRC). These individuals should refer to Chapter 212-80 of the Washington Administrative Code (WAC) for Washington State certification and licensing requirements.
- (i) Building owners, other responsible parties or their authorized agents operating fire protection systems for the purpose of conducting emergency evacuation drills required by the SFC.
- (j) When performing work regulated under Chapter 19.28 of the Revised Code of Washington (RCW), certified master electricians, journeyman electricians, specialty electricians or properly supervised trainees allowed to perform electrical installation work under Chapter 19.28 RCW;

Provided:

When work is being performed that involves electrical work regulated under Chapter 19.28 RCW and programming or testing of fire alarm systems as required by the fire code official, the individual:

- a) Must comply with this rule and be a State of Washington certified electrician for the work being performed; or
- b) Must be a State of Washington certified electrician who is directly supervised by an individual certified by the fire code official during the work.

#### **Section 4. DEFINITIONS**

For the purposes of this rule the following words and terms have the meanings indicated below:

**Certificate of Competency.** A document issued by the fire code official to a person who has passed the prescribed examination, and has met the other requirements for certification, which grants conditional permission to perform the acts for which a certificate has been issued.

**Fire Protection Systems.** Approved devices, equipment and systems or combinations of systems used to detect a fire, activate an alarm, or extinguish or control a fire, control or manage smoke and products of a fire or any combination thereof.

**Inspection.** A visual examination of a fire protection system, or portion of the system, to verify that the system appears to be in operating condition, is free from physical damage, and complies with the SFC and applicable statutes and regulations.

**Maintenance.** Work required to keep fire protection systems operable or make repairs in accordance with the SFC and applicable statutes and regulations. The term also means the disassembly of an extinguisher, fire protection system and a complete check of all working parts and all parts, which have a bearing on the performance of the system to insure integrity.

**Testing.** A procedure used to determine the status of a fire protection system to verify it is operating as intended by conducting periodic checks on fire protection systems such as water flow tests, fire pump tests, shaft pressurization tests, fire alarm tests etc. The term "testing" also includes acceptance testing and reacceptance testing.

#### **Section 5. CERTIFICATE OF COMPETENCY REQUIRED**

No individual shall engage in installing, programming, inspection, testing or maintaining fire protection systems unless they have obtained a certificate of competency from the fire code official or are specifically exempted from this rule.

A SFD certificate of competency is issued to an individual who has passed the required examination and met other requirements. The required examination must be passed every three years. Certificates of competency shall remain valid, unless they are suspended or revoked by the fire code official, for a period of time not to exceed one year, and are renewable for a further two years if individuals meet requirements demonstrating continued competency related to knowledge of the Seattle Fire Code and applicable national standards, and maintenance of any

required state licenses. A person shall not be required to retake a certification examination, and obtain a new certificate of competency, upon changing employers.

The SFD may change the content of certification examination questions to reflect changes in applicable standards and industry practice. An SFD certificate of competency is not a substitute for, nor does it exempt individuals from, any State of Washington or federal certification, licensing, or other requirements not under the jurisdiction of the SFD. When a State of Washington Certificate of Competency is required, the SFD certificate of competency is only valid if the State of Washington Certificate of Competency is valid at the time the SFD certificate is issued or renewed.

The fire code official is authorized to recognize certificates or licenses issued by the State of Washington Fire Marshal, other fire departments or similar authorities, provided that such certificates or licenses establish qualifications of the holder in a manner similar to this rule and to the satisfaction of the fire code official.

Certificate of competency holders shall be required to carry their SFD certificate at all times when performing work on fire protection systems and equipment, and to show this certificate of competency card when requested to do so by a SFD representative. Certificates of competency are the property of the SFD and shall be surrendered upon demand of a SFD representative.

Certificate of competency holders shall also produce a valid Washington State driver's license and State of Washington Certificate of Competency Certification or other form of picture identification acceptable to the fire code official when requested to do so by a SFD representative in the field.

Individuals enrolled in a fire sprinkler apprenticeship program approved by the Washington State Fire Marshal may install, program, inspect, test or maintain fire sprinkler systems and equipment, provided that such work is conducted in the presence and under the direct supervision of another employee who holds a valid certificate for the type of work being performed. The ratio of apprentices to journey-level workers may not exceed one apprentice per SFD certified journey-level worker.

Persons working on fire protection systems while enrolled in an approved apprenticeship program shall be required to produce their apprenticeship card or other written evidence of enrollment in an approved apprenticeship program, as well as a Washington State driver's license or other form of picture identification, when requested to do so by a Fire Department representative.

The fire code official shall maintain a list of all persons currently certified to perform work on fire protection systems.

## **Section 6. TYPES OF CERTIFICATES**

A certificate of competency to perform work on fire protection systems must be obtained from the SFD before an individual may perform the types of work on fire protection systems specified for each certificate. When a State of Washington Certificate of Competency is required, it must be obtained prior to being issued a SFD certificate of competency. Types of certificates of competency that are currently required shall be published by the fire code official in this SFD

Administrative Rule and are listed below. The fire code official is authorized to add to, delete from or alter the types of certificates of competency required under the SFC.

If an individual holds a valid certificate of competency as of the effective date of this ordinance that authorizes specific work covered by a new type of certificate of competency, that individual shall not be required to obtain the new certificate of competency until his/her existing certificate of competency expires.

- Type AS-ITT (S) Inspection, testing, and maintenance of water based fire protection systems State Level ITT Certification.
- Type AS-2 (S) Installation, inspection, testing, and maintenance of automatic sprinkler systems and all standpipe systems, State Level 2 (Group R Buildings up to four stories and Residential Sprinkler Fitters).
- Type AS-3 (S) Installation, inspection, testing, and maintenance of automatic sprinkler systems and all standpipe systems, State Level 3 (all buildings and journey Level Sprinkler Fitters).
- Type E-1 Installation, inspection, testing, and maintenance of foam fire extinguishing systems; must also maintain AS-3 (S) certification.
- Type E-2 Installation, inspection, testing, and maintenance of carbon dioxide fire extinguishing systems.
- Type E-3 Installation, inspection, testing, and maintenance engineered, clean agent or replacement agent fire extinguishing systems.
- Type E-4 Installation, inspection, testing, and maintenance and testing of dry/wet chemical fire extinguishing systems.
- Type EG-1 Installation (non-electrical), inspection, testing and maintenance of emergency generators.
- Type EG-ITM Inspection, testing, and maintenance of emergency generators.
- Type FA-1 Inspection, testing, maintenance, and programming of automatic fire alarm systems in any building. (Note: electricians solely performing installation of wiring or performing other work on fire alarm systems consistent with the meaning of "electrical work" in RCW 19.28 do not require an FA-1.)
- Type FA-ITM Inspection, testing (except "acceptance testing"), and maintenance of automatic fire alarm systems.
- Type FP-1 Installation (non-electrical), inspection, testing, and maintenance of fire pumps and controllers.
- Type FP-ITM Inspection, testing, and maintenance of fire pumps and controllers.

Type FEX-1	All activities relating to portable fire extinguishers including those listed in Types FEX-2, FEX-3, and FEX-4.
Type FEX-2	Installation, inspection, testing, maintenance, charging, and recharging of portable fire extinguishers.
Type FEX-3	Hydrostatic testing of fire extinguisher cylinders.
Type FEX-4	Annual external examination of CO <sub>2</sub> or stored pressure fire extinguishers equipped with pressure indicators or gauges.
Type SC-1	Installation, inspection, testing, and maintenance of smoke control systems.
Type SC-ITM	Inspection, testing, and maintenance of smoke control systems.
Type STP-ITM	Inspection, testing and maintenance of standpipe systems.

## **Section 7. QUALIFICATIONS AND EXAMINATIONS FOR CERTIFICATES OF COMPETENCY**

Applicants may be required to submit evidence that they possess necessary license, tools, or test equipment required for the type of work to be performed.

Applicants for a SFD certificate of competency must provide current personal identification in the form of a Washington State driver's license or another form of picture identification acceptable to the fire code official. When a State of Washington Certificate of Competency is required for the work to be performed under the SFD certificate, proof of a valid State of Washington Certificate of Competency shall be provided.

All applicants for a SFD certificate of competency shall pass a written examination given by the fire code official. Such examinations shall be designed to test the applicant's knowledge to hold the type of certificate for which application has been made. Practical tests or demonstrations may be required in addition to the written examination.

A list of suggested information resources to prepare for the examinations for certificates of competency shall be provided by the fire code official.

## **Section 8. SERVICE LABEL REQUIREMENTS**

When performing installation, inspection, testing, programming, or maintenance, the name of certifying firm, firm address, firm phone number, date of work, signature and certificate of competency number of the technician performing the work shall be placed on the service tag or label. The service tag or label will be of the appropriate color; white, yellow, or red as required by Administrative Rule 9.02.18 Inspection, Testing, Maintenance, and Reporting Requirements for Fire Protection Systems.

No person shall remove a service tag or label from, or place a service tag or label on, a fire protection system except when installation, testing or maintenance is performed. A new service tag or label shall be attached whenever testing or maintenance is performed.

No person shall deface, modify or alter any service tag or label attached to or required to be attached to any fire protection system.

### **Section 9. DENIAL, REVOCATION AND SUSPENSION OF CERTIFICATES OF COMPETENCY**

The fire code official may refuse to issue, renew, or may suspend or revoke any certificate of competency if the fire code official determines that an applicant for or holder of a certificate of competency has:

1. Obtained or attempted to obtain a certificate of competency by fraud or misrepresentation.
2. Has installed, tested, programmed or maintained a fire protection system in violation of this Code, Administrative Rule, or applicable standard.
3. The applicant for a certificate of competency does not possess the qualifications to conduct the operation for which application is made as demonstrated by written and/or practical examination, or has not affirmed maintenance of competency as part of the annual renewal process.
4. The applicant for a certificate of competency does not possess the proper facilities to conduct operations for which application is made.
5. The applicant does not or no longer has required valid certifications, when applicable, under the laws of the State of Washington.

Individuals whose certificates of competency have been denied, suspended or revoked shall be so notified in writing and may request a hearing by the fire code official in accordance with Section 108 of the Seattle Fire Code. After such hearing, the fire code official shall consider the facts and circumstances surrounding the case and shall render a decision in writing. The decision of the fire code official shall be final with regard to whether or not the certificate of competency shall be denied, suspended or revoked.