

TEXAS COMMISSION ON FIRE PROTECTION COMPLIANCE INSPECTION GUIDE

FDID#	Department Name	Name of Department Head	Department Head Title	
Mailing Address for Administrative Office			City	County
Phone Number for Administrative Office	FAX Number for Administrative Office	Email for Administrative Office		
Physical Address for Administrative Office			City	County
Fire Chief Name (If Applicable)	Physical Address for Fire Chief		Phone # for Fire Chief	
Fire Marshal Name (If Applicable)	Physical Address for Fire Marshal		Phone # for Fire Marshal	
Training Officer Name (If Applicable)	Physical Address for Training Officer		Phone # for Training Officer	

The following information is required to be readily available for review by commission staff during an inspection. Any requested information not available will constitute a violation.

- Does Department Head hold Head of Department certification? – Chapter 449
- List of all compensated full-time, part-time and volunteer fire protection personnel with SS# or TCFP PIN#
- Department utilizing FIDO to report Firefighter Injuries – Chapter 435.23
- Courage to Be Safe So Everyone Goes Home Program is required of certified fire protection personnel by December 1, 2015 – Chapter 435.25
- SOP for Protective Clothing Use, Selection, Care and Maintenance – Chapter 435.1 (3)
- SOP for SCBA Use, Selection, Care and Maintenance – Chapter 435.3 (5) (6)
- SOP for PASS Use, Selection, Care and Maintenance SOP – Chapter 435.9
- SOP for Incident Management System – Chapter 435.11
- SOP for Personnel Accountability System (May be part of the Incident Management System SOP) – Chapter 435.13
- SOP for Operating at Emergency Incidents (May be part of the Incident Management System SOP) – Chapter 435.15
- SOP for Interior Structural Fire Fighting (2-In/2-Out Rule) – Chapter 435.17
- SOP for Wellness-Fitness Initiative – Chapter 435.21
- Protective Clothing Inspection Records that complies with NFPA 1851 – Chapter 435.1(3)
- Breathing Air Records that comply with NFPA 1989 Records – Chapter 435.3 (4)
- SCBA Cylinder Hydrostatic Test Records – Chapter 435.3 (5)
- SCBA Annual Full-Function Test Records – Chapter 435.3 (6)
- SCBA Duty Period Inspection Records for In-Service Units – Chapter 435.3 (3)
- Reserve SCBA Weekly Inspection Records – Chapter 435.3 (3)
- Personal Alert Safety System (PASS) In Service Duty Period Inspection Records – Chapter 435.9 (3)
- SCBA Maintenance Authorization Certificate – Chapter 435.9(8)
- SCBA Full Function Test Machine Calibration Certificate – Chapter 435.3(8)
- SCBA Bottle/Cylinder Hydrostatic Testing Vendor DOT Certificate – Chapter 435.3(5)
- SCBA cylinder fill records – Chapter 435.3(4) – NFPA 1989
- Inspect PPE and SCBA for On-Duty Personnel.