

**NEW YORK CITY FIRE DEPARTMENT
BUREAU OF FIRE PREVENTION
PUBLIC CERTIFICATION & EDUCATION**

NOTICE OF EXAMINATION

TITLE: **CONSOLIDATED FIRE SAFETY DIRECTOR (F-58/Z-50) Sept. 2011**

DATE OF TEST: Written tests are administered on Tuesdays, Wednesdays, and Thursdays; no appointment required. Starting processing time for tests is 8:30 A.M. No test will be administered to applicants who arrive after the 9:00 A.M. starting time.

TEST SITES: **Written tests** are conducted at 9 MetroTech Center, Brooklyn, NY. **On-site tests are administered at applicant's work place.**

NOTE: Applicants for On-site tests are required to secure appointment date prior to date of test. Your supervisor or building manager may contact the Hi-Rise Unit through 311 online – http://www.nyc.gov/html/fdny/html/units/fire_prevention/fire_prev_311online.shtml to schedule an appointment for the On-Site test providing that the building has a current FDNY approved Fire Safety/Emergency Action Plan on file. No telephone, email or fax appointments will be accepted.

New Rules **Pursuant to § 113-02 Fire Safety Director Certificates of Fitness, at the time of renewal of F-58 or F-25 certificate during the period from October 1, 2010 through September 30, 2014, successful completion of a continuing education course that addresses issues of building operation, maintenance and recordkeeping must be completed. For new applicants, as of October 12, 2010 all fire safety director course and F-58 test includes materials pertaining building operation, maintenance and recordkeeping.**
at least three (3) years' experience

MINIMUM QUALIFICATION REQUIREMENTS

1. Applicants must be at least eighteen years of age. Applicants must have a reasonable understanding of the English language and be able to answer satisfactorily such questions as may be asked on the examination. Applicants must present two pieces of satisfactory identification i.e., driver's license and passport picture ID. Applicants must have at least three (3) years' of applicable experience in fire prevention, building service equipment or a satisfactory combination.
2. Applicants must satisfactorily complete (attend and pass) a training course for Fire Safety Director given by a school or other organization accredited by the FDNY.
3. Applicants must obtain a passing score of 70% on the Graduation Test given by the FDNY accredited school in order to apply for the Written Test.
4. Individuals can only be certified to two buildings at one time without applying for a variance. You must apply for a modification (variance) requesting permission to work at three or more locations. A \$200 non refundable fee is required with each application (Email Kellie Childs for further info about multiple certifications Childska@fdny.nyc.gov). The terms of this modification require the certificate of fitness holder to retake an on-site test at all locations (to be scheduled at the Department's discretion). After the first year, on-sites must be retaken and passed every 3 years to retain these locations. All on-site fees will be charged at \$ 445 per location. Additionally, more than two cancellations per location will forfeit the location.

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Payment is still required if cancelled less than 72 hours prior to the on-site test.

APPLICATION FEES

Application Fees: \$25.00. The application fee must be paid on the date of the Written examination. This fee provides for the issuance of a Certificate of Completion upon passing the Written examination and meeting experience requirements. Unsuccessful applicants on the Written examination must pay \$25.00 for each subsequent application.

There is a \$ 445.00 fee for the On-site test. This fee covers the services rendered by the Fire Department representative in conducting the On-site test, and it is separate from the cost for the Certificate of Fitness.

CERTIFICATE OF FITNESS

The certification process is a two-step procedure. The first is the **General Qualification** for Fire Safety Director given as a written test, and the second is the **Specific Qualification** for the particular building where the applicant is employed. The application procedures are as follows:

WRITTEN TEST APPLICATION PROCEDURES

1. Applicants must submit the **original** FSD School graduation diploma on test day.
2. Applicants must complete the following forms:
 - Application for FSD Certificate of Fitness
 - A-20 (general COF application form).
3. Applicants must be processed, photographed; and testing fees must be paid prior to taking exam.
4. Applicants must have employer or previous employer(s) submit to the Fire Department a notarized affidavit confirming qualifying experience.

NOTE: Applicants will be given two (2) opportunities to take and pass the written test on the basis of having successfully completed the Fire Safety Director's course. However, further applications will be accepted only after the applicant repeats the Fire Safety Director's course. Call (718) 999-2473 for additional information concerning the written test. **The Graduation Diploma is valid for one year only.**

ON-SITE TEST APPLICATION PROCEDURES

- Applicants must have passed the Written Test and obtained a Certificate of Completion.
 - Applicants must submit to the Hi-Rise Unit, a copy of the Fire Safety Plan of the building where they will be tested.
 - Applicants will be permitted to take two (2) On-Site tests on the basis of having passed one written test. However, applications for a second On-site test must be filed within the one-year valid period of the **Certificate of Completion**. There is also a thirty day (30) waiting period between the first and second On Site tests.
 - After the second failure, applicants must attend FSD school and begin as a new applicant.
 - Applicants are allowed to be certified to 2 locations at one time without special restrictions. Applicants with 3 or more locations must apply for a variance and be subject to frequent On Sites at renewal times.
- If you fail the FSD On Site examination, the examination fee will not be refunded. If you do not pass the examination after your second attempt, you will be required to repeat the 20-hour Fire Safety Director course and retake the written Certificate of Fitness examination.

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- If you currently hold a F-25 or F-58 COF and you fail the On Site exam due to a Generic Mandatory (FSD schools have this list), you are subject to the terms of **R-58** exam. Failing to pass the R-58 exam within the required time may result in the suspension of all FSD &/or EAP issued by the FDNY. See R-58 NOE for further details.

RENEWALS & FEES

- Beginning October 1, 2010 a Fire Safety Director continuing education course on Building Operation, Maintenance, and Recordkeeping is require in order to renew. For an updated list of schools offering the course, you may go to http://www.nyc.gov/html/fdny/pdf/cof_study_material/fsd_cof_renew.pdf on the internet.
- A fee of \$15.00 applies for a certificate to be renewed from 60 days before to 90 days after the expiration date. An additional \$25.00 late fee applies when the renewal is requested after 90 days, but before one (1) year after the expiration date. **No Certificate will be renewed if expired for one year after the expiration date.** However, if the certificate has expired over two (2) years after the expiration date, applicants must retake the FSD Consolidated Hi-rise/Hotel-motel course from one of the FDNY-approved schools and pass a new Z-50 written exam. Additionally, applicants will be required to take a new On-site test after a new Certificate of Completion has been issued.

If the certificate has expired over one year after the expiration date, applicants must retake and pass a new Z-50 written exam. Additionally, applicants will be required to take a new

On-site test after a new Certificate of Completion has been issued. A **new** F-58 certificate will be issued.

NOTE: Holders of expired **F-25** certificates must start the certification process by taking the FSD Consolidated Hi-rise/Hotel-motel course from one of the FDNY-approved schools, and taking and passing a new Z-50 written exam. A new On-site must be taken and passed in order to obtain a new F-58 Certificate.

TEST INFORMATION

The written test will consist of one hundred (100) multiple choice questions. Applicants must obtain a **passing score of at least 70%** on the Written Test in order to secure a Certificate of Completion. Test questions for the written examination include questions regarding the following areas:

- 1) Fire alarm systems in E and J buildings, including:
 - a) difference between off-line and out-of-service
 - b) fire command functions
- 2) Emergency procedures in E and J buildings, including:
 - a) fire emergencies
 - b) non-fire emergencies
- 3) Training requirements, including:
 - a) fire brigade
 - b) fire wardens
 - c) evacuation supervisor
 - d) personnel management
 - e) fire drills

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- 4) Fire suppression systems, including:
 - a) standpipes
 - b) sprinklers
 - c) special extinguishing systems
 - d) hose in E and J buildings
 - e) fire pumps

- 5) E and J-1 building systems (HVAC), including:
 - a) electrical (general)
 - b) elevators (general)
 - c) stairs pressurization
 - d) maintenance
 - e) generators

- 6) General knowledge of Rules of the City of New York (RCNY), including:
 - a) Hi/Rise Bulletins

 - b) permits and licenses
 - c) record keeping
 - d) inspections of systems

On Site Test – General Information

During the FSD On-site examination, you will be required to activate the building's fire alarm system (visual signals and audible tones). If your building's management prohibits you from activating the building's fire alarm system, the test will be terminated and you will receive a failing score. You will also be required to demonstrate Phase 1 and Phase 2 Elevator Operation (Firefighter Service). If your building's management prohibits you from demonstrating Phase 1 and Phase 2 Elevator Operation (Firefighter Service), the test will be terminated and you will receive a failing score.

You are required to secure the appropriate approvals from your building's management before the Inspector arrives to administer the test.

If the Fire Safety Director course that you completed did not cover these topic areas, it is strongly recommended that you take a Fire Safety Director continuing education course on Building Operation, Maintenance, and Recordkeeping. For an updated list of schools offering the course, you may go to http://www.nyc.gov/html/fdny/pdf/cof_study_material/fsd_cof_renew.pdf on the internet.

ON-SITE TEST – OFFICE & HOTEL

The On-site test consists of a verbal examination and a demonstration of various life safety equipment. The new office test will become operational on September 19, 2011. The updated Hotel test already includes many of these parts (see below for additional information,)

All candidates must receive a score of 70% and pass all mandatory life safety questions. The Fire Safety Director On-site Examination contains the following parts:

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- Response to a Fire Emergency

- Training Fire Brigade
- Training Floor Warden

- Response to a Building Impairment
- Specific Building Knowledge
- Practical Demonstration of the Fire Command Center
- Practical Demonstration of Phase 1 and Phase 2 Elevator Operation
- Fire Scenario
- Building Scenario

The FDNY has made available the new On Site Study Guide available at http://www.nyc.gov/html/fdny/pdf/cof_study_material/fsd_hotel_study_guide.pdf.

The FSD On-site Examination may include questions on the following topic areas:

1. The Duties and Responsibilities of the Fire Safety Director
2. The Duties and Responsibilities of the Impairment Coordinator
3. Knowledge of the Building's Fire Safety Plan
4. Operation of the Building's Fire Command Center
5. Phase 1 and Phase 2 Elevator Operation (Firefighter Service)
6. Effective Training for Brigade Members
7. Company Certificates
8. Commercial Cooking Systems
9. Hot Work Operations
10. Flame-Resistant Decorations
11. Types of Fire Extinguishers
12. Smoke Detectors
13. Fire Department Permits
14. Requirements for the Installation, Inspection, and Maintenance of Fire Protection Equipment

ADDITIONAL INFORMATION

FSD School graduation diploma and the FDNY Certificate of Completion are valid for one (1) year from the date of issuance. Additionally, the FDNY Certificate of Completion is **NOT RENEWABLE**.

Results from all On-site tests will be mailed to applicants and failure notices will be mailed to Building Managers.

Applicants must secure an appointment date for the Fire Safety Director written exam within the one-year valid period of the FSD School Graduation diploma, and an appointment date for On-site testing within the one-year valid period of the FDNY Certificate of Completion.

Applicants are strongly advised that the on-site test appointment be requested within the first six (6) months of the one-year valid period of the certificate of completion in order to be entitled to two (2) attempts at the On-site test. Candidates failing their On-Site test will no longer be permitted to maintain their Certificate of Completion and will no longer be permitted perform as Acting FSD. Applications for new On-site test by the FDNY will be expedited.

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Applicants are prohibited from being employed by any FDNY- approved Fire Safety Director School for at least four (4) years after taking the F-58/Z-50 CBT exam.