

CHAPTER 7T

INSPECTIONS TUTORIAL

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7.T.10

Inspection Report Introduction

The Classic Inspections module is one of the two different types of inspection records in FirePro. Classic inspections use a contravention/corrective action format that can incorporate provincial Fire Code information.

Both types of Inspection are accessed through the Inspection button on a Property Record, and use the same Inspection Summary window. The Inspection Summary window is used to track when an inspection is scheduled to be done, the Station that the inspection is assigned to, and the Inspector to whom it is assigned.

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Customizing the Inspection Module

There are several customization options that should be addressed before you start using the Inspection Module.

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General Inspection Custom Settings

First, you should go to the **Set-Up → Custom Settings → Inspection Tab → General Tab**

The "**Control Access to Inspection**" options on this tab control which users can change inspection records.

The "**Last Inspection Due Date**" options control how the Inspection Summary window tracks when inspections are due for a property. If you want to schedule periodic inspections from the date they were actually done, turn off the "**Last Inspection Due for Label**" flag. If you want inspections to be scheduled for the same date every year (or half-year, or two years), turn the flag on.

The four button options below the "**Last Inspection Due for Label**" flag determine how FirePro will adjust the Inspection Due date when you enter a new inspection on a property. You can double-check that your selected setting has worked by turning on the "**Confirm Next Inspection Due**" flag, which will confirm the new date when FirePro changes it for you. You can also use this opportunity to manually adjust the automatic date if necessary.

The "**Alternative Inspection Title**" lets you set up a title that will appear instead of the Chief's name on the report header of any inspection report. This is a useful option when you have an authority other than the Fire Chief responsible for inspections. It is also possible to create Inspection Titles for each user in the **Set-Up → Passwords Menu**.

To learn more about the General Inspection settings, go to:



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Inspection Custom Settings

Next, go to the **Set-Up → Custom Settings → Inspection Tab → Inspection Tab**

The "**Add Contravention Notes to**" list and the "**Printed Inspection Report**" options allow you to customize how the inspection report that you can print after completing an inspection will look. You may want to complete an inspection and print it after adjusting these options to ensure that the reports appear the way you want them to.

The "**Signatures**" lists allow you to customize how the signature lines at the bottom of the Inspection report appear.

The "**Show Time**" and "**Show Elapsed Time**" fields allow you to enter information about the time that the inspection was done, and the length of time that it took. They are optional fields, so if you don't need to record this information, don't turn them on.

The "**Inspection Number**" options allow you to set up automatic or manual numbering of Inspections. While recording inspection numbers is not required in FirePro, it is a convenient way to search for specific inspections.

(See  **20.C.20.10**)

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Inspector Names

Before you start using Inspections, you'll need to set up your list of Inspectors. Go to the **Maintenance → Edit Pop-Up Lists → Inspection Lists → Inspector Names** option. You can either use existing fire fighters from the Firefighter Roster on the left, or add additional Inspectors using the "**Add**" button. Any Inspector or Firefighter on this list will appear on any of the "**Inspector**" drop-down lists in FirePro.

To learn more about setting up Inspector Names, go to:



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Inspection Reasons

You will also need to set up a list of inspection reasons before adding Inspection records.

Set up this list at the **Maintenance → Edit Pop-Up Lists → Inspection Lists → Reasons** option.

To learn more about setting up Inspection Reasons, go to:



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Building Code Classification

You can use Building Code Classifications and Sub-classifications to further define the type of Property that an inspection is attached to. If you are going to use Building Code Classifications, you should set them up before you start entering inspections.

To do that, go to **Maintenance→Edit Pop-Up Lists→Property→Building Code Classification**. In this window you can enter your Provincial Building Code Classifications, and set default inspection frequencies. Once you have set up Code Classifications, you can also set-up Sub-classifications if necessary.

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Organizing Your Inspections

There are several different ways to organize inspections in FirePro. Inspectors (or any user responsible for inspections) can have a list of upcoming or overdue inspections appear when the first login to FirePro. Properties that require inspections can also be grouped together in the List/Find window of the Properties module, and several of these lists can be created.

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Startup Reports

FirePro has an "**Upcoming Inspections**" report that allows users to see a list of properties with scheduled Inspections when they login to FirePro. This report is generated from the Next Inspection Due Date field on the Inspection Summary window. If you decide to show the "**Upcoming Inspections**" report, a parameter window will appear that allows you to select which upcoming inspection you want to view by date range, station, Building code classification or Inspector.

There is also a "**Re-Inspections**" report, which can be viewed during start-up. This report displays all inspections that have a date entered in the Re-Inspection Date field in chronological order. This report is very useful for tracking ongoing or in-process inspections.

Finally, there is a "**My Inspections**" report which can be generated on start-up. This report allows you to set up a customized inspection search, which is sorted by the inspection Status. For example, an inspector could be set up to see a list of all unclosed inspections assigned to them, while a supervisor or Station Chief could see all the current unclosed inspections for their station.

To set up the "**Upcoming Inspections**" and "**Re-Inspections**" reports, go to the **Set-up→Passwords Menu**. Select the user profile of the individual you want to monitor the inspections. On the right side of the screen is a section called "**Startup Reports**".

The "**Upcoming Inspections**" and "**Re-Inspections**" flags can be turned on to monitor inspection activity. Then, in the "**My Inspections**" tab, the "**My Inspections**" option should be turned on. The three drop-down lists under the

"My Inspections" flag can be used to select which Fire Inspections will appear on the "My Inspections" report that can be generated when this user logs in.

(See  [70.C.10.C](#))

NOTE:

In order for these lists to work correctly, the **Inspection Due Date**, **Inspector** and **Station** field need to be filled out on the **Inspection Summary** window for each property that needs to be inspected.

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Selected Properties List

The Selected Properties List allows you to create a number of customized lists and assign Property Records to them. One example is to use this feature to track inspections, create a list for each inspector, then attach the properties that each inspector is responsible for to the appropriate list.

To learn more about setting up the Selected List, go to:
[5.G.10](#)

[7.T.70](#)

Scheduling Inspections

Once the Inspection Module is set up, and you've decided how you're going to organize your inspections, the next step is to start scheduling inspections. Inspections are scheduled in the Inspection Summary window, which is the first screen that appears when you click on the "**Inspections**" button on any property record.

Using the "**Station Assigned**" list and "**Default Inspector**" list, you can categorize Inspections. Depending on how you manage inspections at your Department, you can use either or both of these fields. FirePro uses the information in these fields to generate the "**Inspections Due to be Done**" and "Outstanding Inspection" reports.

[7.T.70.10](#)

Next Inspection Due/Date

In the set-up stage, you will have made a decision about how you want to track recurring inspections - either from the date they are scheduled to be done, or from the date that they are actually performed. In either case, you'll want to put a date in this field. You should also put a frequency amount in months into the Frequency field, which will determine how FirePro calculates the next Inspection date.

Remember:

If you set up an inspection frequency in the Building Code Classifications, just select the appropriate Building Code class, and that information will be filled in automatically.

The information in this field is also used to generate the "**Upcoming Inspections**" lists that can either appear when a user logs in, or created via a report.

To learn more about these fields, go to:



FirePro Tip O' the Week - LAST INSPECTION DUE DATE OPTIONS

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Scheduling by Status

Each Inspection Record can be assigned one of a number of different statuses. The first status setting is "**Assigned**". If you have a person in your department who is responsible for scheduling inspections for others, you can use the "**Assigned**" status to create inspection schedules for individuals. To do this, go to the Inspection Summary window, make sure that the Periodic Inspection information is filled out, and click on the "**Add**" button. A new inspection window will appear. At this point, all you need to do is confirm that the Assigned Inspector is selected (this information will flow from the Periodic Inspection information), and enter the date that you want to assign the inspection in the Assigned field.

Once you have entered this information, you can run the Reports→**Inspection Report Information**→**Inspection by Status** report

Select the "**Assigned Inspections**" option for any or all Inspectors to get a list of the addresses and dates that each inspector has assigned to them. You may also find this method useful because it means that you do not have to give every person doing inspections the ability to create inspection reports, as they will only be editing pre-created inspection records.

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Creating New Inspection Reports

Once your inspections have been assigned and scheduled, ideally someone will actually perform an inspection. If you do not have an Inspection form in your department, you can print one from FirePro by opening the Inspection record (possibly creating a new one) and selecting the **Action**→**Print Blank Inspection** option.

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Adding an Inspection Report

A new Inspection report should be added for each inspection done. Follow-ups and Notices of Violation are created inside of each Inspection report, not as separate inspections. Clicking the "**Add**" button (or the "**Show Details**" button if the inspection has already been created) will create a new Inspection report and open the Inspection details window.

7.T.90

Filling Out an Inspection Report

It's usually easiest to use the blank inspection form or any form your department currently uses to fill out the details of an inspection in the field. If you use a laptop or tablet computer to do inspections, FirePro also has a Remote Inspection module, which allows you to transfer property information to the remote computer, update the pre-plan and inspection information, and transfer the updated property record back to the main computer.

It's also a good idea to review the property record that the inspection will be attached to. Since some information, notably the Contact, Occupant and Owner names, is transferred automatically from the property record to a new inspection, you should make sure that this information is filled out before you create the new inspection.

Creating a test inspection or two in order to familiarize yourself with how information appears on the printed report is a good idea at this stage. It's helpful to know how everything is going to work before you go out in the field, as this will ensure that you gather all the information that you need.

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Number, Date and Contact

FirePro will enter the current date in the date field by default and an Inspection number may appear - depending on whether you are using Inspection numbering. A yellow Contacted drop-down will be pre-populated with the contact, occupant and/or owner information from the Property record, or any other contacts you have used on inspections for this property in the past (if they exist). You can select the appropriate name or enter information manually to fill this section in.

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Inspector

Select the name of the Inspector who completed the Inspection from this list. The assigned Inspector will be the default, and this name is used for the Outstanding Inspections report.

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Signatures

Setting the Signature Line drop-down will select the signature line that is used for the owner/occupant of the property. If you do not require a signature on the inspection report, select none. Remember, you can set a default for this field and select the Inspector signature in the Custom Settings window.

If you want to use a digital signature, the Signature tab can be used (cut and paste the signature into the field), or the Chief's signature from the **Set-Up → System Information** window can be inserted.

(See  10.C)

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Inspection Reason

You can select a reason for the inspection with the Reason drop-down list. Remember that this list needs to be set up ahead of time in the Edit Pop-up Lists options.

(See  **20.30.20**)

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Inspection Tabs

The Tabs on the Inspection record allow you to enter additional information about the inspection.

General notes about the inspection that you want to appear on the printed inspection report should be entered on the Notes tab.

Information that you want to record but that will not be printed on the inspection report should go in the Inspector Notes tab, and additional information can be added lower on the report by entering it in the Bottom Notes tab.

The contents of the Owner and Contact tabs will be filled in automatically from the information in the Property Record, if it is entered on the Property Record.

(See **Chapter 7.C**)

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Inspection Times

It is also possible to enter both the start time of the inspection, and the duration of the inspection at this point. This information is optional, and the fields will only be available if they have been turned on in the Custom Settings window.

(See  **FirePro Tip O' the Week – ENTERING INSPECTION TIMES**)

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Inspection Status

The Inspection Status fields are used to track the current status of the overall inspection, create a history of the inspection and are used to sort inspections on the “**Outstanding Inspections**” report.

When you select a new status for an Inspection, you should enter the date that the Inspection changed in the date field next to that status. By doing this, you build a chronology of the inspection.

Assigned

The Assigned status is most used in Departments where someone is responsible for creating inspections for others, although it can also be used when an inspector has scheduled an inspection.

In-Progress

The In-Progress status is used to record when an inspection has been started but not completed.

Follow-Up

The Follow-Up status is used to indicate an Inspection that has follow-ups scheduled.

Legal Action

The Legal Action status indicates an inspection that has resulted in legal action as the result of a contravention.

Closed

The Closed status indicates that an inspection has been completed. Closing a main inspection will also give you the option of closing all Follow-up Inspections at the same time.

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Contraventions & Corrective Actions

Most of the important information about the actual inspection is recorded in this section. You can add any number of contravention/corrective actions to an inspection.

LINE NUMBER

The first field in a contravention is the line number. They are created sequentially when you add contraventions, but you can change the line numbers to re-organize the contraventions if necessary.


REF NUMBER

This field works differently depending on whether or not you have the Fire Code for your province. If you have the Fire Code, you can enter a "?" in this field to bring up an index of the Fire Code where you can select the Fire Code section manually. Alternatively, you can enter all or part of the Fire Code reference number, which will bring up that section of the Fire Code.

If you do not have the Fire Code information in your system, you can still use this field to record the Fire Code reference number of the contravention, but the associated text will not be brought up manually.

Note:

Ontario Departments require that "**DivB**" preface the Fire Code reference numbers for Inspections. This option can be turned on in the Custom Settings window

(See  **20.C.20.20**)

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Contravention

The first section of the 3 note fields in a contravention is used to record the specific contravention. If you selected a Fire Code section, that text will appear here. Otherwise, you can either type the information in manually, or use the "**List**"

button to bring up a pre-generated set of contraventions.

You can create a list of custom contraventions by going to the **Maintenance→Edit Fire/Building Code→Contravention List Names** or **Contravention Lists**.

(See  **40.60** and  **40.70**)

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Contravention Notes

The second section is the Contravention notes, which can be used to record additional information about the contravention that may not appear on the printed report. You can determine where/if the contravention notes appear in the Set-Up Menu.

(See  **20.C.20.20**)

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Corrective Action

The Corrective Action section is used to record the corrective action required by the property owner. You can either manually type the required corrective action, or use the "**List**" button to select from a pre-generated set of Corrective actions.

You can create a list of custom corrective actions by going to the **Maintenance→Edit Fire/Building Code→Corrective Action List Names** or **Corrective Action Lists**.

(See  **40.80** and  **40.90**)

Note:

When creating pre-generated Corrective Actions, it can be helpful to use the associated Fire Code reference number in the title, making it easy to select the appropriate corrective action.

7.T.100

Printing Inspection Reports

After an Inspection report is completed, you'll need to print the report. Before you do, make sure that you have the print options that you need in the Set-Up menu.

You should ensure that the Special Wording on inspection reports is accurate.

(See  **FirePro Tip O' the Week – STOCK WORDING ON INSPECTIONS**)

You can also change the report header by clicking on the Change Header button in the Print Preferences Window.

When you Print an Inspection Report, FirePro will prompt you to turn on the "**Printed**" flag and date it. This can be useful information for reference purposes.

7.T.110

Follow-Up Inspections

Some inspections will require that you make a follow-up visit to ensure that the corrective action has been taken. You should leave the original inspection in "**Follow-Up**" status and click on the "**Follow-Up Inspection**" button to create a follow-up. The Follow-Up is a copy of the original Inspection, but has an "a" suffix on the Inspection Number.

You can make changes to the Follow-Up inspection without affecting the original, and the information on the follow-up is intended to be adjusted to reflect the property as of the re-inspection. For example, if a property had a contravention on the first inspection, but the contravention was corrected at the time of the re-inspection, you would delete the contravention on the re-inspection.

Once you have finished and printed the Follow-Up, you don't need to close the status - you can close the Primary inspection, which will close all the Follow-ups at the same time.

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Notice Of Violation

In some circumstances, a contravention will not be corrected by the property owner. The Notice of Violation is intended to be a strongly-worded citation that is used after the initial inspections have not produced results.

You can create a Notice of Violation by pressing the "**Notice of Violation**" button at the bottom of an original inspection. All contravention information from the original inspection will be transferred over. The "**Comply In**" field can be typed in, and should be used to indicate how long the owner has to comply with the Notice.

On the original inspection, the date that the NoV was created will appear next to the Notice of Violation button.

You can adjust the stock wording on a Notice of Violation by going to the **Maintenance**→**Special Wording on Reports**→**Notice of Violation Wording** option.

(See  **110.20**)

7.T.130

Pictures and Links

You can link photographs and computer files to incident reports.

**To learn more about Pictures and Links, go to:
Chapter 3: Recurring System Components**

7.T.140

The Action Menu

There are a number of options that are available through the action menu for Inspection reports. Some Action Menu items duplicate buttons (usually concerned with adding or editing records) from the Inspection report, but some have other functions.

Edit Next Inspection Due

This option allows you to make manual adjustment to the Next Inspection Due date without having to leave the Inspection Report.

Print Blank Inspection

If you require a blank copy of an inspection report, this option will allow you to print one.

Show Inspection Number

If you are not using numbered Inspections, FirePro still assigns a unique system number to each inspection. You can use this number when moving Inspections from one property to another.

7.T.150

Inspection Reports

There are a wide range of reports available regarding your Fire Inspections.

To learn more about the available Fire Reports, go to:



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