

FIRE DEPARTMENT • CITY OF NEW YORK



STUDY MATERIAL FOR THE CERTIFICATE OF FITNESS EXAMINATION FOR MAGAZINE KEEPER (E-15)

NOTICE OF EXAMINATION

TITLE: Examination for the Certificate of Fitness for Magazine Keeper (E-15)

Applicants must make an appointment with the Explosive Unit at 718-999-1595 prior to arriving at 9 Metrotech, Brooklyn.

**To qualify and make an appointment: paperwork must be submitted in advance to Explosives Unit:
Explounit@fdny.nyc.gov**

DATE OF TEST: By appointment only Monday through Friday (except legal holidays) 8:00 AM to 12:00 PM.

REQUIREMENTS FOR WRITTEN EXAM

Applicants who need to take the exam must apply in person and bring the following documents:

1. Applicants must have a reasonable understanding of the English language.
2. Applicant must provide two forms of identifications; at least one form of identification must be government issued photo identification, such as a State-issued Drivers' License or Non Driver's License or a passport.
3. Applicants must present a letter of recommendation from a union and/or employer acceptable to the FDNY Explosives Unit. The letter must be on official letterhead, and must state the applicant's full name, experience and the address where the applicant will work. If the applicants are self-employed or the principal of the company, they must submit a notarized letter attesting to their qualifications. For more info:
 - Sample of recommendation letter:
<http://www1.nyc.gov/assets/fdny/downloads/pdf/business/cof-sampler-rec-letter.pdf>
 - Sample of self-employed letter:
<http://www1.nyc.gov/assets/fdny/downloads/pdf/business/cof-sample-self-rec-letter.pdf>
4. Applicants must present a completed application for certificate of fitness (A-20 Form).
<http://www1.nyc.gov/assets/fdny/downloads/pdf/business/cof-application-form.pdf>
5. 2 Passport Size photos
6. Fingerprinting Fee: \$89.75 (Money Order)
7. Resume detailing experience
8. Copies of any Explosives related licenses, training courses/certificates or other Certificate of Fitness from NYC or alternate jurisdictions.
9. Special requirement for the E-15:

- a. US Citizen
- b. Must be 18 years of age

APPLICATION FEE:

Pay the **\$25** application fee in person by one of the following methods:

- Cash
- Credit card (*American Express, Discover, MasterCard, or Visa*)
- Debit card (*MasterCard or Visa*)
- Personal or company check or money order (*made payable to the New York City Fire Department*)

A convenience fee of 2.49% will be applied to all credit card payments.

EXAM INFORMATION

The E-15 test will consist of **30** multiple-choice questions, administered on a “touch screen” computer monitor. It is a time-limit test. Based on the amount of the questions, you will have **45** minutes to complete the test. A passing score of at least 70% is required in order to secure a Certificate of Fitness. For additional information and forms, please call 718-999-1595.

Special Note: Exam will also consist of a series of verbal questions.

Call (718) 999-1988 for additional information and forms.

Please always check for the latest revised booklet at FDNY website before you take the exam.

<http://www1.nyc.gov/assets/fdny/downloads/pdf/business/cof-e15-noe-study-guide.pdf>

If all the requirements are met and pass the exam a certificate will be issued the same day. Applicant who fails the exam will receive a failure report. To retake the exam applicants will need to submit a new application and payment.

RENEWAL REQUIREMENTS

All renewals must go through the Explosives Unit in order to verify criminal background.

Please note that in person renewals are not recommended. Call the Explosives Unit for more information.

E-15 Certificates of Fitness are valid for a period of **one year** from the date of issuance. At the end of this period, the certificate expires unless the commissioner approves its renewal. Please be advised that certificate renewals shall be at the discretion of the commissioner in the interest of public safety. The

department may review the certificate holder's qualifications and fitness. E-15 holders must ensure that their original Certificate of Fitness card is available for inspection at all times by the FDNY.

The renewal fee is \$5. FDNY also reserves the right to require the applicants to take a re-examination upon submission of renewal applications. Certificate of Fitness can be revoked at any time.

You may receive a courtesy notice of renewal 90 days before the expiration date. However, it is your responsibility to renew your Certificate. It is very important to renew your C of F before it expires. Renewals submitted 90 days (up to one year) after the expiration date will incur a \$25 penalty in addition to the renewal fee. Certificates expired over one year past expiration date will not be renewed a new exams will be required.

To change a mailing address:

Submit a letter requesting the change of mailing address and a copy of your C of F and a \$5.00 fee.

To change a work location,

Submit a letter from your current employer (on company letterhead) confirming that you are an employee and stating your new work location with a copy of your C of F and a \$5.00 fee.

To request a replacement certificate:

Submit a driver's license or passport, social security number and mailing address and a \$5.00 fee.

The certificate can be renewed On-line or Mail.

• **Renewal online**

If you are an individual, make sure you have your 12 digit Certificate of Fitness Access ID. This can be found on your Renewal Notice. If you do not have your Renewal Notice, your Access ID is your 8 digit Certificate of Fitness number and the last four digits of your social security number. If you are submitting renewals on behalf of a company's employees, the company must be approved by FDNY and have an 8 digit Company Code. To request approval, email pubrenew@fdny.nyc.gov.

Renewal fee can be paid by one of the following methods:

- Credit card (American Express, Discover, MasterCard, or Visa)
- Debit card (MasterCard or Visa)
- E-check

If all the requirements are met, the certificate of fitness will be mailed out within 10 days.

For online renewal go to: <https://a836-citypay.nyc.gov/citypay/FDNYCOF>

- **Renewal by mail**

Mail your Renewal Notice (or if you did not receive a Renewal Notice, a copy of your certificate), along with your fee payment, Personal or company check or money order (made payable to the New York City Fire Department)

NYC Fire Department (FDNY)

Cashier's Unit

9 MetroTech Center, 1st Floor

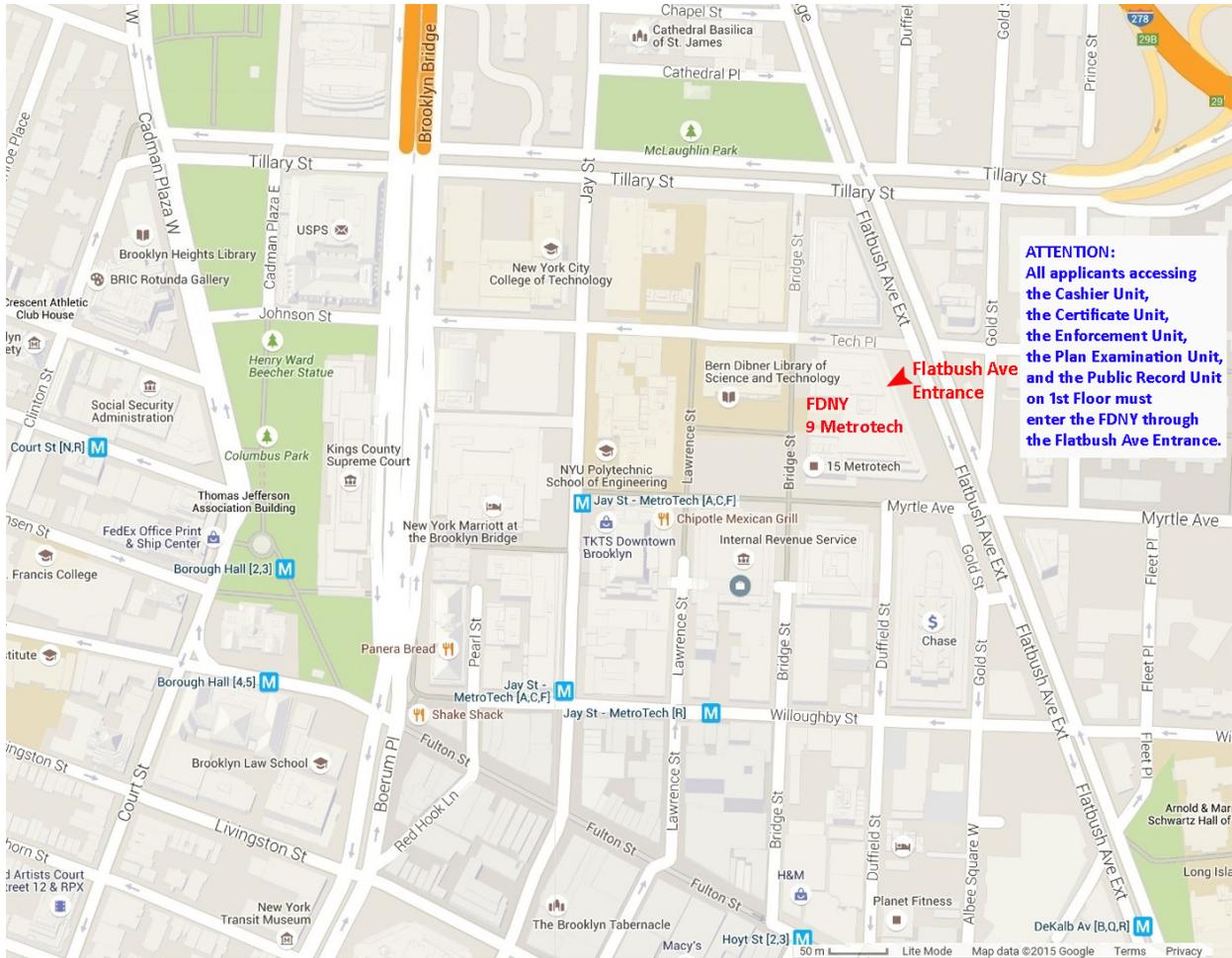
Brooklyn, NY 11201

If all the requirements are met, the certificate of fitness will be mailed out within four to six weeks.

FDNY Explosives Unit reserves the right to require applicants to take a re-examination upon submission of renewal applications.

EXAM SITE:

FDNY Headquarters, 9 MetroTech Center, Brooklyn, NY.
Enter through the **Flatbush Avenue entrance (between Myrtle Avenue and Tech Place).**



This study material will help you prepare for the written examination for the Certificates of Fitness for Magazine Keeper (E-15). This study material includes information taken from the Fire Prevention Code and the recently adopted International Fire Code. The study material does not contain all of the information you need to know in order to work safely when storing, handling, or using explosives. It is your responsibility to become familiar with all applicable rules and regulations of the City of New York, even if they are not covered in this material.

You must pass both a multiple-choice test and an oral test to qualify for the Certificate of Fitness. You must pass the multiple-choice test before you take the oral test. A passing score of 70% is required in the multiple-choice test. All questions on the multiple-choice test have four alternative answers. Only one answer is correct for each question. If you do not answer a question your answer will be scored as incorrect. Read each question carefully before marking your answer. You can always come back to "**REVIEW**" your answers. There is no penalty for guessing on the multiple-choice test.

Sample Questions

1. All explosives and blasting caps must be stored in:

- (A) the blaster's truck.
- (B) a magazine.
- (C) the site supervisor's shed.
- (D) underground vaults.

The correct answer is "**B**". You would tap alternative "**B**" on your answer computer screen.

2. The word "EXPLOSIVES" painted on the rear of a truck carrying explosives must be painted in which color?

- (A) Black.
- (B) Red.
- (C) Green.
- (D) White.

The correct answer is "**D**". You would tap alternative "**D**" on your answer computer screen.

STORAGE, HANDLING AND USE OF EXPLOSIVES

The key to preventing explosives accidents is to follow proper blasting procedures. Safe blasting practices must be followed at all times. Safe practices are required from the moment explosives are delivered to the magazine to the inspection that is made after the blast.

There are several kinds of persons who work with explosives. It is important that each person know and understand what they are permitted to do. A person working with explosives should never try to do something that they have not been trained do. Every person who works with explosives must have a Certificate of Fitness. A person should not do anything with explosives unless they have a Certificate of Fitness for what they are doing.

The Blaster is the most highly qualified person at the blasting site. The blaster has total responsibility for the use of explosives and record keeping. The blaster has responsibility for the safety of the public. The blaster is responsible for all work with explosives. The blaster plans the blasting work, supervises loading of the blast, and is responsible for setting off the blast. Only the blaster may give permission to fire a blast.

The Powder Carrier is essentially an "apprentice" blaster. The powder carrier helps to load holes with explosives. The powder carrier assists the blaster in preparing primer cartridges and in wiring charges.

Explosives Loaders help the blaster in tunnel and shaft work. The explosives loader helps load the tunnel face to prepare for the blast.

Explosives Handlers are the drivers of the trucks used to deliver explosives to the blast site. Explosives handlers are responsible for the safe transport and handling of explosive materials and record keeping pertaining to pick-ups and deliveries. They are not permitted to do any other work with explosives.

The Magazine Keeper accepts delivery of explosives at the work site. The magazine keeper keeps records of explosives as they are received, used, and returned. The magazine keeper is responsible for the safe keeping of explosives in the magazines. Magazine keepers are not permitted to do any other work with explosives.

Storage

The blaster, powder carrier or magazine keeper may accept deliveries of explosives at the work site. All explosives and blasting caps must be stored in magazines specially made for that purpose. A magazine must be approved and have a permit to store explosives. Magazines must be under the direct supervision of a magazine keeper holding a Certificate of Fitness. The only duties of the magazine keeper are to guard the magazine and to maintain accurate records.

The magazines must be kept locked when they have explosives or blasting caps in them. The magazines should be unlocked only when materials are delivered to the magazine, or are removed

for delivery to the blast site. Only the magazine keeper, the blaster or the powder carrier may have access to the keys to the storage magazines.

Accurate records of all explosive materials must be kept. These records are required to meet the regulations of the Fire Department of New York City. Separate records are required for blasting caps and sticks of dynamite. The picture below shows the form that is used for blasting caps.

The blasting cap record shows when blasting caps were received at the job site. The record also shows who received the blasting caps and how many blasting caps were delivered. The record shows when any blasting caps were taken from the magazine to be used in a blast.

A-66A (7/84) 98-133-0313

**FIRE DEPARTMENT
CITY OF NEW YORK**
BUREAU OF FIRE PREVENTION
9 Metrotech Center
Brooklyn, NY 11201-3857

NOTICE!
Superintendent, Blaster and Magazine Keeper shall inspect job area, carrying Boxes and magazines and sign the Blasting cap record at the completion of each work day.

NOTICE!
This slip is the property of the Fire Department; it must be kept in magazine at all times, and must not be surrendered, except to a duly authorized representative of the Fire Department.

BLASTING CAP RECORD

License No. _____ Contractor _____

Expiration Date _____ Location _____

RECEIVED						TAKEN OUT				
Date	Caps On Hand	Caps Received	Hour	Man in Charge	No. of CoF	Caps	Hour	By whom	No. of CoF	Inspector

Blasting Cap Record

The picture below shows the record that is kept for sticks of dynamite. The record keeps track of when explosives were received and when they were taken out. This way all explosive materials are accounted for at all times.

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DYNAMITE RECORD

License No. _____ Contractor _____

Expiration Date _____ Location _____

RECEIVED						TAKEN OUT				
Date	Sticks On Hand	Sticks Received	Hour	Man in Charge	No. of CoF	Sticks	Hour	By whom	No. of CoF	Inspector

Dynamite Record

The blasting cap record and the dynamite record may be kept in the magazine or the watchperson's shanty. The records must be surrendered to a duly authorized Fire Department representative when requested.

Only the amount of explosives that will be used for the next blast that is being loaded should be removed from the magazine. Any explosives that are not used for the blast must be returned to the magazine as soon as possible. Explosives taken from the magazine should be carried only in their original containers or special carrying boxes. The original containers or special carrying boxes should be used to return unused explosives to the magazines

The magazines must be kept clean. Areas within 25 feet of the magazines must be kept clean and free of all rubbish. Dead grass and shrubbery and other obstructions must be removed. Empty cartons, packing materials and other combustible materials pose a dangerous fire hazard. Smoking, open flames, matches, lighters, etc. are prohibited inside or within 100 feet of a storage magazine. Persons should not be permitted to loiter in the area near the magazine.

Explosives and blasting caps may not be kept in the same magazine. Two separate magazines are required. One magazine is used to store explosives. Another magazine is used to store the blasting caps. The magazine for explosives and blasting caps should be at least 100 feet apart. A special variance is required if the magazines must be closer than 100 feet apart.

The amount of explosives that may be kept in a magazine depends on the class of the permit for the magazine. The permit must be kept in the magazine and ready for inspection. The classes of magazines and the maximum amount of explosives that can be stored are as follows:

First Class	1,000 pounds
Second Class	500 pounds
Third Class	250 pounds
Fourth Class	100 pounds
Fifth Class	25 pounds

Only three deliveries may be made to the same site in one day. The initial amount delivered to a site cannot be more than what is permitted by the class of the magazine. For example, a site with a Fourth Class permit cannot receive more than 100 pounds of explosives in any delivery.

Each class of magazine shall be allowed three daily deliveries in the amount of its storage capacity. For example, a site with a First Class permit can receive three deliveries of 1,000 pounds each totaling 3,000 pounds for the day.

The Blaster, Powder Carrier, and the Magazine Keeper must inspect the magazines at the end of each workday. They must also inspect the job area and the carrying boxes. After the inspection they must sign the Dynamite, Blasting Cap, and Shot records. Any explosive materials that were not used during the day must be returned to the vendor.

Whenever a Magazine Keeper is relieved by another magazine keeper, both should inspect the magazine. They should check the explosives on hand and both sign the Magazine Record Slip in

each other's presence. The Magazine Record Slip may be kept in the magazine or the watchperson's shanty. The Magazine Record Slip should be given upon request only to an authorized representative of the Fire Department. The conditions of the magazines are inspected regularly by representatives from the Fire Department. These inspections are also recorded on the Magazine Record Slip. The illustration on the next page shows the Magazine Record Slip.

EU071764 (3/87) 16-870203 REC-N

MAGAZINE SLIP

MAGAZINE KEEPERS WHEN RELIEVING AND BEING RELIEVED MUST CHECK THE EXPLOSIVES ON HAND AND SIGN THE MAGAZINE RECORD SLIP IN THE PRESENCE OF EACH OTHER.

NOTICE!
THIS SLIP IS THE PROPERTY OF THE FIRE DEPARTMENT; IT MUST BE KEPT IN MAGAZINE AT ALL TIMES, AND MUST NOT BE SURRENDERED, EXCEPT TO A DULY AUTHORIZED REPRESENTATIVE OF THE FIRE DEPARTMENT.

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BUREAU OF FIRE PREVENTION
EXPLOSIVE UNIT
9 Metrotech Center
Brooklyn, NY 11201-3857

POST SIGNS READING
BLASTING
NO TRANSMITTING

THIS DEPARTMENT MUST BE NOTIFIED WHEN BLASTING OPERATIONS ARE SUSPENDED FOR MORE THAN 48 HOURS.

IN ALL ACCIDENTS OR FAULTY BLASTS:
THE CONTRACTOR AND THE BLASTER ARE REQUIRED TO SUSPEND BLASTING AND IMMEDIATELY NOTIFY THE F.D.N.Y.

License No. _____ Issued To _____
Expires _____ Location _____

INSPECTION		Sticks of Powder	Conditions of Magazine	Name of Man In Charge	Certificate of Fitness No. _____	Signature of Inspector
Date	Time					

Magazine Record Slip

Blasting Procedures

On a blasting job, the blaster has total responsibility for the use of explosives, record keeping and public safety. The blaster must ensure that only safe procedures are used. The blaster must also make sure that workers at the job site perform only those duties for which they have a Certificate of Fitness.

Blasting must be done only between the hours of 7:00 a.m. and 7:00 p.m., or between the hours of sunrise and sunset. Blasting may not be done during hours of darkness unless a special permit has been granted by the Fire Commissioner. Blasting is done only on Monday through Saturday. A special permit is required to blast on **Sundays**.

All types of detonators are sensitive to accidental initiation by heat or impact. Detonators should be handled carefully and protected from excessive heat. Electric detonators are also sensitive to extraneous electricity. This could come from radios, high voltage power lines, or electrical storms. For this reason all blasting operations should be suspended when an electrical storm approaches. Blasting operations should not begin again until the storm has completely left the area.

A shot should be fired as soon as possible after loading is completed. An audible blast warning signal must be given before the shot is fired. The following signals are used.

- One long whistle.....Preparing to blast
- Two whistles.....Ready to blast
- Three short whistles.....All clear

The warning procedure should be familiar to all personnel working in or near the blasting area. The warning procedure should be posted where it can be easily seen.

Workers should not return to the blast area until all smoke, fumes and dust have cleared. The blast site must be inspected by the blaster before an "**ALL CLEAR**" is given. Workers should not return to the work area until an "all clear" signal is given. In tunnel or subway work, the waiting time is sometimes referred to as "smoke time." The amount of time allowed is usually about 20 minutes. After the last shot has been fired for the day on a job, the Fire Department should be notified. This is done by calling the fire company responsible for the area where the magazine is located. Arrangements will be made for an inspection.

Any explosives not used during the day must be returned to the vendor. If any unused explosives cannot be returned at the end of the day or before dark, the Bureau of Fire Prevention Explosives Unit must be notified. After the last shot has been fired for the day on a job, the Fire Department should be notified. This is done by calling the fire company responsible for the area where the magazine is located. Arrangements will be made for an inspection.

Shot Records

The blaster must keep a record of all shots made under his supervisions during his working shift. The shot record is kept on the form shown in the illustration on the next page. This form is provided by the Fire Department. The shot record shows the number of sticks and caps received from the magazine. The Shot Record indicates the date and time of each shot. The Shot Record shows the number of sticks and caps that were actually shot. The record shows what was done with any sticks and caps that were not used in a blast.

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9 Metrotech Center
Brooklyn, NY 11201-3857

NOTICE
Superintendent, Blaster and Magazine Keeper shall inspect job area, carrying Boxes and magazines and sign the Record at the completion of each day's work.

SHOT RECORD AND BLASTER'S DAILY REPORT

License No. _____ Contractor _____

Expiration Date _____ Location _____

Date	Sticks	Caps	Time	Sticks	Caps	Time	Sticks	Caps	Disposition
	Received			Shot			Balance		

NOTICE
This slip is the property of the Fire Department, it must be kept in the magazine at all times and must not be surrendered, except to a duly Authorized representative of the Fire Department.

Blaster's Shot Report

The shot records are kept in the magazine for inspection by the Fire Department Blasting Inspector or other authorized representative.

FIRE EXTINGUISHERS

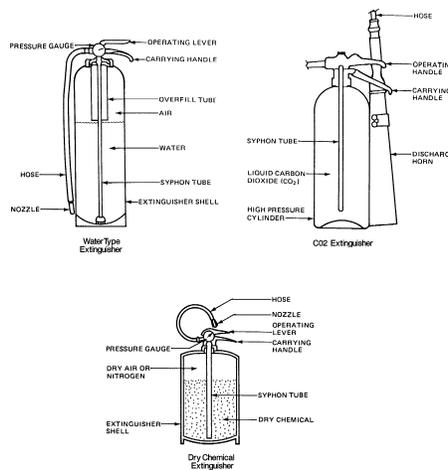
The user of explosives must be familiar with the different types of fire extinguishers that are present. The user must know how to operate the extinguishers in a safe and efficient manner. He/she must know the difference between the various types of extinguishers and when they should be used. The three classes of fires and the right kind of extinguishers are described below.

Class A fires occur when ordinary combustible materials are ignited. For example, wood and paper fires are classified as class A fires. Water type extinguishers should be used to extinguish these fires. The water type extinguishers cool the fire while quenching the flame.

Class B fires occur when flammable liquids or greases are ignited. These fires must be extinguished by smothering the flame. The flame may be smothered using CO₂, dry chemical or foam extinguishers. Water type extinguishers are not effective for class B fires.

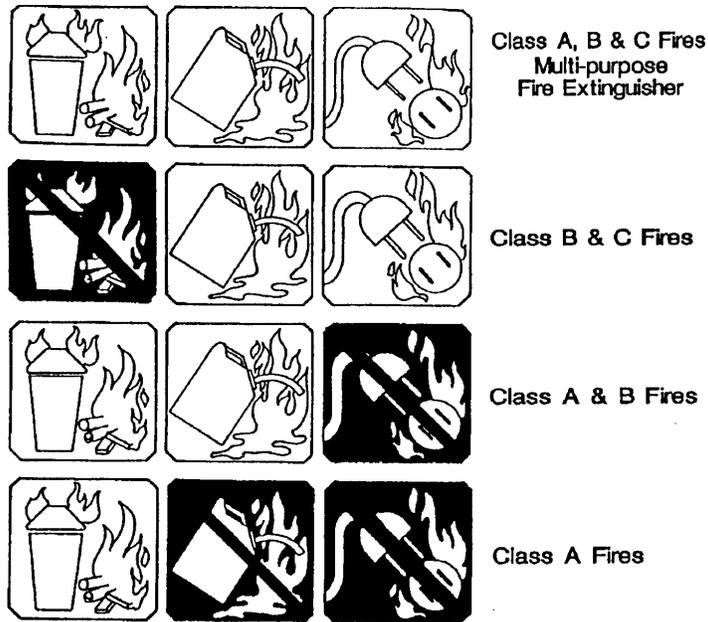
Class C fires occur when electrical equipment catches fire. These fires must be fought with fire extinguishers that do not conduct electricity. CO₂ and dry chemical extinguishers must be used to extinguish electrical fires. Foam and water type extinguishers must not be used to extinguish electrical fires.

Examples of Water type, CO₂ and Dry Chemical extinguishers are shown on the next page.



Typical Fire Extinguishers

Symbols may also be painted on the extinguisher. The symbols indicate what kind of fires the extinguishers may be used on. Examples of these symbols are shown on the next page.



Typical Symbols Painted on Fire Extinguishers

The symbol with the shaded background and the slash indicate that when the extinguisher must not be used. The explosives user must understand these symbols.

Generally, operation instructions are clearly painted on the side of the fire extinguisher. They clearly describe how to use the extinguisher in case of an emergency. Examples of these instructions are shown below.



Operation Instructions for a Fire Extinguisher