

Revised on 12/15/2021 (update NOE and AIP procedure)

**FIRE DEPARTMENT • CITY OF NEW YORK**



**STUDY MATERIAL FOR THE  
CERTIFICATE OF FITNESS  
FIRE TRUCK OPERATOR AT LNG (LIQUID NATURAL GAS) PLANT  
C-02**

ALSO INCLUDED IN THIS BOOKLET YOU WILL FIND THE FOLLOWING:  
ALTERNATE ISSUANCE PROCEDURES (AIP)

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01/2021

## **EXAM SPECIFIC INFORMATION FOR C-02 CERTIFICATE OF FITNESS**

***Save time and submit application online!***

***Applicants who submitted and paid online for a COF before arriving at the FDNY will not need to wait in line to enter the FDNY.***

***It can take about 30 minutes to complete. Completing application and paying online will eliminate waiting outside in the long lines.***

Simplified instructions for online application and payment can be found here:  
<http://www1.nyc.gov/assets/fdny/downloads/pdf/business/fdny-business-cof-individuals-short.pdf>

Create an Account and Log in to:  
<http://fires.fdnyccloud.org/CitizenAccess/>

### **REQUIREMENTS FOR CERTIFICATE OF FITNESS APPLICATION**

#### **General requirements:**

Review the General Notice of Exam:

<http://www1.nyc.gov/assets/fdny/downloads/pdf/business/general-notice-of-exam-cof.pdf>

#### **Special requirements for the C-02 Certificate of Fitness:**

C-02 can only be obtained by qualifying for an exemption on the basis of education, experience or other qualifications. **C-02 is only issued via Alternate Issuance Procedures (AIP) after submitting the required documents.**

#### **Application fee (Cash is NO LONGER ACCEPTED):**

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

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

A convenience fee of 2% will be applied to all credit card payments.

For fee waivers submit: ***(Only government employees who will use their COF for their work- related responsibilities are eligible for fee waivers.)***

- A letter requesting fee waiver on the Agency's official letterhead stating applicant full name, exam type and address of premises; **AND**
- Copy of identification card issued by the agency

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### **REQUIREMENTS FOR ALTERNATIVE ISSUANCE PROCEDURE (AIP)**

This Certificate of Fitness can only be obtained by the alternative issuance procedure. Qualified applicants should review and complete the C-02 Certificate of Fitness Alternative Issuance Procedure Application Affirmation Form:

<https://www1.nyc.gov/assets/fdny/downloads/pdf/business/cof-c02-aip.pdf>

The AIP applicants must submit the application, required documents and payment on **FDNY Business**:

<http://www1.nyc.gov/assets/fdny/downloads/pdf/business/fdny-business-cof-individuals-short.pdf>

Please always check for the latest revised booklet at FDNY website before you apply, the Certificate of Fitness Study Material link, below

<https://www1.nyc.gov/assets/fdny/downloads/pdf/business/cof-c02-noe-study-materials.pdf>

### **RENEWAL REQUIREMENTS**

#### **General renewal requirements:**

Review the General Notice of Exam:

<http://www1.nyc.gov/assets/fdny/downloads/pdf/business/general-notice-of-exam-cof.pdf>

**Special renewal requirements.** C-02 Certificate of Fitness: None

### **QUESTIONS?**

**FDNY Business Support Team:** For questions, call 311 and ask for the FDNY Customer Service Center or send an email to [FDNY.BusinessSupport@fdny.nyc.gov](mailto:FDNY.BusinessSupport@fdny.nyc.gov).

**C-02 Sample Recommendation Letter**

**COMPANY NAME**  
**BUSINESS ADDRESS**

Fire Department  
Bureau of Fire Prevention  
9 Metro Tech Center  
Brooklyn, NY 11201-3857

Date: \_\_\_\_\_

Dear Sir/Madam:

I, as a C-01 COF holder (C-01 COF#: \_\_\_\_\_, the copy of my C-01 Card is also attached), am pleased to recommend \_\_\_\_\_ (Name of Applicant) to apply for the C-02 Fire Truck Operator at the LNG plant located at:

\_\_\_\_\_  
(Applicant's Work Address)

He/she has \_\_\_\_\_ (Years/Months) of relevant experience and has obtained all required training regarding the following content on \_\_\_\_\_ (mm/dd/yy):

- LNG awareness training
- Standard First Aid training
- Fire drill

He also received a training in the operation of installed fire extinguishing system, the fire truck and related equipment on \_\_\_\_\_ (mm/dd/yy) (the training affidavit is attached). I confirm that this candidate has been trained and is capable to serve as a qualified fire truck operator at the LNG plant listed above. This applicant is of good character and is physically able to perform the functions required by the C-02 Certificate of Fitness.

On this \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_, I have hereunto affixed my signature and I affirm that all statements made on this form are true under the penalties of perjury. I understand that

- all statements made in connection with the application are subject to verification
- any intentional falsification of this letter can be grounds for the denial, non-renewal, suspension or revocation of my C-01 Certificate of Fitness and the C-02 Certificate of Fitness as applies to the applicant.
- FDNY representative may question the C-02 Certificate of Fitness holder as to the required knowledge and skills above to verify their capability during inspection.

\_\_\_\_\_  
(Printed name of C-01 COF holder)

\_\_\_\_\_  
(C-01 COF holder's job title)

\_\_\_\_\_  
(Signature of C-01 COF holder)

**C-02 Sample Training Affidavit**

**COMPANY NAME**  
**BUSINESS ADDRESS**

Fire Department  
Bureau of Fire Prevention  
9 Metro Tech Center  
Brooklyn, NY 11201-3857

Date: \_\_\_\_\_

Dear Sir/Madam:

This affidavit is to verify that \_\_\_\_\_ (Name of Applicant) has been trained in the fire truck operation.

- I  have been trained directly by the fire truck manufacturer (the manufacture letter is attached)
- am a C-02 COF holder (COF #: \_\_\_\_\_; the copy of C-02 COF card is attached)

I, \_\_\_\_\_, hereby swear that on \_\_\_\_\_ (mm/dd/yy) I have personally trained \_\_\_\_\_ (Name of Applicant) the fire truck operations including the following content:

- o Overview of Operations Procedures for the Truck
- o Overview of Duties and Organization of Fire Truck
- o Contents of Truck (Location of portable extinguishers, fittings, etc)
- o Operation of vehicle (How to safely operate the truck in the facility).
- o Operation of Dry Chemical System
  - Normal Discharge of All Hoses, turrets, etc
  - Use of connection hoses to supplement stationary suppression systems.
  - Overview of the actuation manifold and connections.
- o Knowledge of truck storage location
- o Knowledge of testing performed to ensure operation.

I hereby certify that the applicant has been trained and is capable to operate the fire truck located at \_\_\_\_\_ (Applicant's work address) correctly and safely.

On this \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_, I have hereunto affixed my signature and I affirm that all statements made on this form are true under the penalties of perjury. I understand that

- all statements made in connection with the application are subject to verification
- any intentional falsification of this letter can be grounds for the denial, non-renewal, suspension or revocation of the C-02 Certificate of Fitness.
- FDNY representative may question the C-02 Certificate of Fitness holder as to the required knowledge and skills above to verify their capability during inspection.

\_\_\_\_\_  
(Printed name of instructor)

\_\_\_\_\_  
(Signature of instructor)

## INTRODUCTION

An LNG plant is a facility for liquefaction, storage and vaporization of the liquefied natural gas. Professional Engineers (PE), consultants and architects design these types of facilities; authorities (such as the NYC Department of Buildings, Department of Transportation, NYS Department of Environmental Conservation, the NYC FDNY, and US Government agencies) regulate the construction as well as the processes after they are built and commissioned to service.



In every LNG plant a full-time incipient stage fire brigade shall be maintained consisting of 3 fire brigade persons thoroughly trained in the use of fire extinguishing equipment and tools and in the operation of the plant.

At least 2 employees required on each shift shall obtain C-01 Certificates of Fitness from the Fire Department to supervise the operation of the plant. Such candidates shall be selected on the basis of knowledge and experience in LNG plant operation, fire protection systems, refrigeration systems, processing, maintenance, repair, and transfer operations.

The C-01 COF holders are the individuals responsible for overall plant safety. The duties of C-01 COF holders include:

- The correction of fire hazards which are brought to his or her attention in any manner.
- The training of the fire brigade and responsibility for its manpower and efficiency.
- The organization of a training manual which shall emphasize operational safety in every area of the plant.
- Pre-fire planning, details of which shall be developed through liaison and regular combined drills with local fire department units under the supervision of the local deputy chief.

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- Maintenance of records of drills, training, lectures, incidents of any emergency nature, and copies of reports forwarded to supervisors. The safety director shall insure that an immediate report is sent by telephone of every fire, leak, or spill, to the Bureau of Fire Prevention and follow with a written report. This shall be in addition to the normal transmittal of an alarm.
- Establishment of a regular maintenance program for fire protection equipment, supervision of all maintenance and repair work to verify compliance with fire regulations. The safety director shall have the authority and duty to stop all work being done in violation of fire department or company safety regulations.

In every LNG plant, a dry chemical mobile, self-powered or trailer type with dedicated tractor, fire truck shall be provided for support operation of automatic systems and/or flexibility of operations in controlling LNG or surface Class A, B and C fires throughout the plant.

At least one employee must be designated to be in charge of the mobile unit and that person shall obtain FDNY C-02 Certificates of Fitness to be a qualified fire truck operator.

### **DUTIES OF C-02 COF HOLDER (FIRE TRUCK OPERATOR)**

A qualified fire truck operator (C-02 COF holder) shall be on duty at all times without exception and the truck shall be stored indoors where it is easily accessible to the assigned personnel.

All operating employees shall be regularly drilled and trained in the operation of the vehicle and equipment.

### **FIRE TRUCK REQUIREMENTS**

The design of the truck and dry chemical unit shall be acceptable to the Fire Department, but shall be not less than 4000 pounds dry chemical capacity. The dry chemical used shall be of the type, and compatible with the discharge rate used in the fixed systems.

The truck shall be outfitted with such equipment that it will be a self-sufficient unit; e.g., hose, nozzles, tools, lights, self-contained breathing apparatus, and extinguishers for handling small fires of the Class A, B and C types.

The truck is subject to the operational test and annual retests, these tests must be made in the presence of an FDNY representative.

The truck shall not be taken off the property except for major repairs in which event the FDNY shall be immediately notified.

Where the area protected by a fixed system is physically beyond the reach of hand hose lines from the mobile truck, an inlet to the fixed piping system shall be provided whereby the truck dry chemical unit can augment the system.

In regard to marine loading or unloading of LNG, a dry chemical fire truck with the C-02 COF holder shall be stationed on the pier near the LNG manifold, continuously during LNG transfer.