



Office of Training  
and Certification

# New Jersey Division of Fire Safety

## BASIC PRACTICAL SKILLS EXAMINATION REPORT

Skill sheet #

**FF2-02**

Certification title

**Firefighter II**  
***FIRE DEPARTMENT COMMUNICATIONS***  
***COMPLETE INCIDENT REPORT***

### Applicant Information

Candidate name

DFS ID #

Course #

### Evaluation

#### Standard:

**NFPA 1001, 2013 Edition  
6-2.1**

#### Task

Complete a basic incident report

#### Conditions and Outcome

Given a report form, guidelines, and incident information, the candidate shall be able to prepare a basic incident report that records all pertinent information, ensuring accuracy and completeness. **The candidate will complete this task with a minimum of 5 items answered correctly.**

Number	Task Steps	First Test		Retest #1		Retest #2	
		Pass	Fail	Pass	Fail	Pass	Fail
1	Determine the necessary data management codes used for recording coded information						
2	Complete all applicable alarm information sections						
3	Complete all applicable narrative sections						
4	Operate the equipment normally used by local agencies for completing incident reports						
5	Proofread report to ensure accuracy and completeness						
6	Route, file, and/or forward report in accordance with local agency criteria						
<b>Final Test Result for Entire Task</b>							

Evaluator signature & comments, Test #1		Evaluator signature & comments, Retest #1		Evaluator signature & comments, Retest #2	
Evaluator signature	Date	Evaluator signature	Date	Evaluator signature	Date
<b>Candidate signature &amp; acknowledgement, Test #1</b>		<b>Candidate signature &amp; acknowledgement, Retest #1</b>		<b>Candidate signature &amp; acknowledgement, Retest #2</b>	
By my signature below I acknowledge I have read and understood the evaluation results and evaluator comments		By my signature below I acknowledge I have read and understood the evaluation results and evaluator comments		By my signature below I acknowledge I have read and understood the evaluation results and evaluator comments	
Candidate signature	Date	Candidate signature	Date	Candidate signature	Date