



Office of Training
and Certification

New Jersey Division of Fire Safety

BASIC PRACTICAL SKILLS EXAMINATION REPORT

Skill sheet #

FO1-13

Certification title

Fire Officer I
INSPECTION AND INVESTIGATION
CONDUCT A FIRE INSPECTION

Applicant Information

Candidate name

DFS ID #

Course #

Evaluation

Standard:
NFPA 1021, 2009 Edition
4.5.1

Task

Describe the organization's procedures for conducting fire inspections, so that all hazards, including hazardous materials, are identified, approved forms are completed, and approved action is initiated:

Conditions and Outcome

Given Policies and procedures, forms/reports, and notepad or computer, and one of the following occupancies listed below candidate will assume the role of a Company Officer and will conduct a fire inspection the premises. All findings of the inspection shall be documented in accordance with approved policies and procedures of the AHJ

- (1) Assembly
- (2) Educational
- (3) Health care
- (4) Detention and correctional
- (5) Residential
- (6) Mercantile
- (7) Business
- (8) Industrial
- (9) Storage
- (10) Unusual structures
- (11) Mixed occupancies

The candidate will complete this task with a minimum of 6 items answered correctly

Number	Task Steps	First Test		Retest #1		Retest #2	
		Pass	Fail	Pass	Fail	Pass	Fail
1	Initiate initial contract with courtesy and professionalism.						
2	Obtain cooperation by emphasizing the reasoning behind the inspection and pre-incident plan						
3	Exhibit professional appearance and demeanor for the site visit.						
4	Include all elements of the fire inspection according to policy. Forms to include site specific hazards and hazardous materials.						
5	Include all elements and inspection according to policy, forms, drawings, etc.						
6	Produce a completed fire inspection document using the appropriate forms and reports						
7	Communicate effectively using both verbal and written methods.						
8	Communicate effectively using both verbal and written methods.						
Final Test Result for Entire Task							

Continued on next page

Fire Officer I: Inspections and Investigations**Page 2**

Evaluator signature & comments, Test #1		Evaluator signature & comments, Retest #1		Evaluator signature & comments, Retest #2	
Evaluator signature	Date	Evaluator signature	Date	Evaluator signature	Date
Candidate signature & acknowledgement, Test #1		Candidate signature & acknowledgement, Retest #1		Candidate signature & acknowledgement, Retest #2	
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

Form DFS-SS-1 10/12

Approved by NJ SME Committee 12/3/2013.