



Office of Training  
and Certification

# New Jersey Division of Fire Safety

## BASIC PRACTICAL SKILLS EXAMINATION REPORT

Skill sheet #

**FO1-14**

Certification title

**Fire Officer I**  
**INSPECTION AND INVESTIGATION**  
**DEVELOP PREPLAN**

### Applicant Information

Candidate name

DFS ID #

Course #

### Evaluation

**Standard:**  
**NFPA 1021 2009 Edition**  
**4.5.2**

#### Task

Identify construction, alarm, detection, and suppression features that contribute to or prevent the spread of fire, heat, and smoke throughout the building or from one building to another, so that a pre-incident plan is developed

#### Conditions and Outcome

Given Policies and procedures, forms/reports, preplan document, and notepad or computer, and one of the following occupancies:

- (1) Public assembly
- (2) Educational
- (3) Institutional
- (4) Residential
- (5) Business
- (6) Industrial
- (7) Manufacturing
- (8) Storage
- (9) Mercantile
- 10) Special properties

The Candidate will complete all elements of the assigned task. Include candidate's narrative on task completion, forms, photos/drawings etc., department policy or procedure

**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
<b>1</b>	Initiate initial contract with courtesy and professionalism.						
<b>2</b>	Obtain cooperation by emphasizing the reasoning behind the inspection and pre-incident plan						
<b>3</b>	Exhibit professional appearance and demeanor for the site visit.						
<b>4</b>	Include all elements of the fire pre-incident plan report according to policy, to include site specific hazards, hazardous materials, forms, and drawings.						
<b>5</b>	Produce a completed fire pre-incident plan document using the appropriate forms and reports						
<b>6</b>	Communicate effectively using both verbal and written methods						
<b>Final Test Result for Entire Task</b>							

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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.