



Office of Training
and Certification

New Jersey Division of Fire Safety

BASIC PRACTICAL SKILLS EXAMINATION REPORT

Skill sheet #

FO1-2

Certification title

Fire Officer 1
HUMAN RESOURCE MANAGEMENT
ASSIGN TASKS OR RESPONSIBILITIES TO UNIT
MEMBERS DURING NON-EMERGENCY OPERATIONS

Applicant Information

Candidate name

DFS ID #

Course #

Evaluation

Standard:
NFPA 1021, 2009 Edition
4.2.2

Task

Assign tasks or responsibilities to unit members during non-emergency operations at a station or other work location so that the instructions are complete, clear, and concise; safety considerations are addressed; and the desired outcomes are conveyed

Conditions and Outcome

Given an assignment during either actual or simulated non-emergency conditions at a station or other work location, the candidate shall be able to issue instructions for frequently assigned tasks or responsibilities to unit members during non-emergency operations based on department policy. **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	Issue instructions to unit members for frequently assigned tasks based on department policy and scenario provided						
2	Provide appropriate instructions to unit members in a manner that is complete, clear, and concise						
3	Ensure safety considerations are addressed for scenario given						
4	Communicate orders and desired outcomes to unit members appropriate to scenario						
5	Ensure orders and outcomes are understood by unit members						
6	Utilize personnel and/or equipment in an efficient manner						
Final Test Result for Entire Task							

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