



Office of Training
and Certification

New Jersey Division of Fire Safety

BASIC PRACTICAL SKILLS EXAMINATION REPORT

Skill sheet #

FO1-11

Certification title

Fire Officer I
ADMINISTRATION
EXECUTE ROUTINE UNIT LEVEL ADMINISTRATIVE
FUNCTIONS

Applicant Information

Candidate name

DFS ID #

Course #

Evaluation

Standard:
NFPA 1021, 2009 Edition
4.1.2 & 4.4.2

Task

Execute routine unit level administrative functions so that the reports and logs are complete and files are maintained in accordance with policies and procedures

Conditions and Outcome

Given actual or simulated forms and record management systems, the candidate shall be able to execute administrative functions and to communicate orally and in writing. **The candidate will complete this task with a minimum of 3 items answered correctly**

Number	Task Steps	First Test		Retest #1		Retest #2	
		Pass	Fail	Pass	Fail	Pass	Fail
1	Issue instructions to unit member(s) in a clear, concise, and understandable manner						
2	Demonstrate to unit member(s) how to complete applicable reports and logs						
3	Verify reports and logs are completed by unit member(s) according to policies, procedures, and scenario						
4	Determine that applicable files are maintained according to policies, procedures, and scenario						
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

Form DFS-SS-1 10/12

Approved by NJ SME Committee 12/3/2013.