



Office of Training  
and Certification

# New Jersey Division of Fire Safety

## BASIC PRACTICAL SKILLS EXAMINATION REPORT

Skill sheet #

**FO1-10**

Certification title

**Fire Officer 1**  
**ADMINISTRATION**  
**EXPLAIN THE PURPOSE OF EACH MANAGEMENT**  
**COMPONENT OF THE ORGANIZATION**

### Applicant Information

Candidate name

DFS ID #

Course #

### Evaluation

**Standard:**  
**NFPA 1021- 2020 Edition**  
**4.4.4**

**Task**

Explain the purpose of each management component of the organization, so that the explanation is current and accurate and clearly identifies the purpose and mission of the organization.

**Conditions and Outcome**

Given an Organization chart, department policies and procedures (SOP/SOG), mission of the organization, forms/reports, and notepad or computer the candidate will provide a current copy of his or her department's organizational chart with defined responsibilities and duties. The candidate should review the organizational chart and recommend changes to improve the efficiency of his or her organization. Suggested changes must include written justification. If no changes are identified, then written support to the organizational structure must be created. If the candidate has no department organizational chart, then he or she shall create one with written defined responsibilities and duties. **The candidate will complete this task with a minimum of 4 items answered correctly.**

Number	Task Steps	First Test		Retest #1		Retest #2	
		Pass	Fail	Pass	Fail	Pass	Fail
<b>1</b>	Identify the structure of an organization.						
<b>2</b>	Identify the functions of management.						
<b>3</b>	Communicate the mission of the organization in writing.						
<b>4</b>	Communicate the defined responsibilities and duties of the organization in writing.						
<b>5</b>	Correct, reinforce, or develop defined management components of an organization.						
<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