

 Office of Training and Certification	<h1 style="text-align: center;">New Jersey Division of Fire Safety</h1> <h2 style="text-align: center;">BASIC PRACTICAL SKILLS EXAMINATION REPORT</h2>	
	Skill sheet # FO1-8	Certification title Fire Officer 1 ADMINISTRATION EXECUTE ROUTINE UNIT LEVEL ADMINISTRATIVE FUNCTIONS

Applicant Information		
Candidate name	DFS ID #	Course #

Evaluation	
Standard: NFPA 1021, 2020 Edition 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, procedures and practices.
	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, practices and scenario.						
4	Determine that applicable files are maintained according to policies, procedures, practices 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