



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, 2020 Edition**  
**4.2.2 & 4.2.6**

**Task**

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

**Conditions and Outcome**

Given an assignment during actual or simulated non-emergency conditions at a work location, the candidate shall be able to issue instructions for frequently assigned tasks to unit members during non-emergency operations based on department policy. **The candidate will complete this task with a minimum of 6 items answered correctly**

Number

Task Steps

First Test

Retest #1

Retest #2

		Pass	Fail	Pass	Fail	Pass	Fail
<b>1</b>	Issue written instructions to members for frequently assigned tasks using policies, procedures, and practices.						
<b>2</b>	Prioritize instructions to unit members in a manner that is complete, clear, and concise.						
<b>3</b>	Ensure safety considerations are addressed for scenario given						
<b>4</b>	Communicate orders and desired outcomes to unit members appropriate to scenario						
<b>5</b>	Ensure orders and outcomes are understood by unit members						
<b>6</b>	Utilize personnel and/or equipment in an efficient manner.						
<b>7</b>	Establish safety measures for appropriate to the 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