



Office of Training  
and Certification

# New Jersey Division of Fire Safety

## BASIC PRACTICAL SKILLS EXAMINATION REPORT

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
<b>1</b>	Issue instructions to unit member(s) in a clear, concise, and understandable manner.						
<b>2</b>	Demonstrate to unit member(s) how to complete applicable reports and logs.						
<b>3</b>	Verify reports and logs are completed by unit member(s) according to policies, procedures, practices and scenario.						
<b>4</b>	Determine that applicable files are maintained according to policies, procedures, practices and scenario.						
<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

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Approved by NJ SME Committee 04/23/2021.