New Jersey Division of Fire Safety
PRACTICAL SKILLS EXAMINATION REPORT

Office of Training and Certification

Skill Sheet #

FO3-13

Certification title

Fire Officer 3
ADMINISTRATION
ANALYZE AND INTERPRET DATA

Applicant Information		
Candidate name	DFS ID #	Course #

Evaluation		

Standard: **NFPA 1021, 2020 Edition** **6.4.5**	**Task** Analyze and interpret records and data, given a fire department records system, so that validity is determined and improvements are recommended
	Conditions and Outcome Given department policies and procedures, the candidate shall analyze and interpret records and data in which the candidate uses evaluative methods and communicates orally or 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	Complete a written analysis of fire department's records and data management system (i.e. current system accurately captures data, storage capabilities, and retrieval of department information).						
2	Provide documentation of recommended improvements based on findings						
3	Determine a funding source for recommended improvements based on findings						
4	Submit written analysis and documentation to appropriate department or city personnel.						
	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