New Jersey Division of Fire Safety
PRACTICAL SKILLS EXAMINATION REPORT

Office of Training and Certification

Skill Sheet #	Certification title	
FO3-12		**Fire Officer 3** **ADMINISTRATION** *DEPARTMENT RECORD & MANAGEMENT SYSTEM DEVELOPMENT*

Applicant Information

Candidate name	DFS ID #	Course #

Evaluation

Standard: **NFPA 1021,** **2020 Edition** **6.4.4**	**Task** Direct the development, maintenance, and evaluation of a department records management system so that completeness and accuracy are achieved.
	Conditions and Outcome Given department policies and procedures, the candidate shall direct the development, maintenance, and evaluation of a department record and management system in which the candidate demonstrates the ability to use evaluative methods, organize data, and communicates orally or in writing. **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**
1	Evaluate current policies and procedures for developing, maintaining, and evaluating department records.						
2	Determine the need for developing or purchasing a department records management system based on review of policies and procedures.						
3	Organize data on various records management systems available to fire departments.						
4	Establish and communicate in verbal or written format maintenance guidelines for the system that has been purchased or developed.						
5	Develop an evaluation method to determine effectiveness and accuracy of the records management system.						
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