



Office of Training
and Certification

New Jersey Division of Fire Safety

BASIC PRACTICAL SKILLS EXAMINATION REPORT

Skill sheet #

FO2-7

Certification title

Fire Officer 2
ADMINISTRATION
DEVELOP A PLAN TO ACCOMPLISH CHANGE IN
THE ORGANIZATION

Applicant Information

Candidate name

DFS ID #

Course #

Evaluation

Standard:
NFPA 1021, 2020 Edition
5.4.5 & 5.4.6

Task

Prepare a concise report for transmittal to a supervisor, given fire department record(s) and a specific request for details such as trends, variances, or other related topics. Develop a plan to accomplish change in the organization, given an agency's change of policies, procedures or practices, so that effective change is implemented in a positive manner.

Conditions and Outcome

Given fire department records and a specific request for details the candidate shall review and evaluate agency performance measure data and shall interpret the data and make a recommendation for improvement or implementation. candidate shall develop a plan to accomplish change in the organization. **The candidate will complete this task with a minimum of 8 items answered correctly.**

Number	Task Steps	First Test		Retest #1		Retest #2	
		Pass	Fail	Pass	Fail	Pass	Fail
1	Obtain applicable performance measure data						
2	Review and evaluate data						
3	Identify possible trends						
4	Conduct trend analysis and identify causal factors						
5	Identify strengths and weaknesses in the data						
6	Determine if further data is required						
7	Make improvement/implementation recommendations in writing						
8	Develop a plan to accomplish the change in the organization based on recommendations						
9	Develop a plan so that the change is implemented in a positive manner.						
10	Show the ability to clearly communicate orally and in writing						
Final Test Result for Entire Task							

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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

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Approved by NJ SME Committee 06/15/2021.