



Office of Training
and Certification

New Jersey Division of Fire Safety

PRACTICAL SKILLS EXAMINATION REPORT

Skill Sheet #

FO3-14

Certification title

Fire Officer 3
ADMINISTRATION
MODEL PLAN FOR CONTINUOUS IMPROVEMENT

Applicant Information

Candidate name

DFS ID #

Course #

Evaluation

Standard:
NFPA 1021, 2020 Edition
6.4.6

Task

Develop a model for continuous organizational improvement so that resource utilization is maximized.

Conditions and Outcome

Given resources for an area to be protected, department policies and procedures, the candidate shall develop a model for continuous organizational improvement in which the candidate demonstrates the ability to research, use evaluative methods, analyze data, and communicates orally or in writing

The candidate will complete this task with a minimum of 5 items answered correctly

Number	Task Steps	First Test		Retest #1		Retest #2	
		Pass	Fail	Pass	Fail	Pass	Fail
1	Research community hazards and needs based on the following: o Community risk analysis o Community needs identification o Community required services o Accreditation programs						
2	Evaluate local risks and planning for necessary resource utilization						
3	Analyze gathered information for assistance in the development of the following: o Organizing and deploying resources o Developing leadership strategies for the political process o Strategic planning at the department level.						
4	Forecast what impact the model for continuous organizational improvement will have on community as well as what problems may be encountered.						
5	Develop and communicate a written plan motivating government representatives and administrative personnel in the organization in order to make improvements in the community.						
6	Identify a method of verifying that the resource utilization has been increased after the planned implementation						
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.