



Office of Training
and certification

New Jersey Division of Fire Safety

PRACTICAL SKILLS EXAMINATION REPORT

Skill sheet#

FM-31

Certification Title

Fire Official
Mission Specific
Manage Compliance process

Applicant Information

Candidate name

DFS ID #

Course #

Evaluation

Standard:
NFPA 1037, 2016 Edition
5.2.8

Task

Based on pictures of potential violations, the candidate will identify the correct code citation.

Conditions and Outcome

The candidate will identify the violation as listed in the New Jersey State Administrative Fire Code and prepare the corrective action needed and time frame. **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	Identify the correct violations						
2	List the corrective action needed to abate the violations.						
3	Provide the time frame for abatement						
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	Evaluator signature	Date

Candidate signature & acknowledgement, Test #1		Candidate signature & acknowledgement, Retest #1		Candidate signature & acknowledgement, Retest #1	
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Revised 5/22/19 Approved by NJ SME Committee 6/12/2019



Office of Training
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New Jersey Division of Fire Safety

PRACTICAL SKILLS EXAMINATION REPORT

Skill sheet#

FM-32

Certification Title

Fire Official
Mission Specific
Manage a Variance Process

Applicant Information

Candidate name

DFS ID #

Course #

Evaluation

Standard:
NFPA 1037, 2016 Edition
5.2.9

Task

The candidate will evaluate a variance request and determine if it is acceptable for code compliance

Conditions and Outcome

The candidate will review a variance request and determine if it is an equivalent solution in regard to fire safety **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	Evaluate correct sub-chapter of the IFC and confirm or deny						
2	Establish a time sensitive review process for variance decisions						
3	Prepare a written decision with proper grammar and punctuation						
Final Test Result for Entire Task							

Evaluator signature & comments, Test #1		Evaluator signature & comments, Retest #1		Evaluator signature & comments, Retest #2	
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Office of Training
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New Jersey Division of Fire Safety

PRACTICAL SKILLS EXAMINATION REPORT

Skill sheet#

FM-33

Certification Title

Fire Official

Mission Specific

Manage the resolution of complaints

Applicant Information

Candidate name

DFS ID #

Course #

Evaluation

Standard:
NFPA 1037, 2016 Edition
5.2.10

Task

The candidate will manage the process for handling complaints

Conditions and Outcome

Given a specific complaint the candidate will develop a step by step process to be used to handle complaints with a resolution provided to the complainant **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

List the steps to effectively process

2

Assure there is a tracking mechanism

3

Establish a limited time frame to resolve

4

Provide a resolution to complainant

5

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 #1

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Office of Training
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New Jersey Division of Fire Safety

PRACTICAL SKILLS EXAMINATION REPORT

Skill sheet#

FM-34

Certification Title

Fire Official

Mission Specific

Manage Fire & Life Safety Education

Applicant Information

Candidate name

DFS ID #

Course #

Evaluation

Standard:
NFPA 1037, 2016 Edition
5.3.2

Identify elements of an effective life safety training program including target audience and intended outcomes

Conditions and Outcome

The candidate will prepare an outline of a life safety education program. It will include target audiences and age-appropriate training elements. There will be at least two age ranges representing young children and senior adults **The candidate will complete this task with a minimum of 2 items answered correctly**

Number	Task Steps	First Test		Retest #1		Retest #2	
		Pass	Fail	Pass	Fail	Pass	Fail
1	List objectives of youth-based program						
2	List objectives of senior based program						
Final Test Result for Entire Task							

Evaluator signature & comments, Test #1		Evaluator signature & comments, Retest #1		Evaluator signature & comments, Retest #2	
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New Jersey Division of Fire Safety

PRACTICAL SKILLS EXAMINATION REPORT

Skill sheet#

FM-35

Certification Title

Fire Official
Mission Specific
Organization Awareness

Applicant Information

Candidate name

DFS ID #

Course #

Evaluation

Standard:
NFPA 1037, 2016 Edition
5.3.4

Task

Prepare an inclusive list of organization communication methods to be employed to heighten awareness for fire prevention and life safety knowledge through the organization and related contacts

Conditions and Outcome

Given a description of the LEA, the candidate will identify the mission statement and goals the organization follows to communicate to members and associates.
The candidate will complete this task with a minimum of 2 items answered correctly

Number	Task Steps	First Test		Retest #1		Retest #2	
		Pass	Fail	Pass	Fail	Pass	Fail
1	List three communication methods						
2	Identify target groups for training						
Final Test Result for Entire Task							

Evaluator signature & comments, Test #1		Evaluator signature & comments, Retest #1		Evaluator signature & comments, Retest #2	
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New Jersey Division of Fire Safety

PRACTICAL SKILLS EXAMINATION REPORT

Skill sheet#

FM-36

Certification Title

Fire Official

Mission Specific

Administer requirements for Investigations

Applicant Information

Candidate name

DFS ID #

Course #

Evaluation

Standard:
NFPA 1037, 2016 Edition
5.4.2

Task

Manage the investigation process as required under New Jersey Administrative Code

Conditions and Outcome

Given an investigation report and applying the policies of the jurisdiction and applicable codes and standards, the candidate will demonstrate the ability to read the report, recognize issues, if any, and approve or reject the report. **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 Determine completeness of the report

2 Approve the report if complete

3 Identify next steps required based on the conclusions

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 #1**

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New Jersey Division of Fire Safety

PRACTICAL SKILLS EXAMINATION REPORT

Skill sheet#

FM-37

Certification Title

Fire Official

Mission Specific

Review and assess investigation reports

Applicant Information

Candidate name

DFS ID #

Course #

Evaluation

Standard:
NFPA 1037, 2016 Edition
5.4.3

Included in FO-36

Conditions and Outcome

. 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

Final Test Result for Entire Task

Evaluator signature & comments, Test #1

Evaluator signature & comments, Retest #1

Evaluator signature & comments, Retest #2

Evaluator signature

Date

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Test #1

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Retest #1

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Retest #1

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Date

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 Office of Training and certification	<h2 style="text-align: center;">New Jersey Division of Fire Safety</h2> <h3 style="text-align: center;"><i>PRACTICAL SKILLS EXAMINATION REPORT</i></h3>	
	Skill sheet# FM-38	Certification Title Fire Official <i>Mission Specific</i> Manage Technical resources for Investigation

Applicant Information		
Candidate name	DFS ID #	Course #

Evaluation	
Standard: NFPA 1037, 2016 Edition 5.4.5	Task Determine the tools and technical resources needed to conduct effective investigations and assure that the LEA will be compliant.
	Conditions and Outcome The Fire Official will implement procedures for conducting effective investigations to include collection of evidence, utilizing proper tools to assure no spoliation, effective reporting and compliance with N.J.A.C. . 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	Assure a qualified investigator is available at all times						
2	Establish a process to assure reports are completed, reviewed and filed						
3	List resources needed to assist the investigator						
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
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Revised 5/22/219 Approved by NJ SME Committee 6/12/2019
Updated on 1/20/2020



Office of Training
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New Jersey Division of Fire Safety

PRACTICAL SKILLS EXAMINATION REPORT

Skill sheet#

FM-39

Certification Title

Fire Official
Mission Specific
Manage Investigative Program

Applicant Information

Candidate name

DFS ID #

Course #

Evaluation

Standard:
NFPA 1037, 2016 Edition
5.4.6

Task


As required in accordance with the NJ UFC and policies of the jurisdiction establish and manage a process to assure timely, effective, and complete investigations for all fires causing death or injury or significant damage or are incendiary in nature.

Conditions and Outcome

Given a fire incident the candidate will review a scenario or actual incident and plan an investigation which will meet the requirements of NJAC and the AHJ. **The candidate will complete this task with a minimum of 2 items answered correctly**

Number	Task Steps	First Test		Retest #1		Retest #2	
		Pass	Fail	Pass	Fail	Pass	Fail
1	Upon review of the investigative report approve or reject the planned investigation						
2	List tools that may be needed to complete the investigation						
Final Test Result for Entire Task							

Continued on next page

 Office of Training and certification	<h2 style="text-align: center;">New Jersey Division of Fire Safety</h2> <h3 style="text-align: center;"><i>PRACTICAL SKILLS EXAMINATION REPORT</i></h3>	
	Skill sheet# FM-40	Certification Title Fire Official <i>Mission Specific</i> Develop a Resource plan for investigations

Applicant Information							
Candidate name				DFS ID #		Course #	
Evaluation							
Standard: NFPA 1037, 2016 Edition 5.4.7		Task As required in accordance with the NJ UFC and policies of the jurisdiction establish and manage a process to assure access to all tools and allied groups and licensed or certified individuals based on the complexity of the target for investigation					
		Conditions and Outcome Given a fire incident the candidate will review a scenario or actual incident and plan an investigation which will meet the requirements of NJAC and the AHJ. The candidate will complete this task with a minimum of 2 items answered correctly					
Number	Task Steps	First Test		Retest #1		Retest #2	
		Pass	Fail	Pass	Fail	Pass	Fail
1	Upon review of the investigative report approve or reject the planned investigation						
2	List tools that may be needed to complete the investigation						
7	Submit report in accordance with provisions of the NJ UFC						
Final Test Result for Entire Task							



Office of Training
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New Jersey Division of Fire Safety

PRACTICAL SKILLS EXAMINATION REPORT

Skill sheet#

FM-40

Certification Title

Fire Official

Mission Specific

Identify Investigative Resources

Applicant Information

Candidate name

DFS ID #

Course #

Evaluation

Standard:
NFPA 1037, 2016 Edition
5.4.7

Task

Establish a resource list of agencies that may be used to support active fire investigations.

Conditions and Outcome

Develop a comprehensive list of resources groups that can supply assistance to support a timely investigation of a fire for which the LEA is obligated to assure a thorough and complete investigation is completed . **The candidate will complete this task with a minimum of 2 items answered correctly**

Number	Task Steps	First Test		Retest #1		Retest #2	
		Pass	Fail	Pass	Fail	Pass	Fail
1	Review approved plan to assure that it is sufficient						
2	Review the process to implement for effectiveness						
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
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IN1-18: *FLAMMABLE & COMBUSTIBLE LIQUIDS & GASES***Page 2**

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New Jersey Division of Fire Safety

PRACTICAL SKILLS EXAMINATION REPORT

Skill sheet#

IN1-19

Certification Title

Fire Inspector
FIELD INSPECTION
HAZARDOUS MATERIALS

Applicant Information

Candidate name

DFS ID #

Course #

Evaluation

Standard:
NFPA 1031, 2014 Edition
4.3.13

Task

Verify code compliance for incidental storage, handling, and use of hazardous materials, given field observations, so that applicable codes and standards for each hazardous material encountered are properly addressed and all deficiencies are identified, documented, and reported in accordance with the UFC and the policies of the jurisdiction.

Conditions and Outcome

Given field observations, policies of the jurisdiction, and applicable codes and standards, Candidate will demonstrate the ability to observe, communicate, interpret codes, recognize problems, and make decisions. **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	Use observations or scenario information to determine issues related to code compliance for incidental storage of hazardous materials						
2	Verify code compliance for proper labeling, storage, handling, safeguards and use of hazardous materials						
3	Identify deficiencies according to codes, standards, and policies						
4	Document and report deficiencies in accordance with provisions of the NJ UFC						
Final Test Result for Entire Task							

Evaluator signature & comments, Test #1		Evaluator signature & comments, Retest #1		Evaluator signature & comments, Retest #2	
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New Jersey Division of Fire Safety

PRACTICAL SKILLS EXAMINATION REPORT

Skill sheet#

IN1-20

Certification Title

Fire Inspector
FIELD INSPECTION
FIRE GROWTH POTENTIAL

Applicant Information

Candidate name

DFS ID #

Course #

Evaluation

Standard:
NFPA 1031, 2014 Edition
4.3.14

Task

Recognize a hazardous fire growth potential in a building or space, given observations, so that the hazardous conditions are identified, documented, and reported in accordance with the applicable codes policies of the jurisdiction.

Conditions and Outcome

Given a scenario, field observations, policies of the jurisdiction, and applicable codes and standards, the candidate will demonstrate the ability to observe, communicate, interpret codes, recognize hazardous conditions, and make decisions.
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	Using observations or scenario information provided, recognize and state potential for hazardous fire growth						
2	Identify and document conditions contributing to this potential situation including rating of contents, interior finishes, building elements and general housekeeping						
3	Identify applicable codes, standards and guidelines to determine compliance						
4	Identify remedies for the hazardous conditions						
5	Document and report deficiencies in accordance with jurisdiction policies						
Final Test Result for Entire Task							

Evaluator signature & comments, Test #1		Evaluator signature & comments, Retest #1		Evaluator signature & comments, Retest #2	
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New Jersey Division of Fire Safety

PRACTICAL SKILLS EXAMINATION REPORT

Skill sheet#

IN1-21

Certification Title

Fire Inspector
FIELD INSPECTION
CODE COMPLIANCE

Applicant Information

Candidate name

DFS ID #

Course #

Evaluation

Standard:
NFPA 1031, 2014 Edition
4.3.15

**This Skill sheet has been
incorporated into Skill
Sheet IN1-1 which meets
the requirements of
JPR 4.2.1**

Task

Determine code compliance of a fire protection system. Candidate will apply the codes, standards, and policies of the jurisdiction in order to verify compliance or non-compliance.

Conditions and Outcome

Given a fire safety system and provided with jurisdictional codes, standards, and policies, the candidate shall demonstrate code-related research, determine code Compliance, and clearly express proper code requirements in writing.
The candidate will complete this task with a minimum of 6 items answered correctly

Number	Task Steps	First Test		Retest #1		Retest #2	
		Pass	Fail	Pass	Fail	Pass	Fail
1	Identify fire safety issues, if any, in writing						
2	Note appropriate fire protection and prevention practices						
3	Document pertinent information						
4	Written report is clear and legible						
5	Spelling, grammar, and punctuation clear and concise.						
6	Reference applicable codes and standards accurately and explain fire and life safety benefits for compliance with specific codes						
7	Report any deficiencies according to codes, standards, and policies						
Final Test Result for Entire Task							

Evaluator signature & comments, Test #1		Evaluator signature & comments, Retest #1		Evaluator signature & comments, Retest #2	
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New Jersey Division of Fire Safety

PRACTICAL SKILLS EXAMINATION REPORT

Skill sheet#

IN1-22

Certification Title

Fire Inspector
FIELD INSPECTIONS
PERFORM FLOW TESTING

Applicant Information

Candidate name

DFS ID #

Course #

Evaluation

Standard:
NFPA 1031, 2014 Edition
4.3.16

Task

Verify fire flows for a site, given fire flow test results and water supply data, so that required fire flows are in accordance with applicable codes and standards and deficiencies are identified, documented, and reported in accordance with the applicable codes and standards and the policies of the jurisdiction

Conditions and Outcome

Given flow test equipment, an installed water distribution system or a scenario and a Universal Water Flow Test Summary Sheet (Page 491 IFSTA Inspector, 8th ed.) the candidate shall verify fire flows for a site so that the results are documented accordingly and the fire flow is confirmed as being in accordance with applicable codes and standards. Identify, document and report any deficiencies in accordance with the applicable policies.

The candidate will complete this task with a minimum of 7 items answered correctly

Number	Task Steps	First Test		Retest #1		Retest #2	
		Pass	Fail	Pass	Fail	Pass	Fail
1	Perform test or use scenario data provided						
2	Personnel at test hydrant and all flow hydrants as necessary						
3	Remove cap from test hydrant and attach pressure gauge, assure all remaining caps are snug						
4	Open hydrant, bleed air from pressure gauge using petcock						
5	Record static pressure on test hydrant pressure gauge						
7	Open flow hydrant, record velocity pressure using pitot gauge, record residual pressure on test hydrant						
8	Close hydrants, return to service						
9	Record all results; compute flow thru graphical analysis						
Final Test Result for Entire Task							

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