



Office of Training
and certification

New Jersey Division of Fire Safety

PRACTICAL SKILLS EXAMINATION REPORT

Skill sheet#
FM--6

Certification Title
Fire Official
ADMINISTRATION

Guide an effective record keeping system

Applicant Information

Candidate name	DFS ID #	Course #
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Evaluation

<p>Standard: NFPA 1037, 2016 Edition 4.2.6 and 5.2.6</p>	<p style="text-align: center;">Task</p> <p>Manage a record keeping system which meets the requirement of the AHJ and NJUFC based on LEA information provided.</p> <p style="text-align: center;">Conditions and Outcome</p> <p>The Candidate will identify records required to be maintained by the AHJ.. The candidate will complete this task with a minimum of 2 items answered correctly</p>
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Number	Task Steps	First Test		Retest #1		Retest #2	
		Pass	Fail	Pass	Fail	Pass	Fail
1	Develop a list of items needed in the system						
2	Identify at least two permanent records required to be maintained.						
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	
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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