



Office of Training  
and certification

# New Jersey Division of Fire Safety

## *PRACTICAL SKILLS EXAMINATION REPORT*

Skill sheet#  
**FM-2**

Certification Title  
**Fire Official**  
**ADMINISTRATION**  
**ESTABLISH PERSONNEL ASSIGNMENTS**

### Applicant Information

Candidate name	DFS ID #	Course #
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### Evaluation

**Standard:**  
NFPA 1037, 2016 Edition  
4.2.2

**Task**  
Establish a staffing plan for inspectors complete with schedule based on LEA information provided.

**Conditions and Outcome**  
Given a period of time, the candidate will develop a staffing schedule which will satisfy the needs of the bureau. **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	Recognize the need for a schedule						
2	Determine required hours to be staffed						
3	Prepare the staffing plan that satisfies the schedule need						
<b>Final Test Result for Entire Task</b>							

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