



Office of Training
and Certification

New Jersey Division of Fire Safety

BASIC PRACTICAL SKILLS EXAMINATION REPORT

Skill sheet #

FO1-20

Certification title

Fire Officer 1
INSPECTION AND INVESTIGATION
CONDUCT A FIRE INSPECTION

Applicant Information

Candidate name

DFS ID #

Course #

Evaluation

Standard:
NFPA 1021, 2020 Edition
4.5.1

Task

Describe the organization's procedures and/or practices for conducting fire inspections, so that all hazards, including hazardous materials, are identified, approved forms are completed, and approved action is initiated:

Conditions and Outcome

Given policies and procedures, forms/reports, and notepad or computer, and one of the following occupancies listed below. Candidate will assume the role of a Company Officer and will conduct a fire inspection the premises. All findings of the inspection shall be documented in accordance with approved policies and procedures of the AHJ

- (1) Assembly
- (2) Educational
- (3) Health care
- (4) Detention and correctional
- (5) Residential
- (6) Mercantile
- (7) Business
- (8) Industrial
- (9) Storage
- (10) Unusual structures
- (11) Mixed occupancies

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	Initiate initial contact with courtesy and professionalism.						
2	Obtain cooperation by emphasizing the reasoning behind the inspection.						
3	Exhibit professional appearance and demeanor for the site visit.						
4	Include all elements of the fire inspection according to policy. (to include site specific hazards and hazardous materials).						
5	Include all elements and inspection according to policy, forms, drawings, etc.						
6	Produce a completed fire inspection document using the appropriate forms and reports.						
7	Communicate effectively using both verbal and written methods.						
Final Test Result for Entire Task							

Continued on next page

Fire Officer I: Inspections and Investigations**Page 2**

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

Form DFS-SS-1 04/2021

Approved by NJ SME Committee 04/23/2021.