



Office of Training  
and certification

# New Jersey Division of Fire Safety

## ***PRACTICAL SKILLS EXAMINATION REPORT***

Skill sheet#

**FM-03**

Certification Title

**Fire Official**

***ADMINISTRATION***

**Establish a strategic and operational plan**

### Applicant Information

Candidate name

DFS ID #

Course #

### Evaluation

**Standard:**  
**NFPA 1037, 2016 Edition**  
**4.2.3**

**Task**  
Recognize the need for short term and long-term planning for the AHJ based on the LEA information provided.

**Conditions and Outcome**  
The candidate will identify the types of planning they may use and time frames to which they apply. **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
<b>1</b>	Identify criteria for planning according to local jurisdiction policies						
<b>2</b>	Determine if the need for a new plan exists						
<b>3</b>	Communicate requirements for plan process according to local policies verbally and/or in writing (choose 1)						
<b>3a</b>	Verbally: Uses clear and concise statements <b>OR</b>						
<b>3b</b>	Writing: Uses correct spelling, grammar, and punctuation						
<b>4</b>	State rationale for the plan process verbally and/or in writing (choose 1)						
<b>4a</b>	Verbally: Uses clear, concise statements <b>OR</b>						
<b>4b</b>	Writing: Uses spelling, grammar, and punctuation correctly						
<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
<b>Candidate signature &amp; acknowledgement, Test #1</b>		<b>Candidate signature &amp; acknowledgement, Retest #1</b>		<b>Candidate signature &amp; acknowledgement, Retest #1</b>	
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	

Form DFS-SS-

Approved by NJ SME Committee