



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 #

Evaluation

Standard:
NFPA 1037, 2016 Edition
4.2.6 and 5.2.6

Task

Manage a record keeping system which meets the requirement of the AHJ and NJUFC based on LEA information provided.

Conditions and Outcome

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**

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

Revised 5/22/19 Approved by NJ SME Committee 6/12/2019
Updated on 1/20/2020