



Candidate: _____

Successful

Evaluator: _____

Unsuccessful

Date: _____

1021-PRODUCT-11

Standard:	NFPA 1021 – 2020 edition – 4.4.2
Task:	Execute routine unit-level administrative functions.
Performance Outcome:	The reports and logs are complete and files are maintained in accordance with policies and procedures.
Conditions:	Given forms and record-management systems.
Candidate Directive:	“Complete the provided reports/logs and file correctly”.

NO.	TASK STEPS	CRITERIA				Points
		4	3	2	1	
1	Reports were completed	Reports were complete and accurate	Reports were mostly complete and accurate	Reports were somewhat complete and accurate	Reports were incomplete and/or inaccurate	
2	Reports were filed	Reports were filed correctly	Reports were mostly filed correctly	Reports were filed somewhat correctly	Reports were filed incorrectly or not at all	

Evaluator/Candidate Comments:

Candidate (print and sign)

Date

Evaluator (print and sign)

Date