



Candidate: _____

Successful

Evaluator: _____

Unsuccessful

Date: _____

1021-PRODUCT-33

Standard:	NFPA 1021 – 2020 edition – 5.4.5
Task:	Prepare a concise report for transmittal to a supervisor.
Performance Outcome:	The information required for the AHJ is accurate and documented.
Conditions:	Given fire department record(s) and a specific request for details such as trends, variances, or other related topics.
Candidate Directive:	“Prepare a report for your supervising officer that answers the request provided.”

NO.	TASK STEPS	CRITERIA				Points
		4	3	2	1	
1	Report was prepared	Report is complete, thorough, well organized	Report is complete, is mostly organized	Report is somewhat complete or unorganized	Report is incomplete, not well developed	
2	Information was accurate and documented	All information was accurate, detailed and clearly documented	Most information was accurate, detailed and clearly documented	Some information was accurate, it lacked detail or was not well documented	Most information was inaccurate or not well documented	

Evaluator/Candidate Comments:

Candidate (print and sign)

Date

Evaluator (print and sign)

Date