



Candidate: _____

Successful

Evaluator: _____

Unsuccessful

Date: _____

1021-SKILL-24

Standard:	NFPA 1021 – 2020 edition – 5.2.1
Task:	Initiate actions to maximize member performance and/or to correct unacceptable performance.
Performance Outcome:	Member and/or unit performance improves or the issue is referred to the next level of supervision.
Conditions:	Given human resource policies and procedures.
Candidate Directive:	“In the situation provided, explain how you would correct your crew members’ unacceptable performance.”

NO.	TASK STEPS	TEST	
		Successful	Unsuccessful
1	Corrective actions were initiated		
2	Corrective actions followed policies and procedures		
3	Member/unit performance improved		
4	Issue was referred to the next level of supervision if needed		

**Evaluator/Candidate
Comments:**

Candidate (print and sign)

Date

Evaluator (print and sign)

Date



Candidate: _____

Successful

Evaluator: _____

Unsuccessful

Date: _____

1021-SKILL-25

Standard:	NFPA 1021 – 2020 edition – 5.2.2
Task:	Evaluate the job performance of assigned members.
Performance Outcome:	Each member’s performance is evaluated accurately and reported according to human resource policies and procedures.
Conditions:	Given personnel records and evaluation forms.
Candidate Directive:	“Using the provided forms and information, complete a performance evaluation for each member.”

NO.	TASK STEPS	TEST	
		Successful	Unsuccessful
1	Member performance was evaluated accurately		
2	Evaluations were reported according to human resource policies and procedures		

**Evaluator/Candidate
Comments:**

Candidate (print and sign)

Date

Evaluator (print and sign)

Date



Candidate: _____

Successful

Evaluator: _____

Unsuccessful

Date: _____

1021-PRODUCT-26

Standard:	NFPA 1021 – 2020 edition – 5.2.3
Task:	Create a professional development plan for a member of the organization.
Performance Outcome:	The individual acquires the necessary knowledge, skills, and abilities to be eligible for the position.
Conditions:	Given the requirements for promotion.
Candidate Directive:	“Create a professional development plan to help prepare your crew member for promotion.”

NO.	TASK STEPS	CRITERIA				Points
		4	3	2	1	
1	Professional development plan was created	Plan is clear, detailed, organized	Plan is mostly clear, mostly developed, mostly organized	Plan is missing some information, somewhat organized	Plan is unclear, disorganized	
2	Plan provides the necessary knowledge, skills and abilities for the member to become eligible for promotion	All necessary knowledge, skills and abilities are in the plan	Most necessary knowledge, skills and abilities are in the plan	Some knowledge, skills and abilities are missing or underdeveloped	Most knowledge, skills and abilities are not in the plan	

Evaluator/Candidate Comments:

Candidate (print and sign)

Date

Evaluator (print and sign)

Date



Candidate: _____

Successful

Evaluator: _____

Unsuccessful 1021

Date: _____

PRODUCT-27

Standard:	NFPA 1021 – 2020 edition – 5.3.1
Task:	Supervise multi-unit implementation of a community risk reduction (CRR) program
Performance Outcome:	Community needs are addressed
Conditions:	Given an AHJ CRR plan, policies, and procedures
Candidate Directive:	Supervise multi-unit implementation of a community risk reduction (CRR) program

NO.	TASK STEPS	TEST	
		Successful	Unsuccessful
1	Multi-unit implantation of a CRR was supervised		
2	Community needs were addressed		



FIRE OFFICER – NFPA 1021

PRACTICAL CHECK SHEET

Evaluator/Candidate
Comments:

Candidate (print and sign)

Date

Evaluator (print and sign)

Date



Candidate: _____

Successful

Evaluator: _____

Unsuccessful

Date: _____

1021-PRODUCT-28

Standard:	NFPA 1021 – 2020 edition – 5.3.2
Task:	Explain the benefits to the organization of cooperating with allied organizations.
Performance Outcome:	The purpose for establishing external agency relationships is clearly explained.
Conditions:	Given a specific problem or issue in the community.
Candidate Directive:	“Explain why fire departments should cooperate with allied organizations to solve the given problem in the community.”

NO.	TASK STEPS	CRITERIA				Points
		4	3	2	1	
1	Purpose for establishing external agency relationships is explained	Explanation clearly describes the problem, the allied organizations and the reason and benefits of cooperating	Explanation mostly describes the problem, the allied organizations and the reason and benefits of cooperating	Explanation somewhat describes the problem, the allied organizations and the reason and benefits of cooperating	Explanation does not describe the problem, the allied organizations and the reason and benefits of cooperating	

**Evaluator/Candidate
Comments:**

Candidate (print and sign)

Date

Evaluator (print and sign)

Date



Candidate: _____

Successful

Evaluator: _____

Unsuccessful

Date: _____

1021-PRODUCT-29

Standard:	NFPA 1021 – 2020 edition – 5.4.1
Task:	Develop a policy or procedure.
Performance Outcome:	The recommended policy or procedure identifies the problem and proposes a solution.
Conditions:	Given an assignment
Candidate Directive:	“Develop a policy, procedure or guideline to address a problem.”

NO.	TASK STEPS	CRITERIA				Points
		4	3	2	1	
1	Policy (or procedure) was developed	Policy is in a well-organized format and is complete	Policy is in a mostly organized format and is complete	Policy is in a somewhat organized format and is complete	Policy is not in an organized format or is not complete	
2	Policy (or procedure) identifies the problem	Problem was clearly identified	Problem was mostly identified	Problem was somewhat identified	Problem was unclear	
3	Policy (or procedure) proposes a solution	Solution clearly solves the problem and is realistic	Solution mostly solves the problem and is mostly realistic	Solution somewhat solved the problem or somewhat realistic	Solution does not solve the problem or is not realistic	

Evaluator/Candidate Comments:

Candidate (print and sign)

Date

Evaluator (print and sign)

Date



Candidate: _____

Successful

Evaluator: _____

Unsuccessful

Date: _____

1021-PRODUCT-30

Standard:	NFPA 1021 – 2020 edition – 5.4.2
Task:	Develop a project or divisional budget.
Performance Outcome:	Capital, operating, and personnel costs are determined and justified.
Conditions:	Given schedules and guidelines concerning budget preparation.
Candidate Directive:	“Prepare a project or divisional budget.”

NO.	TASK STEPS	CRITERIA				Points
		4	3	2	1	
1	Budget was prepared	Is accurate and is in a clearly organized format	Is accurate and is in a mostly organized format	Is mostly accurate, and in a mostly organized format	Is most inaccurate or disorganized	
2	Capital, operating and personnel costs were determined	All capital, operating and personnel costs were accurately determined	Most capital, operating and personnel costs were determined	Some capital, operating and personnel costs were determined	Capital, operating and personnel costs were not determined	
3	Capital, operating and personnel costs were justified	Benefits of capital, operating and personnel costs were clearly and concisely explained	Benefits of capital, operating and personnel costs were mostly explained	Benefits of capital, operating and personnel costs were not clear and concise	Benefits of capital, operating and personnel costs were not explained	



FIRE OFFICER – NFPA 1021
PRACTICAL CHECK SHEET

Evaluator/Candidate
Comments:

Candidate (print and sign)

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Evaluator (print and sign)

Date



FIRE OFFICER – NFPA 1021
PRACTICAL CHECK SHEETS

Candidate: _____

Successful

Evaluator: _____

Unsuccessful

Date: _____

1021-PRODUCT-31

Standard:	NFPA 1021 – 2020 edition – 5.4.3
Task:	Describe the process of purchasing, including soliciting and awarding bids.
Performance Outcome:	The needs of the organization are met within the applicable federal, state/provincial, and local laws and regulations.
Conditions:	Given established specifications in order to ensure competitive bidding.
Candidate Directive:	“Describe the process of purchasing, including soliciting and awarding bids.”

NO.	TASK STEPS	CRITERIA				Points
		4	3	2	1	
1	The process of purchasing was described	Description was accurate, detailed and complete	Description was mostly complete	Description was lacking detail	Description was incomplete or absent	
2	The needs of the organization were met within laws and regulations	The needs were completely met within laws and regulations	The needs were mostly met within laws and regulations	The needs were somewhat met within laws and regulations	The needs were not met within the laws and regulations	

Evaluator/Candidate Comments:

Candidate (print and sign)

Date

Evaluator (print and sign)

Date



FIRE OFFICER – NFPA 1021
PRACTICAL CHECK SHEETS

Candidate: _____

Successful

Evaluator: _____

Unsuccessful

Date: _____

1021-PRODUCT-32

Standard:	NFPA 1021 – 2020 edition – 5.4.4
Task:	Prepare a news release.
Performance Outcome:	The information is accurate and formatted correctly.
Conditions:	Given an event or topic.
Candidate Directive:	“Prepare a news release to inform the public about relevant details of the provided event or topic.”

NO.	TASK STEPS	CRITERIA				Points
		4	3	2	1	
2	Information was accurate	All information was accurate and detailed	The release was lacking pertinent details	Major information was missing or inaccurate	Most information was missing or inaccurate	
3	News release was formatted correctly	Format perfectly matched the provided template	Format mostly matched the provided template	Format only matched some of the provided template	Format was incorrect	

**Evaluator/Candidate
Comments:**

Candidate (print and sign)

Date

Evaluator (print and sign)

Date



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



Candidate: _____

Successful

Evaluator: _____

Unsuccessful

Date: _____

1021-PRODUCT-34

Standard:	NFPA 1021 – 2020 edition – 5.4.6
Task:	Develop a plan to accomplish change in the organization.
Performance Outcome:	Effective change is implemented in a supportive manner.
Conditions:	Given an agency’s change of policy or procedures.
Candidate Directive:	“Develop a plan to implement change in an effective and supportive manner.”

NO.	TASK STEPS	CRITERIA				Points
		4	3	2	1	
1	Plan to accomplish change was developed	Plan is clear, detailed, well thought out	Plan is mostly clear, mostly developed	Plan is missing some information, under-developed	Plan is unclear, not well developed	
2	Plan included supportive structure	Plan included clear support structure	Plan mostly included support structure	Plan somewhat included support structure	Plan did not clearly include support structure	

Evaluator/Candidate

Comments: _____

Candidate (print and sign)

Date

Evaluator (print and sign)

Date



FIRE OFFICER – NFPA 1021
PRACTICAL CHECK SHEETS

Candidate: _____

Successful

Evaluator: _____

Unsuccessful

Date: _____

1021-SKILL-35

Standard:	NFPA 1021 – 2020 edition – 5.5.1
Task:	Determine the area of origin and preliminary cause of a fire.
Performance Outcome:	To determine if arson is suspected so that law enforcement action is taken.
Conditions:	Given a fire scene, photographs, diagrams, pertinent data, and/or sketches.
Candidate Directive:	“Using the evidence provided, determine the point of origin and preliminary cause of the fire.”

NO.	TASK STEPS	TEST	
		Successful	Unsuccessful
1	Area of origin was determined		
2	Preliminary cause of fire was determined		

**Evaluator/Candidate
Comments:**

Candidate (print and sign)

Date

Evaluator (print and sign)

Date



FIRE OFFICER – NFPA 1021
PRACTICAL CHECK SHEETS

Candidate: _____
 Evaluator: _____
 Date: _____

Successful
 Unsuccessful
1021-PRODUCT-36

Standard:	NFPA 1021 – 2014 edition – 5.6.1
Task:	Produce operational plans.
Performance Outcome:	Required resources and their assignments are obtained and plans are carried out in compliance with <i>NFPA 1600</i> , <i>NFPA 1700</i> , <i>NFPA 1710</i> and <i>NFPA 1720</i> and AHJ-approved safety procedures resulting in the mitigation of the incident.
Conditions:	Given an emergency incident requiring multi-unit operations, the current edition of <i>NFPA 1600</i> , <i>NFPA 1700</i> , <i>NFPA 1710</i> and <i>NFPA 1720</i> and AHJ-approved safety procedures.
Candidate Directive:	“Produce an operational plan to address the provided multi-unit emergency incident.”

NO.	TASK STEPS	TEST	
		Successful	Unsuccessful
1	Operational plan was produced		
2	Required resources were obtained		
3	Resource assignments and plans were carried out		
4	Plans were in compliance with NFPA 1600		
5	Plans were in compliance with NFPA 1700		
6	Plans were in compliance with NFPA 1710		
7	Plans were in compliance with NFPA 1720		
8	Plans were in compliance with AHJ-approved safety procedures		
9	The incident was mitigated		



FIRE OFFICER – NFPA 1021
PRACTICAL CHECK SHEETS

Evaluator/Candidate
Comments:

Candidate (print and sign)

Date

Evaluator (print and sign)

Date



FIRE OFFICER – NFPA 1021
PRACTICAL CHECK SHEETS

Candidate: _____

Successful

Evaluator: _____

Unsuccessful

Date: _____

1021-PRODUCT-37

Standard:	NFPA 1021 – 2020 edition – 5.6.2
Task:	Develop and conduct a post-incident analysis.
Performance Outcome:	All required critical elements are identified and communicated and the approved forms are completed and processed.
Conditions:	Given a multi-unit incident and post-incident analysis policies, procedures, and forms.
Candidate Directive:	“Develop and conduct a post-incident analysis for the provided multi-unit incident.”

NO.	TASK STEPS	CRITERIA				Points
		4	3	2	1	
1	Post-Incident Analysis was conducted	Analysis is clear, detailed, well thought out	Analysis is mostly clear, mostly developed	Analysis is missing some information, under-developed	Analysis is unclear, not well developed	
2	All critical elements were identified and communicated	All critical elements were identified and communicated	Most critical elements were identified and communicated	Some critical elements were not identified or communicated	Most of the critical elements were not identified and communicated	
3	Approved forms were completed and processed	Forms were complete, accurate and processed correctly	Forms were mostly complete and accurate, processed correctly	Forms were lacking information or processed incorrectly	Forms were not completed or not processed	



FIRE OFFICER – NFPA 1021
PRACTICAL CHECK SHEETS

Evaluator/Candidate
Comments:

Candidate (print and sign)

Date

Evaluator (print and sign)

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FIRE OFFICER – NFPA 1021
PRACTICAL CHECK SHEETS

Candidate: _____

Successful

Evaluator: _____

Unsuccessful

Date: _____

1021-PRODUCT-38

Standard:	NFPA 1021 – 2020 edition – 5.6.3
Task:	Prepare a written report to identify major service demands
Performance Outcome:	The major causes for service demands are identified for various planning areas within the service area of the organization.
Conditions:	Given incident reporting data from the jurisdiction.
Candidate Directive:	“Analyze incident reporting data and prepare a written report to be used for planning purposes which identifies major causes for service demands.”

NO.	TASK STEPS	CRITERIA				Points
		4	3	2	1	
1	Written report was prepared	Report is clear, detailed, well thought out	Report is mostly clear, mostly developed	Report is missing some information, under-developed	Report is unclear, not well developed	
2	Major causes for service demands were identified (i.e. data)	Causes for service demands were clearly identified (i.e. data) and explained	Causes for service demands were identified (i.e. data) without explanation	Causes for service demands were not completely identified (i.e. data)	Causes for demands were not identified (i.e. data)	

**Evaluator/Candidate
Comments:** _____

Candidate (print and sign)

Date

Evaluator (print and sign)

Date



Candidate: _____

Successful

Evaluator: _____

Unsuccessful

Date: _____

1021-PRODUCT-39

Standard:	NFPA 1021 – 2020 edition – 5.7.1
Task:	Analyze a member’s accident, injury, or health exposure history.
Performance Outcome:	A report including action taken and recommendations made is prepared for a supervisor.
Conditions:	Given a case study.
Candidate Directive:	“Analyze your crew member’s accident, injury or health exposure history and prepare a report including action and recommendations for your supervisor.”

NO.	TASK STEPS	CRITERIA				Points
		4	3	2	1	
1	Member history was analysed and report was prepared for supervisor	Member history was thoroughly analysed and a report was prepared	Member history was mostly analysed and a report was prepared	Member history was somewhat analysed and a report was prepared	Member history was not analysed accurately for the report	
2	Report included action and recommendations	All action items were included and correct recommendations were made	Most action items were included and recommendations were made	Some action items were missed, or some recommendations were not made	Action items and recommendations were poorly reported	

Evaluator/Candidate
Comments: _____

Candidate (print and sign)

Date

Evaluator (print and sign)

Date