

# Ontario Company Officer Certification Program

Company Officer's  
Record

JOB PERFORMANCE CHECKLIST

REVISED FEBRUARY 2008



Company Officer's  
Department:  
Date  
Date



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**Ontario Company Officer Standards**  
**2007 Edition**

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## Overview

To meet the requirements of certification, Company Officers must complete the job experience component.

Company Officer for the purpose of certification is defined as an individual who organizes, coordinates and controls an emergency response team.

The job experience component is the final stage in the certification process. It provides Company Officers with the opportunity to demonstrate knowledge and skills after completing the academic requirement for certification.

## Purpose

The checklist entitled *Job Experience Requirement Performance Checklist* is used by the Company Officer and fire department to document, on an ongoing basis, that a Company Officer has performed required skills to standard and according to prescribed conditions.

Successful completion of the checklist represents the validation of a Company Officer's knowledge, education and skills training.

## Supporting Document

It is essential that the Company Officer and the supervisor doing the assessment have available and refer to the document entitled *Ontario Fire Services Company Officer Standards*.

Because this document contains competencies that cover the entire spectrum of the Company Officer role, it provides the context for the competencies and skills required for certification.

## Content

The *Job Experience Requirement Performance Checklist* lists the job competencies and skills that are required for certification.

## Performance Criteria

It is necessary that skills listed in the *Job Experience Requirement Performance Checklist* be performed:

- To standard, according to prescribed conditions
- **On-the-job** (or in a simulated situation, only as specified)
- Within the job experience component

Ideally, the supervisor will observe the Company Officer performing the skill. For sign-off purposes, a supervisor is the Company Officer's direct supervisor, Fire Chief or the Chief's designate.

## Availability

The document entitled *Job Experience Requirement Performance Checklist* and the *Company Officer Standards* are available through the Ontario Association of Fire Chiefs in hard copy form.

## Completion of Document

To complete the document, the Company Officer's supervisor initials the skills that have been performed to standard **on-the-job** and notes the date on which the skill was demonstrated.

Each skill is classified — A, A/S or S.

**A** means that the skill **must** be demonstrated **on-the-job**. On-the-job is defined as 'while in attendance at an incident, inclusive of but not limited to response to, operations at and return to service after an emergency call; and other assigned fire duties, exclusive of training.'

**A/S** means that it is definitely preferable to demonstrate the skill **on-the-job**. However, in exceptional circumstances where the Company Officer has not had an opportunity to demonstrate the skill **on-the-job**, the Company Officer may demonstrate the skill to a supervisor, Fire Chief or the Chief's designate in a simulated situation. Please refer to the document entitled *Guide to the Creation of Safe, Effective Simulations for Fire Department Training and Evaluation Exercises* for valuable information about creating simulations.

Indicate by circling A or S whether the skill was demonstrated on-the-job or in a simulated situation.

**S** means that the skill may be demonstrated to a supervisor, Fire Chief or the Chief's designate in a simulated situation.

## **Accountability**

By initialling/signing the *Job Experience Requirement Performance Checklist*, the Company Officer, Fire Chief and supervisor verify that the Company Officer has performed the skill to standard and according to prescribed conditions, on-the-job (where applicable), while performing fire-related duties or in a simulated situation, as specified.

## **Submission for Certification**

When the Company Officer has successfully completed all of the skills in the *Job Experience Requirement Performance Checklist*, the form at the back of the booklet that verifies completion is filled in and signed off. The names of all supervisors, the Fire Chief or the Chief's designates who have initialled the document are printed on the form; supervisors initial next to their names. The Fire Chief and Company Officer sign and date the form verifying that the skills were performed to standard, on-the-job (or in a simulated situation, as specified.) This document is submitted with the application for certification and other documentation to the Office of the Fire Marshal, Certification Office to verify completion of the job experience component.

Maintenance and filing of the completed *Job Experience Requirement Performance Checklist* are the responsibility of the fire department.

It is recommended that Company Officers maintain duplicate records.

The OFM has the right to request/review the documentation.

# Company Officer Job Performance Checklist

## Table of Contents

### **General Performance Objectives Sections:**

01. Organizes Initial Response to Emergency Situation.....	7
02. Initiates and Implements Incident Management Systems .....	9
03. Co-ordinates and Controls Fire Ground Operations.....	12
04. Co-ordinates and Controls Emergency Medical Operations/Scene.....	16
05. Co-ordinates and Controls Emergency Rescue Response Operations.....	18
06. Co-ordinates and Controls Potential Hazmat/CBRN Incidents.....	20
07. Investigates and Documents Fire Scenes.....	22
08. Supervises Fire Department Personnel .....	24
09. Trains Fire Department Personnel .....	26
10. Assesses Status of Fire Department Equipment, Apparatus and Stations.....	28
11. Performs Administrative Duties.....	30
12. Recognizes and Refers Fire Safety Infractions/Violations .....	31
13. Prepares and Updates Building Audits and Pre-Incident Plans.....	33
14. Performs Public Relations and Public Education .....	35
15. Demonstrates Commitment to Personal and Professional Development.....	37

### **Forms:**

Submission for Certification .....	38
Activities Record .....	39
Educational/Training Record .....	43

## 01. ORGANIZES INITIAL RESPONSE TO EMERGENCY SITUATION

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### GENERAL PERFORMANCE OBJECTIVE

**Organizes initial response to emergency situation** so that delays in response to emergency are minimized, the staffing, apparatus and equipment meet the requirements of the situation and communications with fire service is maintained.

Skills Specific Performance Objective	Classification	Date	Supervisor's Initials
01.02 <b>Determines emergency route</b> so that the route selected is the most direct and efficient to the emergency and delay situations such as road construction and excessive traffic are avoided.	A		
01.03 <b>Responds with appropriate types of apparatus and equipment for emergency situation</b> based on fire department operating guidelines, pre-incident plans and the nature of the call so that the number and type of apparatus and equipment match the requirements of the emergency situation and the response time is minimized.	A NEW		
01.04 <b>Notifies dispatch/communications of ability or inability to respond</b> so that additional equipment can be dispatched to scene, alternate transportation for responding crew can be provided and the mechanical division is aware of disabled apparatus.	A		
01.05 <b>Reviews pre-incident plan</b> so that information such as access routes, water supply, key box locations, special hazards, and the use and construction of building are identified and the type, number and positioning of apparatus and personnel can be determined.	A		
01.06 <b>Requests and confirms dispatch of external agencies</b> so that required external agencies are contacted and provided the necessary information to select and dispatch equipment and personnel to the emergency scene in accordance with fire department operating guidelines.	A NEW		

Skills Specific Performance Objective	Classification	Date	Supervisor's Initials
01.07 <b>Relays information to crew</b> so that personnel and equipment are correctly positioned, assigned tasks are performed and the safe and effective control of the incident is ensured.	A		
01.08 <b>Documents and communicates obstacles on route to the emergency situation</b> so that additional equipment will arrive at the scene safely and unobstructed.	A NEW		
01.09 <b>Confirms arrival and verifies location with dispatch/ communication centre</b> so that details of situation and times are accurately recorded, required additional equipment is dispatched and supervisory personnel, responding units and external agencies are updated.	A		



## 02. INITIATES AND IMPLEMENTS INCIDENT MANAGEMENT SYSTEMS

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### GENERAL PERFORMANCE OBJECTIVE

**Initiates and implements incident management systems** until relieved using appropriate resources so that a complete functional command organization is developed, a co-ordinated and systematic strategy is implemented, life safety, property preservation and environmental quality are maximized and the incident is resolved in the most efficient and effective manner.

Skills Specific Performance Objective	Classification	Date	Supervisor's Initials
02.01 <b>Sizes up emergency situation and stabilizes scene</b> so that a strategy can be initiated quickly, safely and effectively, proper equipment and staffing placements can be made, external agencies and supervisory staff are informed and control of the scene is expedited.	A		
02.02 <b>Identifies indicators at incidents that suggest criminal intent</b> , so that an effective plan of action can be implemented and the level of safety of fire department staff and the public can be maximized.	A		
02.03 <b>Initiates and announces command using the incident management system processes and procedures</b> so that emergency service personnel on the scene are aware that incident command has been established, who the incident commander is and the location of the command post.	A		
02.04 <b>Develops the overall strategy for the incident</b> so that the emergency scene can be stabilized, potential endangerment of life, property and the environment is minimized and the incident is brought to an effective conclusion.	A		
02.05 <b>Implements and communicates an incident action plan</b> with the available resources so that strategy and tactics match incident characteristics.	A		

Skills Specific Performance Objective	Classification	Date	Supervisor's Initials
02.06 <b>Develops an incident management structure utilizing geographical/functional sectors</b> that are the responsibility of a sector officer so that all sectors of the emergency scene are working toward the strategic objectives at the tactical level under the incident management system, span of control is workable and the sector officer assignment is communicated to emergency service personnel.	A  NEW		
02.07 <b>Assesses on-scene resources and determines the need for additional support through internal or local response from automatic or mutual aid and provincial resources</b> so that all staffing and apparatus at the scene are fully utilized or staged, the type of equipment responding is adequate and sufficient to bring the emergency situation under control, and staff are rotated and released to ensure their health and welfare.	A		
02.08 <b>Co-ordinates support from external agencies</b> so that the correct external expertise is available to assist in the control of the incident, external agencies are informed of the scene requirements and legislation and operating guidelines are followed.	A		
02.09 <b>Provides for scene safety</b> so that rescue teams are set up and available, a safety officer is assigned, tracking of personnel at incident is documented and communicated and entry control system, control zones and rehabilitation areas are established.	A  NEW		
02.10 <b>Performs ongoing analysis of the emergency incident to evaluate action plan effectiveness</b> so that overall scene control is maintained, and an evaluation can be made whether the objectives are being met and if an adjustment needs to be made to the strategy by the incident commander.	A		
02.11 <b>Transmits orders, directions and information to emergency response personnel</b> so that communication is clear, concise and complete, and emergency response actions are in accordance with directions and information provided.	A  NEW		

Skills Specific Performance Objective	Classification	Date	Supervisor's Initials
02.12 <b>Releases apparatus to return to the fire station</b> so that emergency response personnel and apparatus that are not in use can be made available for other incidents and the preservation of life and property is not compromised.	A		
02.13 <b>Provides information to media</b> , as designated, so that information such as injuries, fatalities, hazards, environmental conditions and extent of damage is correct and precise and continuity and positive nature of relations are maintained.	A NEW		
02.14 <b>Transfers/terminates command</b> so that all emergency response personnel are aware of the change in command and the communication is clear and concise.	A		
02.15 <b>Ensures completion of incident reports</b> so that a complete, comprehensive and accurate account of activities and relevant information is recorded and filed for future reference and reports can be used for preparing statistics and undertaking investigations.	A		

### 03. CO-ORDINATES AND CONTROLS FIRE GROUND OPERATIONS

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#### GENERAL PERFORMANCE OBJECTIVE

**Co-ordinates and controls fire ground operations** within the chain of command so that a systematic and sequenced plan of attack is implemented with minimum loss of life and property.

Skills Specific Performance Objective	Classification	Date	Supervisor's Initials
03.01 <b>Assesses environmental conditions</b> so that correct decisions regarding evacuations, protection of exposures and placement of apparatus and personnel can be made and effective fire fighting techniques are selected.	A NEW		
03.02 <b>Determines extinguishing agents</b> so that the properties of the selected extinguishing agent match the requirements to suppress the fire and fuel source in accordance with operating guidelines.	A NEW		
03.03 <b>Secures water supply</b> from municipal water main systems or available alternate water sources so that a continuous and adequate supply of water is available for fire suppression.	A NEW		
03.04 <b>Positions apparatus using pre-incident plans and incident details</b> so that performance and safety of personnel, apparatus and equipment during fire suppression is optimized.	A NEW		
03.05 <b>Collects information on emergency situations</b> so that relevant information relating to the cause of the fire, special hazards and the status of the premises and its contents is recorded and the correct fire suppression strategies can be employed to achieve control of the incident.	A NEW		

Skills Specific Performance Objective	Classification	Date	Supervisor's Initials
03.07 <b>Isolates immediate fire scene to non-essential personnel</b> so that public safety is ensured and fire suppression activities are not hindered.	A NEW		
03.08 <b>Conducts and directs search and rescue operations</b> so that individuals are quickly moved from an unsafe environment to a place of safety without further injury, the search for victims is thorough and the rescue operation is in accordance with fire department operating guidelines and as directed by incident command.	A NEW		
03.09 <b>Conducts and directs initial emergency care during fire ground operations</b> so that patients are assessed and stabilized, care is initiated and patients are transferred to Emergency Medical Services upon its arrival on scene.	A NEW		
03.10 <b>Determines means of access to premises</b> so that entry can be achieved quickly with the minimum amount of damage to property and point of access facilitates firefighting operations.	A NEW		
03.12 <b>Directs occupant evacuation</b> so that potential victims are quickly and safely removed from areas of possible danger to areas of safety and the procedure is carried out in accordance with fire department operating guidelines.	A NEW		
03.13 <b>Contains fire and protects exposures</b> so that the strategies and tactics selected prevent the lateral and vertical spread of the fire beyond its original location and damage to adjacent/adjoining structures is minimized.	A NEW		
03.14 <b>Conducts and directs fire suppression operations</b> so that strategies and tactics are implemented in a systematic and sequenced manner, damage to property is minimized and fire is extinguished in accordance with fire department operating guidelines.	A NEW		

Skills Specific Performance Objective	Classification	Date	Supervisor's Initials
03.15 <b>Conducts and directs ventilation operations</b> so that a controlled release of heat, smoke and gases is achieved, the spread of fire is prevented and a safer environment in which to fight the fire is achieved.	A  NEW		
03.16 <b>Conducts and directs salvage operations</b> so that items of value are protected from heat, smoke, water and fire, property loss is minimized and good public relations are maintained.	A  NEW		
03.17 <b>Assesses and communicates progress of assigned fire ground operations</b> so that incident command is aware of status of fire, and legal benchmarks have been recorded in accordance with fire department operating guidelines.	A  NEW		
03.18 <b>Conducts and directs overhaul operations</b> so that all remaining sources of fire are identified and extinguished, evidence is preserved and premises are restored to a secure state.	A  NEW		
03.20 <b>Conducts and directs rehabilitation operations</b> so that status of firefighters and the public is monitored, life threatening conditions are identified and emergency care provided, the requirement for relief crews and the establishment of rest areas is identified, and the efficiency of the fire ground operation is maintained.	A  NEW		
03.21 <b>Conducts and directs scene and building security operations</b> so that building is protected from the elements and vandalism and the integrity of the fire scene is maintained.	A  NEW		
Skills Specific Performance Objective	Classification	Date	Supervisor's Initials
03.22 <b>Initiates required care for incident victims</b> and other building occupants so that their immediate personal needs are provided for in a compassionate and caring manner.	A  NEW		

<p>03.23 <b>Directs clean-up and inspection of apparatus and equipment</b> after the incident so that equipment has been serviced and is in the proper location, clean and secure and the apparatus is ready to respond with all pre-operation checks completed in accordance with fire department policies and operating guidelines.</p>	<p><b>A</b> <b>NEW</b></p>		
<p>03.25 <b>Completes fire reports</b> so that a complete and accurate record of the incident is prepared and filed and the report can be used for preparing statistics, billing and undertaking fire investigations.</p>	<p><b>A</b> <b>NEW</b></p>		
<p>03.26 <b>Ensures completion of individual firefighter documentation of the incident</b> so that a complete and accurate record is prepared, filed and available for fire investigations and post incident evaluations.</p>	<p><b>A</b> <b>NEW</b></p>		

#### 04. COORDINATES AND CONTROLS EMERGENCY MEDICAL OPERATIONS/SCENE

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##### GENERAL PERFORMANCE OBJECTIVE

**Co-ordinates and controls emergency medical operations/scene** so that patients are assessed and stabilized, emergency care is initiated and patients are transferred to emergency medical services for further care and transport.

Skills Specific Performance Objective	Classification	Date	Supervisor's Initials
04.01 <b>Ensures that fire department crew's emergency care certification levels are current</b> to the service level provided so that the initial care provided at the emergency scene is competently administered.	A NEW		
04.02 <b>Ensures infection control at and after emergency</b> so that personal protective devices are worn, verifies required vaccinations are current, apparatus and equipment are decontaminated and a designated communicable disease officer or other designated individual is notified of possible exposure.	A NEW		
04.04 <b>Provides comfort, reassurance and emotional support to patients and family members</b> so that the level of stress and panic is reduced.	A NEW		
04.06 <b>Ensures patient care is initiated</b> so that the patient is stabilized and the patient's airway, circulation and level of consciousness are enhanced.	A NEW		
04.08 <b>Transfers patient and relevant information to EMS</b> for further assessment, care and transport so that a strong and professional working relationship between the fire department and EMS is established and maintained.	A NEW		
04.09 <b>Assists EMS personnel, when required,</b> so that patient care levels are maintained and supported during the administration of emergency care. <b>(Ensure continuum of care)</b>	A NEW		



Skills Specific Performance Objective	Classification	Date	Supervisor's Initials
04.10 <b>Ensures that emergency medical incident</b> is documented so that a complete and accurate record of the incident is prepared, filed and available for review.	A  NEW		

## 05. CO-ORDINATES AND CONTROLS EMERGENCY RESCUE RESPONSE OPERATIONS

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**Co-ordinates and controls emergency rescue response operations** so that the casualties/patients are removed from an area of danger to an area of safety while preventing injury to the rescuer or additional injury to the casualties/patients.

Skills Specific Performance Objective	Classification	Date	Supervisor's Initials
05.01 <b>Liases with and assists tiered response personnel</b> so that a continuous update of information is relayed to tiered response personnel regarding the emergency situation, situations can be prioritized as to severity and equipment and agencies required and course of action for each member of tiered response can be determined.	A		
05.02 <b>Prepares casualty/patient for transport</b> so that life threatening conditions are identified and treated, the casualty/victim is reassured and properly secured and can be removed from the scene without further injury.	A		
05.03 <b>Provides a means of egress/removal from emergency site using specialized equipment</b> so that the casualty/patient can be safely and expediently removed from an area of danger to an area of safety.	A		
05.04 <b>Conducts and directs the removal of casualty/patient from the scene in conjunction with emergency medical services</b> so that no additional injuries to the casualty/patient result from the removal process and the casualty/patient is transported to a centre that provides the required advanced care.	A		

Skills Specific Performance Objective	Classification	Date	Supervisor's Initials
05.05 <b>Conducts and directs specialized rescue operations</b> so that special hazards are identified, scene is secure, primary and secondary search for casualties/victims is systematically and comprehensively conducted, a means of egress is provided and casualties/patients are transported to an area of safety while preventing further injury to patient or rescuer in accordance with service capabilities and bylaws.	A		
05.06 <b>Notifies external agencies of industrial accidents</b> so that required agencies are informed in accordance with legislation and fire department operating guidelines.	A		
05.07 <b>Compiles and forwards information on emergency situation and responses</b> so that all relevant information is summarized, actions taken during rescue are documented and report forms are complete, signed and dated.	A NEW		

**06. CO-ORDINATES AND CONTROLS POTENTIAL HAZARDOUS MATERIAL/CHEMICAL, BIOLOGICAL, RADIOLOGICAL AND NUCLEAR (HAZMAT/CBRN) INCIDENTS**

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**GENERAL PERFORMANCE OBJECTIVE**

**Co-ordinates and controls potential Hazardous Material/Chemical, Biological, Radiological and Nuclear (HAZMAT/CBRN) incidents** within the capabilities of the level of hazardous materials training, resources and personal protective equipment available so that life safety, property preservation and environmental protection are maximized and incidents are resolved in an effective and efficient manner.

Skills Specific Performance Objective	Classification	Date	Supervisor's Initials
06.01 <b>Recognizes the presence of hazardous material from a safe position</b> secures the site and controls entry so that potential life safety hazards and environmental damage can be determined.	A/S		
06.02 <b>Identifies product involved by noting the markings from the facility or transportation vehicle</b> so that danger to and contamination of fire department personnel, the general public, or the surrounding environment is minimized.	A/S		
06.03 <b>Isolates suspected contamination victims/casualties</b> so that appropriate emergency decontamination and medical attention can be determined and provided and the spread of contamination can be minimized.	A/S		
06.04 <b>Determines source, types and quantity of hazardous materials at incident scene</b> so that a strategy and incident action plans are established.	A/S		
06.05 <b>Delineates perimeter, control zones and decontamination areas</b> so that response personnel are notified of location and boundaries of zones and access is limited into hazardous areas.	A/S		

Skills Specific Performance Objective	Classification	Date	Supervisor's Initials
06.06 <b>Directs the public to evacuate or stay in place</b> so that public exposure or potential exposure to the hazardous material is minimized.	A/S		
06.07 <b>Ensures that a plan is established to clean up decontaminate or dispose of the contained hazardous material and contaminated supplies and equipment</b> so that requirements of legislation and fire department operating guidelines are met.	A/S		
06.09 <b>Develops a strategy and an incident action plan from the information obtained using the hazardous material emergency response guides</b> so that the emergency scene can be stabilized and potential endangerment of life, property and the environment is minimized.	A/S		
06.10 <b>Ensures the notification of external agencies such as CANUTEC, the Ministry of the Environment and other provincial resources that are required under legislation or fire department operating guidelines</b> so that external agencies have been contacted, specialized assistance can be provided in controlling the hazardous material and a qualified agency can clean up and/or dispose of hazardous material.	A/S		
06.11 <b>Directs the containment of hazardous material while wearing level B or lower protective equipment using hazardous material emergency response guides and other sources of product information</b> so that the public safety and environmental danger is minimized.	A/S		

## 07. INVESTIGATES AND DOCUMENTS FIRE SCENES

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### GENERAL PERFORMANCE OBJECTIVE

**Investigates and documents fire scenes** so that cause and origin of fire or emergency incident can be determined.

**Note: Company Officers may be called upon to give evidence at legal proceedings, but they will not present evidence as an Expert Witness.**

Skills Specific Performance Objective	Classification	Date	Supervisor's Initials
07.01 <b>Maintains fire scene security</b> so that the scene and evidence remains undisturbed until the investigation has been completed.	A		
07.02 <b>Conducts and directs interviewing of potential witnesses</b> so that relevant information is obtained and documented and a complete and accurate survey report can be filed.	A		
07.03 <b>Inspects and photographs fire scene</b> so that source of ignition, area and point of origin, burn patterns, charring and signs of arson or other criminal activity are identified, interpreted and recorded.	A		
07.04 <b>Identifies and secures exhibits/samples for purposes of cause determination</b> so that evidence is secured and maintained for identification and analysis and continuity of evidence is maintained in accordance with fire department operating guidelines.	A		
07.05 <b>Determines potential sources of ignition</b> so that criminal intent can be inferred or eliminated, all potential ignition sources are identified, considered and eliminated and law enforcement agencies are notified of potential crime scene.	A		
07.06 <b>Interacts with other agencies regarding fire investigation</b> so that the correct external expertise is available to assist with the investigation and legislation and fire department operating guidelines are adhered to.	A NEW		

Skills Specific Performance Objective	Classification	Date	Supervisor's Initials
07.07 <b>Informs incident command of situations involving fire death, large loss, gaseous explosion or arson</b> so that a fire investigator can be assigned, the request to the Office of the Fire Marshal is made and documented and any assistance requested is provided.	A  NEW		
07.08 <b>Assists investigators by providing fire department staff, equipment and relevant information and documentation</b> so that the fire scene is secure, continuity of evidence is maintained and relevant information and exhibits associated with the fire scene are handed over.	A		
07.09 <b>Compiles and forwards incident investigation reports and statements</b> so that information such as location, occupancy status, casualties, source of ignition, cause, and response type and time is documented and reporting forms including Office of the Fire Marshal reports are complete, signed and dated and forwarded to appropriate authorities.	A		

## 08. SUPERVISES FIRE DEPARTMENT PERSONNEL

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### GENERAL PERFORMANCE OBJECTIVE

**Supervises fire department personnel** so that high crew performance and morale levels are established and maintained, fire department policies and guidelines are followed and staff models a professional image.

Skills Specific Performance Objective	Classification	Date	Supervisor's Initials
08.01 <b>Inspects personal protective equipment and clothing of crewmembers</b> so that equipment and clothing is correctly adjusted and fitted, unsafe or inoperative protective equipment or clothing is replaced and optimal protection is provided to crew members during emergency operations.	A		
08.02 <b>Enforces Occupational Health and Safety legislation including Section 21 and fire department safety policies</b> so that risk of injury is reduced and the effectiveness of the crew is not compromised by allowing unsafe practices.	A		
08.03 <b>Monitors emergency evolutions on scene</b> to ensure that fire department operating guidelines are adhered to, safe practices are employed and comments and concerns relating to performance are noted and immediately fed back to the crew.	A		
08.04 <b>Ensures compliance with the Highway Traffic Act and municipal by-laws with respect to traffic safety</b> so that fire department personnel, the public and fire apparatus are not placed in unnecessary danger and crews are aware of regulations related to operation of the fire department apparatus.	A		
08.07 <b>Provides leadership to fire department personnel</b> so that personal performance models the expectations of the fire department, style employed matches situation's requirements, professionalism is maintained and lines of communication are kept open.	A		



Skills Specific Performance Objective	Classification	Date	Supervisor's Initials
08.09 <b>Inspects fire department crews</b> to ensure that all personnel in attendance are capable of performing their duties and the health, safety and well-being of each crew member is preserved.	A		
08.10 <b>Enforces fire department policies and operating guidelines</b> so that fire service crews are aware of requirements and modification to fire department policies and procedures and their conduct, dress and actions reflect operating guidelines.	A		
08.11 <b>Transmits orders, directions and information to fire department personnel</b> so that communication is clear, concise and complete, and emergency response crew's actions are in accordance with directions and information provided.	A		
08.12 <b>Assigns and/or delegates tasks and activities to fire department personnel</b> so that work is assigned equitably, directions are given as to actions to be performed and expectations and activities are accomplished within the available timeframes.	A		
08.21 <b>Conducts annual performance appraisals</b> so that the process is fair and consistent, a developmental plan is jointly agreed to and the motivation and skill of crew members is ensured.	A		

## 09. TRAINS FIRE DEPARTMENT PERSONNEL

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### GENERAL PERFORMANCE OBJECTIVE

**Trains fire department personnel** so that comprehensive training that meets fire department goals and objectives is implemented and fire department personnel meet performance standards after instruction.

Skills Specific Performance Objective	Classification	Date	Supervisor's Initials
09.01 <b>Conducts post-incident evaluations with emergency response personnel for all incidents</b> so that comments, concerns and recommendations regarding incident activities are elicited, evaluations for which training are required are identified and effectiveness of fire department training programs are assessed.	A		
09.02 <b>Identifies training needs by observing practical performance of fire department crews at incidents</b> so that incidents can be made safer and managed more effectively, response team or individual's strengths and weaknesses can be identified and training requirements can be documented.	A		
09.04 <b>Selects and employs training aids</b> so that training presentations are reinforced through the application of multi-sensory stimulation, images are in focus and visible to all trainees, sound is audible and clear, and projected text and graphics are legible and clear.	A		
09.05 <b>Arranges for external guest speakers and conducted tours</b> so that the quality of the training programs are enhanced, specialized expertise is utilized when required and information presented is current and meets the objectives of the training program.	A		
09.07 <b>Conducts and facilitates training sessions in accordance with prescribed training schedule</b> so that training programs are consistent and meet criteria established by the fire service.	A		
09.08 <b>Demonstrates practical skills, procedures, and equipment</b> so that operating guidelines are followed, all safety precautions are observed and each step in a procedure or technique is explained and illustrated.	A		

Skills Specific Performance Objective	Classification	Date	Supervisor's Initials
09.09 <b>Conducts and supervises drills/ evolutions</b> so that operating guidelines are followed, all safety precautions are observed and individual and team performance is evaluated.	A		
09.10 <b>Orients new personnel to stations and apparatus</b> so that recruits are supported and integrated into the firefighting team and are familiar with station operation, equipment and personnel.	A		
09.11 <b>Documents training</b> so that all training delivered is recorded, training files are complete and retrievable on request and training statistics and reports can be readily generated.	A		
09.12 <b>Evaluates training sessions by collecting participant feedback</b> so that recommendations for changes to training objectives or teaching strategies are identified and modifications to teaching plans and materials can be made.	A		

## 10 ASSESSES STATUS OF FIRE DEPARTMENT EQUIPMENT, APPARATUS AND STATIONS

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### GENERAL PERFORMANCE OBJECTIVE

**Assesses status of fire department equipment, apparatus and stations** so that fire apparatus is in a condition that allows it to perform to its design function, fire department equipment operates properly and safely, and the fire station is clean, accessible and functional.

Skills Specific Performance Objective	Classification	Date	Supervisor's Initials
10.01 <b>Ensures/directs regular inspection of apparatus including pre-operative and post emergency</b> so that all apparatus, equipment and systems are in functional condition and operational readiness is maintained.	A		
10.02 <b>Ensures/directs regular inspections of equipment using fire department check lists, manufacturers' manuals and schedules</b> so that equipment will function when required, problems are documented and corrected, and fire department policies and guidelines are observed.	A		
10.03 <b>Ensures/directs regular station inspections for repairs and maintenance</b> so that building and grounds are neat and tidy and present a professional appearance and broken, damaged or worn items are documented for repair.	A		
10.06 <b>Maintains station inventory of supplies, disposable equipment and equipment parts,</b> so that materials/supplies are counted, verified and stored for future use, quantity ordered reflects current inventory and projected usage and required fire department procedures for documentation, quotations and approval are followed.	A		
10.09 <b>Enforces Occupational Health and Safety Act and the Workplace Hazardous Material Information System legislation</b> so that information regarding the responsibility of external workers, employees and supervisors is provided, a safe working environment is maintained and standards in the legislation are met.	A		

Skills Specific Performance Objective	Classification	Date	Supervisor's Initials
10.10 <b>Maintains and monitors general housekeeping of station</b> so that station is clean, neat and orderly and presents a professional appearance, halls and exits are unobstructed, debris is disposed of, equipment and supplies are correctly stored and infractions are documented.	A		
10.11 <b>Monitors and maintains access to fire station</b> so that exterior is safe, entrances are clear and free of all obstructions and debris and violations are documented.	A		
10.12 <b>Maintains security of fire station by closing and locking station and apparatus doors and windows</b> so that contents of station and fire fighting vehicles are secure.	A		
10.13 <b>Monitors communication link with central dispatch/communications and other station units</b> so that information is received, logged and relayed in accordance with fire department procedures and messages are transmitted in a clear and concise manner.	A		
10.15 <b>Communicates status of station and equipment to incoming fire department personnel upon completion of the shift</b> so that ongoing maintenance and repair requirements are identified and activity schedule for crew can be organized.	A		

## 11. PERFORMS ADMINISTRATIVE DUTIES

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### GENERAL PERFORMANCE OBJECTIVE

**Performs administrative duties** so that the fire station is run in accordance with fire department regulations, policies and guidelines, all actions are documented and activity reports prepared.

Skills Specific Performance Objective	Classification	Date	Supervisor's Initials
11.01 <b>Participates in officers' meetings</b> so that information on status of fire department and special initiatives can be shared, concerns that affect the service can be brought to the attention of superiors and valid recommendations/decisions can be made to maintain an efficient fire department operation.	A		
11.02 <b>Maintains open channels of communications</b> between firefighters and fire department senior management and personnel from other divisions so that the chain of command is followed and information is communicated accurately and concisely.	A		
11.03 <b>Sits on selection committees, when required</b> , so that the most capable candidates are selected and a fair and accurate assessment of each candidate is performed in accordance with fire department policies and guidelines.	A		
11.06 <b>Establishes and maintains records and files in accordance with fire department policy to ensure</b> that information is organized, complete, current and accessible for future reference.	A		
11.08 <b>Chairs/participates on committees by arranging and/or attending meetings, when required</b> , so that pre-meeting preparation is performed, pertinent information is exchanged and evaluated, an agenda and minutes are produced and time frames for discussion are fulfilled.	A		
11.09 <b>Supervises dispatch/communications centre, as required</b> , so that messages are transmitted, relayed or received in accordance with fire department policies and guidelines.	A		

## 12. RECOGNIZES AND REFERS FIRE SAFETY INFRACTIONS/ VIOLATIONS

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### GENERAL PERFORMANCE OBJECTIVE

**Recognizes and refers fire safety infractions/violations** so that the premises meet an acceptable degree of life safety as specified by the authority having jurisdiction and property protection is achieved.

Skills Specific Performance Objective	Classification	Date	Supervisor's Initials
12.01 <b>Applies provincial regulations, municipal bylaws and standards for fire safety</b> so that conformance and consistency of application of legislation and standards is maintained.	A		
12.02 <b>Checks exterior of building for hydrants, fire department connections and fire department access routes</b> , so that they are provided, properly installed, unobstructed, clearly marked and maintained.	A		
12.03 <b>Checks means of egress and emergency lighting</b> such as exits, corridors and fire escapes so that they are sufficient in number, properly spaced, illuminated and accessible, required exit signs are installed and illuminated and all components are maintained and operable.	A		
12.04 <b>Reviews fire detection and fire protection systems</b> , so that the system has been tested in accordance with regulations and is functional.	A		
12.05 <b>Recognizes building occupancy types and limitations</b> using the guidelines found in the Ontario Building Code and the Ontario Fire Code, so that determined occupant load is correct and posted as required and location and type of occupancy is documented.	A		
12.06 <b>Assesses general housekeeping of premises</b> hazards such as improper storage, obstructions to exits and corridors and refuse and debris are identified and corrected and/or referred.	A		

Skills Specific Performance Objective	Classification	Date	Supervisor's Initials
12.08 <b>Recognizes deficiencies in mechanical and electrical systems</b> using various legislation and performance standards so that hazardous conditions are identified and corrected and/or referred.	A		
12.12 <b>Refers infractions/violations to fire prevention division and/or senior officers</b> so that the fire department is aware of status of premise and fire safety hazards are documented and enforced.	A		



### 13. PREPARES AND UPDATES BUILDING AUDITS AND PRE-INCIDENT PLANS

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#### GENERAL PERFORMANCE OBJECTIVE

**Prepares and updates building audits and pre-incident plans** so that all pertinent information is available to fire suppression personnel for determining initial response.

Skills Specific Performance Objective	Classification	Date	Supervisor's Initials
13.01 <b>Identifies priority sites</b> so that fire department personnel are updated on the status of and modifications to high-risk sites and are able to identify areas with high potential for loss of life or property.	A  NEW		
13.02 <b>Reviews building/site audits and pre-incident plans, including on-site inspections</b> , so that all changes to the premises which could affect initial response or incident command are identified and fire department personnel are made familiar with the changes.	A		
13.03 <b>Assesses water supply</b> so that location, accessibility and quantity of water supply can be determined.	A  NEW		
13.04 <b>Assesses apparatus access routes and staging areas</b> so that accessibility of site to emergency vehicles is verified and staging areas that maximize apparatus efficiency are identified.	A  NEW		
13.05 <b>Identifies existence and location of fire detection and protection systems</b> so that fire suppression personnel can readily locate the available on-site fire protection and suppression equipment and are aware of their operation and capabilities.	A  NEW		
13.06 <b>Identifies fire department connections and utility shut-offs</b> so that fire suppression personnel can quickly locate and access connections and shut-offs during fire ground operations.	A  NEW		
13.07 <b>Determines exposure risks through on-site inspections and review of existing pre-incident plans</b> so that evacuation and exposure protection requirements can be determined and initial response can be planned.	A		

Skills Specific Performance Objective	Classification	Date	Supervisor's Initials
13.08 <b>Determines type and location of hazardous materials</b> so that risk levels can be determined and fire department personnel are prepared to take special measures to ensure personal safety and appropriate extinguishing methods are applied.	A		
13.09 <b>Assesses building construction</b> such as building materials, type of construction, interior arrangement and fire walls and separations so that avenues for fire spread and structures resistant to fire are identified and fire attack tactics and strategies can be determined.	A NEW		
13.10 <b>Determines type and current status of occupancy and occupancy load</b> so that life safety hazards can be determined.	A		
13.11 <b>Identifies site contacts</b> so that fire department personnel are aware of individuals who are to be informed in case of an emergency.	A NEW		
13.12 <b>Prepares building plans</b> so that items such as size of structure, number of stories, means of egress, type of construction, interior arrangement, hazardous materials, fire separations and hazards are identified and tactics and strategies for fire attack can be planned.	A		
13.13 <b>Reviews fire safety plans</b> so that occupant evacuation procedures in the fire safety plan can be assessed and in case of an emergency a controlled and efficient evacuation can take place.	A		
13.14 <b>Distributes and/or files building audits and pre-incident plans</b> so that fire suppression personnel can be updated on status of site and pre-incident plans are accessible, up-to-date and retrievable for fire department use.	A NEW		
13.15 <b>Conducts simulations/dry runs for high risk sites</b> so that in the case of an emergency a controlled and efficient response to the emergency can be accomplished.	A		

## 14. PERFORMS PUBLIC RELATIONS AND PUBLIC EDUCATION

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### GENERAL PERFORMANCE OBJECTIVE

**Performs public relations and public education** so that the public's perception of firefighters and the fire service are enhanced and the primary goal of educating the public in fire safety is met.

Skills Specific Performance Objective	Classification	Date	Supervisor's Initials
14.01 <b>Conducts fire education programs for private dwellings</b> , providing literature on items such as wood burning stoves, escape plans and smoke alarms, so that problem areas are brought to the attention of the home owner in a polite and courteous manner.	A		
14.02 <b>Conducts station tours for special groups and the public</b> so that the community has a better awareness of the fire service roles, the equipment used in fire suppression and the location and services provided by the local fire department.	A		
14.03 <b>Participates in media days</b> so that a strong working relationship is developed and maintained with representatives of the media and the fire department is presented in a positive light and contacted when fire-related concerns or questions arise.	A		
14.04 <b>Conducts/participates in fire safety training for external groups</b> such as industrial firefighters, police and hospital staff so that training is effective, efficient and develops the required fire suppression skills.	A		
14.05 <b>Makes presentations to community groups</b> so that fire safety and fire knowledge is increased.	A NEW SEE NOTE		
14.06 <b>Participates in community and special events, on request</b> , so that the professional image of the fire department is demonstrated and the level of fire department support for the community is displayed.	A		
<b>Note: The definition of the word "presentation" does not dictate a strictly formal presentation.</b>			

14.09	<b>Presents a professional role model for the fire service</b> so that a friendly, knowledgeable and accessible image is portrayed and the public is confident and proud of the fire department.	A  NEW		
14.10	<b>Conducts public education and fire safety programs in the community</b> so that fire safety in the home is promoted and encouraged at an early age.	A		
14.11	<b>Attends job fairs/career days upon request from community groups</b> so that the public is made aware of fire service skills and responsibilities and, through continued exposure, the public views the fire service as accessible and supportive of the community.	A  NEW		

## 15. DEMONSTRATES COMMITMENT TO PERSONAL AND PROFESSIONAL DEVELOPMENT

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### GENERAL PERFORMANCE OBJECTIVE

**Demonstrates commitment to personal and professional development** so that the company officer remains current with new legislation, policies, guidelines and regulations, personal development is valued and undertaken, fire service safety standards are met and professional competence is maintained.

**Note: Changing advances in technology makes it essential for members to maintain competence to standard.**

Skills Specific Performance Objective	Classification	Date	Supervisor's Initials
15.01 <b>Attends in-service training sessions</b> so that officers are updated on modifications to standards and codes, and new techniques and procedures associated with the role of company officer are introduced and practised.	A		
15.03 <b>Reviews new legislation and regulations</b> so that changes and new information that affect the fire service are brought to the attention of fire department personnel, valid recommendations, decisions are made and fire department guidelines, techniques and policies are updated.	A		
15.04 <b>Attends external training courses, seminars and workshops</b> so that innovations in fire suppression techniques and procedures are examined and personal technical expertise is maintained.	A		
15.05 <b>Participates in staff meetings by providing input relative to fire suppression</b> so that other fire department divisions are kept up-to-date regarding present and proposed fire department activities and requests for special initiatives are considered.	A		
15.06 <b>Develops a network of professional contacts with other fire service personnel</b> so that information regarding programs, procedures and techniques may be shared and peer support provided.	A		
15.07 <b>Actively engages in continuing and formal education</b> so that personal skills and knowledge are improved and fire department job performance standards are met.	A		

**Submission for Certification**

Company Officer's last name		given names (first name)		(middle name)	
Address: (street number and name) number)					(apartment/unit
(city)		(province)		(postal code)	
Phone number (include area code)			Fax number (include area code)		
Employed by: (name of fire department)				Four/Six digit location code	
Address of fire department: (street number and name)					
(city)		(province)		(postal code)	
Phone number (include area code)			Fax number (include area code)		
<b>Names of Supervisors</b> (please print)	<b>Initials of Supervisors</b>	<b>Names of Supervisors</b> (please print)	<b>Initials of Supervisors</b>		

I verify that all of the required skills, as outlined in the document *Job Performance Checklist* have been performed on-the-job (or in simulated situation, only as specified), to standard and according to prescribed conditions.

\_\_\_\_\_  
Please print the name of the Fire Chief

\_\_\_\_\_  
Signature of the Fire Chief

\_\_\_\_\_  
Signature of the candidate

\_\_\_\_\_  
Date

# Activities Record

Standards Reference GPO	Checklist Reference Number	Date	Type of Activity	Description (Address, Report Number)	Company Officer Actions Taken	Supervisor Signing Off	Supervisor's Initials <i>Optional</i>
03	03.08	02.12.04	Structure fire	123 Bob's Road <ul style="list-style-type: none"> <li>Two-storey detached residential dwelling</li> <li>Alarm #04-0007</li> </ul>	<ul style="list-style-type: none"> <li>Assumed command of fully involved structure</li> <li>Conducted primary search</li> <li>Fire brought under control/extinguished</li> <li>Salvage and overhaul completed</li> <li>Loss stopped</li> <li>Fire prevention on scene for investigation</li> </ul>	Platoon Chief Joe Smith	
05	05.05	02.14.04	Motor vehicle collision	Highway # 407, eastbound at Highway # 427 <ul style="list-style-type: none"> <li>Alarm #04-0017</li> </ul>	<ul style="list-style-type: none"> <li>Assumed command at two-vehicle M.V.C.</li> <li>Stabilized vehicles and patients</li> <li>Two persons removed from vehicle using heavy hydraulic extrication equipment</li> <li>Assisted ambulance personnel with patient packaging for transport to hospital</li> <li>Care and control of scene assumed by police</li> </ul>	Platoon Chief J. Thompson	
05	05.04	02.19.04	Medical call	321 Carol Street <ul style="list-style-type: none"> <li>Reported vital signs absent</li> <li>Alarm #04-0041</li> </ul>	<ul style="list-style-type: none"> <li>Assumed command</li> <li>Accessed patient/confirmed V.S.A.</li> <li>Defibrillation protocols followed</li> <li>Assisted ambulance personnel with CPR</li> <li>One firefighter accompanied patient and ambulance to hospital</li> </ul>	Captain K. Campbell	

# Activities Record

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Standards Reference GPO	Checklist Reference Number	Date	Type of Activity	Description (Address, Report Number)	Company Officer Actions Taken	Supervisor Signing Off	Supervisor's Initials <i>Optional</i>



# Activities Record

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Standards Reference GPO	Checklist Reference Number	Date	Type of Activity	Description (Address, Report Number)	Company Officer Actions Taken	Supervisor Signing Off	Supervisor's Initials <i>Optional</i>

# Activities Record

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Standards Reference GPO	Checklist Reference Number	Date	Type of Activity	Description (Address, Report Number)	Company Officer Actions Taken	Supervisor Signing Off	Supervisor's Initials <i>Optional</i>

# Educational/Training Record

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Standards Reference GPO	Course/Workshop/Seminar Name	Date Started	Date Ended	Total No. of Teaching Hours	Results	Included: Course Description/Learning Outcomes/Certificate
03	Ontario Fire College Flashover Recognition Course	05.24.04	05.25.04	16 hours	Recognition of flashover situations Practical evolutions in flashover unit Successful completion of written exam Certificate of Achievement	Copy of course description w/learning outcomes Certified copy of certificate
15	Municipal Management Seminar	06.12.04	06.12.04	10 hours	Developing better customer service strategies/delivery	Course description and brochure
14	Media Awareness Workshop	07.07.04	07.07.04	10 hours	Learned the role of the media Developing and administering emergency scene information	Course brochure

# Educational/Training Record

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Standards Reference GPO	Course/Workshop/Seminar Name	Date Started	Date Ended	Total No. of Teaching Hours	Results	Included: Course Description/Learning Outcomes/Certificate

# Educational/Training Record

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# Educational/Training Record

<b>Standards Reference GPO</b>	<b>Course/Workshop/Seminar Name</b>	<b>Date Started</b>	<b>Date Ended</b>	<b>Total No. of Teaching Hours</b>	<b>Results</b>	<b>Included: Course Description/Learning Outcomes/Certificate</b>