

Ontario Fire Prevention Officer Certification Program

Fire Prevention
Officer's Record

Job Experience Requirement Performance Checklist

Revised April 2005



Fire Prevention Officer's Name: _____

Department: _____

Date Started: _____

Date Completed: _____



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Ontario Fire Prevention Officer Standards,
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**Revised April 2005 to the
Revised 2003 Ontario Fire Prevention Officer Standards**

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Overview

To meet the requirements for fire prevention officer certification, you must complete the job experience component. The job experience component is the final stage in the certification process. It provides you with the opportunity, after completing the academic requirement for certification, to demonstrate your knowledge and skills on-the-job.

Purpose

The *Job Experience Requirement Performance Checklist* is used by you and your fire department to document, on an ongoing basis, that you have performed required skills to standard and according to prescribed conditions.

Successful completion of the checklist represents the validation of your knowledge, education and skills training.

You can also use your copy of the *Job Experience Requirement Performance Checklist* as a portfolio to document and track your continuing education/training, prevention activities and other duties.

We also recommend the use of the *O AFC Professional Development Profile Record for Fire Service Personnel* for documenting not only your education/training activities but also a number of other career related issues. It is available for download from the O AFC website at www.OAFC.on.ca or you may purchase a copy from them.

Supporting Document

To successfully demonstrate the overall competency, it is essential that you have your own copy of the *Ontario Fire Prevention Officer Standards*.

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

Content

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

Performance Criteria

It is necessary that skills listed in the *Job 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, a supervisor will observe you performing the skill.

Availability

The documents entitled *Job Experience Requirement, Performance Checklist* and the *Fire Prevention Officer Standards* are available through the Ontario Association of Fire Chiefs.

Fire Prevention Officer Responsibility

It is your responsibility to maintain a log of your prevention activities and related duties you perform. You must seek out your supervisor to sign off your *Job Experience Requirement, Performance Checklist*.

It is also your responsibility, while working within the policies and procedures of your department, to seek out the opportunities you need to complete the job experience component.

Completion of Document

To complete the document, your 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 or A/S.

A means that the skill **must** be demonstrated **on-the-job**. On-the-job is defined as ‘while performing activities such as, conducting regular or specialized inspections, evaluating fire safety plans, conducting public education activities, performing public relations, communicating with the public, prosecuting offenders of fire safety legislation, performing administrative duties and other assigned fire prevention duties, exclusive of training.’

A/S means that it is definitely preferable to demonstrate the skill **on-the-job**. However, in exceptional circumstances where you have not had an opportunity to demonstrate the skill **on-the-job**, you may demonstrate the skill to a supervisor in a simulated situation. Indicate by circling A or S whether the skill was demonstrated on-the-job or in a simulated situation. Please refer to the document entitled *A Guide to the Creation of Safe, Effective Simulations for Fire Department Training and Evaluation Exercises*.

Accountability

By initialing/signing the *Performance Checklist*, the supervisor, fire chief and you verify that you have performed the skill to standard and according to prescribed conditions, on-the-job (where applicable), while performing fire prevention-related duties or in a simulated situation, as specified.

Submission for Certification

When you have successfully completed all of the skills in the *Job Experience Requirement Performance Checklist*, the form toward the back of the booklet that verifies completion is filled in and signed off. The names of all supervisors who have initialed the document are printed on the form; supervisors initial next to their names. You and the fire chief 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 to the Office of the Fire Marshal, Certification Office to verify completion of the job experience component.

Maintenance and filing of the completed *Performance Checklist* is the responsibility of the fire department.

It is recommended that you also maintain your own records.

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

01. CONDUCTS FIRE AND LIFE SAFETY INSPECTIONS

GENERAL PERFORMANCE OBJECTIVE

Conducts fire and life safety inspections so that the premises meet the requirements of the Fire Protection and Prevention Act, the Ontario Fire Code, the Ontario Building Code and other relevant legislation and an acceptable degree of building and life safety is achieved.

*** Completion Classifications for the “Skills Specific Performance Objectives”**

A means the skill **must** be demonstrated on the job. On-the-job is defined as ‘while performing activities such as, conducting regular or specialized inspections, evaluating fire safety plans, conducting public education activities, performing public relations, communicating with the public, prosecuting offenders of fire safety legislation, performing administrative duties and other assigned fire prevention 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 fire prevention officer has not had an opportunity to demonstrate the skill on-the-job, the fire prevention officer may demonstrate the skill to a company officer in a simulated situation.

Skills Performance Objectives	Classification*	Supervisor’s Initials	Date
01.01 Administers federal, provincial and municipal legislation and related codes and standards using applicable rulings and interpretive guidelines to ensure conformance with fire and life safety legislation, codes and standards and the consistency of their application.	A		
01.02 Assesses fire safety plans and required emergency procedures , using appropriate legislative guidelines, to ensure that, if required, plans comply with legislation and are approved and implemented.	A		
01.03 Inspects and confirms the operation of fire alarm and detection systems including components such as signal appliances, heat or smoke detectors, pull stations, control panels, back-up power and ancillary devices using performance guidelines to ensure that all components are in place, that the system functions as designed and performs to the applicable mandatory standard.	A		
01.04 Inspects and confirms the operation of fire protection equipment such as sprinklers, standpipes, hose cabinets, emergency lighting, water supply, fire pumps and extinguishers by using performance guidelines to ensure that all components are in place, the equipment is fully operable, and performs to the applicable mandatory standard.	A		

Skills Performance Objectives	Classification*	Supervisor's Initials	Date
01.05 Inspects means of egress such as exits, corridors and fire escapes so that they are accessible, illuminated and unobstructed; exits are sufficient in number, properly spaced and signed and all components are maintained and operable, such as exit door hardware and lighting.	A		
01.06 Inspects fire separations that may consist of walls, floors, ceilings and closures referencing legislation such as the Ontario Building Code, the Ontario Fire Code and municipal by-laws to ensure that the required fire separations are provided and their integrity is being maintained.	A		
01.07 Investigates complaints and responds to requests from the general public or other agencies to conditions that pose a risk of fire so that information is collected and documented and property meets minimum fire and life safety standards.	A		
01.08 Checks for housekeeping hazards on the interior and exterior of buildings such as improper storage and unnecessary refuse and debris to ensure that fire hazards are reduced and/or eliminated.	A		
01.09 Inspects potentially hazardous properties such as abandoned buildings, industrial and storage facilities so that fire hazards are identified and eliminated, other agencies are notified of potential concerns and the property complies with fire regulations and codes.	A		
01.10 Inspects building mechanical components and systems such as electrical, heating, air conditioning, ventilation, exhaust, water supplies and solid fuel appliances, using various codes, legislation and performance standards so that hazardous conditions such as over fusing, faulty chimneys, unapproved and improperly installed components, dust accumulation and penetration of fire separations, are identified, reported and corrected.	A		
01.11 Inspects the storage and handling of hazardous materials wearing approved safety equipment such as hard hats, boots, gloves, masks; liaising with other agencies such as the Ministries of the Environment or Labour and interpreting documents such as Material Safety Data Sheets to ensure that proper labelling, storage, handling and fire protection has been provided, and the fire department has been informed if required by legislation.	A		

Skills Performance Objectives	Classification*	Supervisor's Initials	Date
01.12 Identifies hazardous activities or processes such as welding, cutting, and spray painting, using legislation, regulations, codes and internal and/or external assistance such as the Office of the Fire Marshal, to ensure that these activities and processes are conducted in accordance with legal requirements and that adequate fire protection such as sprinklers, fixed extinguishing systems and/or portable fire extinguishers has been provided.	A		
01.13 Inspects interior finishes such as panelling and carpeting using codes and published test data from agencies such as the Underwriter's Laboratory of Canada and the American Society for Testing of Materials and Devices to ensure that flame-spread ratings and materials used in construction conform to code.	A		
01.14 Assesses and reviews occupant loads referencing the regulations found in the Ontario Building Code and the Ontario Fire Code such as room measurements, intended use, number and location of available exits and the required exit door hardware is installed and functional to ensure safe exiting of all occupants and that the determined occupant load is correct and posted as required.	A		
01.15 Conducts inspections based on occupancy use, in response to a request or complaint , to ensure conformance with all relevant fire safety codes and standards, and that the premises meet minimum fire and life safety standards.	A		
01.16 Inspects exterior of buildings and yard areas for hydrants, fire department connections and fire department access routes using the Ontario Fire Code and the Ontario Building Code to ensure that they are provided, properly installed, unobstructed, clearly marked and maintained.	A		
01.17 Reviews plans, approves permits and conducts site inspections of underground and/or storage tank installations so that the installation is in conformance with Part 4 of the Ontario Fire Code, including regulations relating to location of, excavation for and pressure testing of lines and tanks.	A		
01.18 Performs inspections for licenses such as day care and business licenses so that relevant sections of the Ontario Fire Code and municipal by-laws are complied with, violations are documented and a minimum fire and life safety standard is achieved.	A		

Skills Performance Objectives	Classification*	Supervisor's Initials	Date
01.19 Performs retrofit inspections so that premises are upgraded to the requirements of Part 9 of the Ontario Fire Code and the necessary level of life safety and fire protection is achieved.	A		
01.20 Conducts inspections on premises for fire/life safety hazards that are not specifically defined in the Ontario Fire Code to ensure that fire hazards are rectified and a minimum fire and life safety standard is achieved.	A		
01.22 Prepares written Fire Safety Inspection Reports using notes taken during the inspection and the analysis of the infractions in relation to codes, legislation and by-laws so that the owner/occupant of the property is aware of any infractions or requirements and has an appropriate amount of time to comply, in order to ensure the required level of life safety for occupants is attained.	A		
01.23 Reviews reports and recommendations of requirements with owner/occupant to ensure that the owner/occupant is aware of the infractions and the requirements or alternatives for compliance are clarified.	A		
01.24 Performs follow-up/recall inspections so that, either compliance with the previous inspection report is verified, or information is laid where compliance is not achieved.	A		
01.25 Maintains fire inspection records by municipal address or in accordance with fire department policy to ensure that records are complete, current and accessible for future reference, and procedures are in accordance with department/municipal policy.	A		
01.26 Conducts a search of fire departments files, upon request, for information that may be of concern or for outstanding violations so that pertinent, accurate information is supplied to requesting agency or individual, in compliance with the Freedom of Information and Privacy Act, and access to information is legally justified.	A		
01.27 Inspects site and issues permits for open air burning in accordance with the Fire Protection and Prevention Act, the Ontario Fire Code, and municipal by-laws, so that life safety, property protection and the environment are not compromised and required regulations and safety precautions are adhered to.	A/S		

Skills Performance Objectives	Classification*	Supervisor's Initials	Date
01.28 Conducts inspections at special events including tents and air supported structures so that conformance with all relevant fire safety codes and standards is ensured such as the Ontario Fire Code, the Ontario Building Code, Underwriter's Laboratory of Canada, and the National Fire Protection Association standards, and requirements for fire department access, extinguishers, fabric flame treatment, emergency and exit lighting, specified clearance requirements, certified operators and a fire safety plan are met.	A/S		
01.29 Conducts inspections of displays to establish conformance with all relevant fire safety codes and standards such as the Ontario Fire Code, the Ontario Building Code, Underwriter's Laboratory of Canada, and the Electrical Safety Code, so that a minimum fire and life safety standard is met.	A/S		

02. EVALUATES, APPROVES, AND ENFORCES FIRE SAFETY PLANS

GENERAL PERFORMANCE OBJECTIVE

Evaluates, approves, and enforces fire safety plans so that compliance with the Ontario Fire Code is ensured.

*** Completion Classifications for the “Skills Specific Performance Objectives”**

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A/S means that it is definitely preferable to demonstrate the skill on-the-job. However, in exceptional circumstances where the fire prevention officer has not had an opportunity to demonstrate the skill on-the-job, the fire prevention officer may demonstrate the skill to a company officer in a simulated situation.

	Skills Performance Objectives	Classification*	Supervisor's Initials	Date
02.01	Provides and clarifies guideline documents to building owners and managers using the Ontario Fire Code to ensure consistency in the development of an effective fire safety plan.	A		
02.02	Reviews fire safety plan by reading submitted plan and visiting site to verify audit of resources so that all required objectives are addressed and required resources are provided.	A		
02.03	Critiques fire safety plan by indicating changes and revisions required to the plan so that the plan is consistent with fire code requirements and all required objectives are addressed.	A		
02.04	Verifies appointments and training of supervisory staff by visiting the premises and interviewing staff and occupants so that all aspects of the plan relating to supervisory staff have been fully addressed and implemented.	A		
02.05	Verifies posting of instructions and schematic diagrams by visiting site so that all required instructions and schematic diagrams are visible and located where specified and all required information is readily available.	A		

Skills Performance Objectives	Classification*	Supervisor's Initials	Date
02.06 Verifies that maintenance of fire protection equipment is being conducted as required by legislation such as the Ontario Fire Code by visiting premises and reviewing documentation so that fire protection equipment is being tested and the results documented within required time frames.	A		
02.07 Recommends and documents approval of fire safety plans that meet the requirements outlined in the Ontario Fire Code so that approval by the Chief Fire Official is recorded in the fire department's permanent file and the owner/manager is notified in writing of compliance along with an approved copy of the plan.	A		

03. DEVELOPS, DELIVERS AND EVALUATES PUBLIC EDUCATION PROGRAMS

GENERAL PERFORMANCE OBJECTIVE

Develops, delivers and evaluates public education programs using community risk and needs assessments so that the incidence of fire, injuries and the loss of life and property are reduced.

*** Completion Classifications for the “Skills Specific Performance Objectives”**

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Skills Performance Objectives	Classification*	Supervisor's Initials	Date
03.04 Prepares teaching/lesson plans so that learning objectives are established, teaching duration and methodologies are specified, lesson content corresponds to objectives, training aids and equipment are selected or developed, handouts are prepared and plans are appropriate and relevant to the target audience.	A/S		
03.09 Pilot tests/rehearses fire safety programs so that the target audience attains program outcomes, teaching techniques, and aids are effective, and the program addresses the needs of the audience.	A/S		
03.11 Delivers fire safety programs using prepared materials so that participants attain program objectives, practice fire safety and indicate satisfaction with and support for the programs.	A/S		

04. PERFORMS PUBLIC RELATIONS

GENERAL PERFORMANCE OBJECTIVE

Performs public relations using promotional materials and displays so that fire prevention and fire survival behaviours are promoted and the professional image of the fire service is maintained.

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Skills Performance Objectives	Classification*	Supervisor's Initials	Date
04.01 Sets up displays using resources such as display booths, pamphlets, videos, slides and photographs so that the display is in a visible and accessible location, and the purpose of the display is clear to the public.	A/S		
04.02 Distributes fire safety pamphlets/information at presentations, open houses, fairs and through the mail so that the public is aware of fire safety concerns and existing fire safety programs.	A/S		
04.03 Responds to public requests for information as a result of press releases, fires or previous and current programs using reference material, such as legislation, statistics and pamphlets to ensure that requests have been properly and satisfactorily addressed, concerns have been documented, and inquiries on fire safety are answered professionally, knowledgeably and in a courteous manner.	A/S		
04.05 Participates in community events such as telethons, job fairs/career days, fundraising campaigns and promotions so that the professional image of the fire service is demonstrated and fire service support for the community is displayed.	A		
04.06 Models a professional image through personal attire, grooming, behaviour and communications with the public so that a friendly, knowledgeable and accessible image is portrayed.	A		

Skills Performance Objectives	Classification*	Supervisor's Initials	Date
04.07 Co-ordinates public tours of fire stations including the presentation of fire safety information using visual aids such as posters, slides, films, videos, fire apparatus and equipment and pamphlets so that fire safety is promoted and the public is aware of the location and capability of the local fire service.	A/S		

10. ISSUES PLAN APPROVALS FOR COMPLIANCE EQUIVALENCIES

GENERAL PERFORMANCE OBJECTIVES

Issues plan approvals for compliance equivalencies, if designated, on submissions by architects and/or engineers so that alternative solutions are in compliance with objective of relevant codes and standards.

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Skills Performance Objectives	Classification*	Supervisor’s Initials	Date
10.01 Reviews proposal for compliance alternative(s) from occupant/owner so that supporting documentation from engineers/architects is available and complete, design and engineering principles support compliance alternative and information is sufficient to compare the proposal with code and standard requirements.	A/S		
10.02 Assess acceptability of compliance alternative proposals so that database of acceptable alternatives is reviewed for precedents, other professional opinions are sought and considered and code intent is applied to the proposal.	A/S		

11. INITIATES AND PARTICIPATES IN THE PROSECUTION OF OFFENDERS

GENERAL PERFORMANCE OBJECTIVE

Initiates and participates in the prosecution of offenders of fire legislation so that all relevant evidence is presented in a professional manner and is admissible, accurate and complete.

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Skills Performance Objectives	Classification*	Supervisor’s Initials	Date
11.03 Prepares information(s) using data such as notes, reports and appropriate legislation to ensure that the Information is accurate and complete.	A		
11.04 Prepares an accurate and complete written summary of the evidence for the Crown Attorney, City Solicitor, Regional Prosecutor or any other person who will present the case to the Court so that all relevant evidence is contained therein.	A		
11.05 Swears Information before a Justice of the Peace when reasonable and probable grounds to believe that an offence has occurred are determined and information is accurate and complete.	A/S		
11.07 Serves summons(es) , when designated as a Provincial Offences Officer, so that the service is accomplished by legal means and an affidavit of service is completed.	A/S		
11.08 Recommends an appropriate penalty to the Crown Attorney, City Solicitor, Regional Prosecutor or any person so appointed who will speak to the sentence before the Court, if requested, using reports of penalties for similar convictions, severity of the offence and previous convictions of the offender so that the Court is made clearly aware of all factors and a consistent decision can be made.	A/S		
11.09 Gives evidence at trials using personal notes, departmental records and appropriate courtroom conduct to provide court with all relevant information with respect to the case.	A/S		

Skills Performance Objectives	Classification*	Supervisor's Initials	Date
11.11 Conducts inspections of premises prior to and following conviction(s) to ensure that the violation(s) has been eliminated or, where required, further action is taken such as requesting an application for a court injunction or the laying of additional charges.	A/S		

12. PROVIDES TECHNICAL SUPPORT AND TRAINING FOR FIRE DEPARTMENT PERSONNEL

GENERAL PERFORMANCE OBJECTIVE

Provides technical support and training for fire department personnel so that the department personnel can apply pertinent and accurate information to emergency situations and they are able to perform their tasks in an efficient and effective manner.

*** Completion Classifications for the “Skills Specific Performance Objectives”**

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Skills Performance Objectives	Classification*	Supervisor's Initials	Date
12.02 Provides information to fire suppression personnel at emergency incidents using sources such as personal experience on site, fire prevention records or fire safety plans so that fire suppression personnel are aware of factors such as building construction, location(s) of equipment and special hazards.	A/S		
12.03 Co-ordinates orientation tours for fire suppression personnel of premises within the municipality so that fire suppression personnel become familiar with potential fire fighting scenes including building construction, location(s) of equipment and special hazards.	A		
12.04 Provides liaison between fire suppression personnel and other agencies such as Technical Standards & Safety Authority, Ministry of the Environment and public utilities so that optimal communication is established and maintained during emergency incidents.	A/S		
12.06 Provides information regarding buildings for pre-fire planning such as water supplies, life safety systems and equipment, fire protection systems and equipment, building size and location and building contents so that fire suppression crews receive all pertinent information to develop a comprehensive effective audit and familiarization pre-plan.	A		

Skills Performance Objectives	Classification*	Supervisor's Initials	Date
12.10 Demonstrates the operation of life safety and fire protection systems such as fire alarms, sprinkler system valves, and standpipe systems so that fire service personnel are able to operate life safety and fire protection equipment and identify defects and operation impairments.	A		
12.11 Follows up on information, complaints or concerns from fire suppression so that all non-operational life safety/fire protection systems or hazardous conditions are investigated and resolved, an acceptable degree of life safety and property protection is provided and the results of follow-up are communicated to fire suppression.	A		
12.12 Provides feedback on fire scenes/incidents to fire suppression crews on health and safety concerns and other relevant information pertaining to such things as cause of fire, origin of fire, occupant behaviour or hazardous materials so that all present or future concerns have been identified and relayed to fire suppression personnel.	A/S		

13. PERFORMS ADMINISTRATIVE DUTIES

GENERAL PERFORMANCE OBJECTIVE

Performs administrative duties so that reports and statistical data is collected and stored, and the Fire Prevention Division functions in accordance with department regulations, policies and procedures.

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Skills Performance Objectives	Classification*	Supervisor's Initials	Date
13.02 Participates in the development of personal work schedule so that department goals and objectives are met, activities and target dates for their accomplishment are established and an efficient and effective schedule is maintained.	A		
13.03 Maintains and organizes work areas so that tasks are prioritized and logically sequenced, internal and external communications are maintained and department policies and procedures are followed.	A		
13.04 Submits recommendations for budgets so that department and community needs for existing and new programs are assessed, prioritized and financially costed, a record of expenditures such as supplies, equipment, and program delivery are kept and accessible, discrepancies are reconciled and expenditures are within budgeted amounts.	A		
13.05 Establishes/maintains files and records such as inspection reports, verification certificates and/or other pertinent documents so that files and records are up-to-date, information is easily and readily retrieved and procedures for setting-up archives and files is followed.	A		

Skills Performance Objectives	Classification*	Supervisor's Initials	Date
13.08 Prepares activity reports so that an accurate, up-to-date record of daily tasks and activities is produced and the report format allows statistical data to be readily retrieved and compiled.	A		
13.09 Prepares correspondence using word processing software and by writing letters, memos and reports so that correspondence is clear and concise with no grammatical or typographical errors and other fire department personnel, agencies or the public are kept up-to-date on current fire prevention matters.	A		
13.11 Chairs/participates in meetings by arranging or attending functions so that pre-meeting preparation is performed, pertinent information is exchanged and evaluated, an agenda and minutes are produced and timeframes for discussion are adhered to.	A		
13.13 Operates office equipment such as photocopiers, personal computers, printers, telephones, and facsimile machines so that a continuous effective flow of office activities is maintained and equipment is operated in accordance with manufacturers procedures.	A		

14. MAINTAINS PROFESSIONAL COMPETENCY

GENERAL PERFORMANCE OBJECTIVE

Maintains professional competency so that the fire prevention officer remains current with new and existing legislation, codes and standards, personal development is valued and undertaken, departmental fire safety standards are met and professional competence is maintained.

*** Completion Classifications for the "Skills Specific Performance Objectives"**

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Skills Performance Objectives	Classification*	Supervisor's Initials	Date
14.03 Reviews new legislation and regulations so that changes and new information that affect the fire service are brought to the attention of superiors, valid recommendations/decisions are made and fire department procedures, techniques and policies are updated.	A		
14.07 Reviews professional publications such as journals, magazines, standards, National Fire Protection Association reports, and codes so that fire prevention personnel remain up-to-date with current developments, equipment, procedures and techniques and informed decisions can be made.	A		
14.08 Participates in staff meetings by providing input relative to fire prevention so that the fire prevention division is kept up-to-date regarding present and proposed fire prevention activities and requests for special initiatives are considered.	A		
14.09 Develops a network of professional contacts with other fire prevention divisions so that information regarding programs, procedures and techniques may be shared and peer support provided.	A		



Submission for Certification

Fire prevention officer's last name			given names (first name)			(middle name)		
Address: (street number and name)						(apartment/unit)		
number)								
(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)				

Names of Supervisors (please print)	Initials of Supervisors	Names of Supervisors (please print)	Initials of Supervisors

I verify that all of the required skills, as outlined in the document *Job Experience Requirement Performance Checklist* have been performed on-the-job (or in simulated situation, only as specified), to standard and according to prescribed conditions. **Note: Candidates applying for certification after September 1, 2005 are required to demonstrate competence to the current Ontario Fire Services Fire Prevention Officer Standards. By signing below, you indicate that the revised *Job Experience Requirement Performance Checklist* (dated April 2005), or the original checklist plus the addendum were completed.**

Please print the name of the Fire Chief

Signature of the Fire Chief

Signature of the candidate

Date

Activities Record

No.	Date	Type of Activity	Description (Address, Report Number)	Fire Prevention Officer Actions Taken	Supervisor Signing Off	Supr's Inits Optional
1	04.26.05	Complaint of combustibles on perimeter of building	10 Downing, Anytown 4 storey apartment building	<ul style="list-style-type: none"> • Attended 10 Downing St • Walked perimeter, taking notes • Spoke w/ building manager (Mr. Tom Smith) • Issued inspection report citing code violation 2.4.1.1 (1) (5 day compliance time) 	Joe Smith	
2	05.14.04	Request for inspection of Royal Canadian Legion – new addition – occupant load	Royal Canadian Legion, 123 Main Street, Somewhere	<ul style="list-style-type: none"> • Completed measurements & scale drawing of floor plan for new addition • Determined types of uses • Calculated occupant load by type of use in accordance with 2.7.1.4 (1) through (7) • Issued occupant load card • OBC not a factor 	Janet Jones	
			<i>SAMPLE</i>			

Activities Record

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Educational/Training Record

Course/Workshop/Seminar Name	Date Started	Date Ended	Total No. of Teaching Hours	Results	Included: Course Description/Learning Outcomes/Certificate
OFM Fire Cause Determination Course	01.29.03	01.31.03	20 hours	<ul style="list-style-type: none"> • Wrote OFM exam and got Certificate of Achievement 	Copy of course description w/learning outcomes Certified copy of certificate
Sam Smith - How to Develop & Administer a Budget	3/9/01	3/9/01	5½ hours	<ul style="list-style-type: none"> • Learned to develop and administer a budget to improve departmental performance • Learned to build in contingencies 	Course brochure
Plans Examination Course	03.10.03	03.13.03	24 hours	<ul style="list-style-type: none"> • Learned application of the OFC to proposed new construction, based on plan review • Successful completion based on written exam 	Course description and brochure
	S	A	M	P	

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