

Ontario Firefighter Certification Program

Firefighter's Record

JOB PERFORMANCE CHECKLIST



Revised February 2008

Firefighter's Name:

Department:

Date Started:

Date Completed:



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**Ontario Firefighter Standards,
2007 Edition**

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Overview

To meet the requirements for firefighter certification, you must complete the job experience component. (For further information, refer to the models, *Certification of Ontario Full-Time Firefighters*, *Certification of Ontario Volunteer Firefighters* and in the *Firefighter Certification Program* document.)

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

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, fire calls and other duties.

Supporting Document

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

Because this document contains competencies that cover the entire spectrum of the firefighter 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

Before a Company Officer attests to a skill being performed, documented training for the competency being signed off must be completed. 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, your Company Officer will observe you performing the skill.

Availability

The *Job Experience Requirement Performance Checklist* and the *Firefighter Standards* are available through the Ontario Association of Fire Chiefs. The *Job Experience Requirement Performance Checklist* is in hard copy form.

Firefighter Responsibility

It is **your responsibility** to maintain a log of fire calls you respond to and related duties you perform. You must seek out the Company Officer 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 Company Officer initials the skills that you have been performed to standard **on-the-job** and notes the date on which you demonstrated the skill.

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

A means that you **must** demonstrate the skill **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 you have not had an opportunity to demonstrate the skill **on-the-job**, you may demonstrate the skill to a Company Officer 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*.

S means that you may demonstrate the skill to a Company Officer in a simulated situation.

On the fire log pages record the major calls you respond to, and the individual and team actions that were taken. Use this information when you and your Company Officer complete the *Job Experience Requirement Performance Checklist*.

Pages are also provided for you to maintain your educational/training record. This should become part of your professional development portfolio.

Accountability

By initialling/signing the *Job Experience Requirement Performance Checklist*, you verify that you have 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 you have successfully completed all of the skills in the *Job Experience Requirement Performance Checklist*, have the form at the back of the booklet filled in and signed off. The names of all Company Officers who have initialled the document are printed on the form; Company Officers 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). Submit this document to the Office of the Fire Marshal to verify completion of the job experience component.

The fire department is responsible to maintain and file completed *Job Experience Requirement Performance Checklists*.

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

Firefighter Job Performance Checklist

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01. PERFORMS FIRE GROUND OPERATIONS

GENERAL PERFORMANCE OBJECTIVE

Performs fire ground operations within an incident management system, so that lives are protected and property loss and damage to the environment is minimized.

Skills Specific Performance Objective	Classification	Company Officer's Initials/date	Date
01.01 Dons firefighter protective clothing , so that they are correctly adjusted or fitted to provide optimal protection during fire ground operations and equipment selected matches incident or function.	A		
01.03 Recognizes types of construction and building materials employed so that fire hazards such as rate of fire spread, noxious fumes or structure stability are identified and injuries to victims or rescuers can be minimized.	A NEW		
01.04 Functions within an incident management system so that strategies and tactics are implemented in a systematic and sequenced manner and firefighters are aware of their roles and responsibilities within the system.	A		
01.05 Secures water supply for the fire ground apparatus from a pressurized or nonpressurized source so that fire ground pump operations can be carried out safely and effectively.	A		
01.06 Operates self-contained breathing apparatus (SCBA) so that optimum respiratory protection is provided in a hostile environment.	A		
01.07 Advances attack and exposure protection lines so that an efficient advancement and effective placement of hose lines are achieved.	A/S		
01.08 Extends existing hose lines including using proper shutdown methods and attachment procedures so that adequate hose length is achieved to extinguish the fire, water pressure is maintained, and connections have minimal leakage.	A/S		
01.09 Selects nozzles, nozzle patterns, flow rates and additives for extinguishment , so that the desired fire stream is attained.	A		
01.10 Operates portable pump to supply hand lines, pumpers and tankers so that water is supplied as required at correct flow and safe pressures.	A/S		

01. PERFORMS FIRE GROUND OPERATIONS

Skills Specific Performance Objective	Classification	Company Officer's Initials/date	Date
01.11 Recognizes and reports evidence of cause and origin of fire so that evidence is preserved for further investigation by appropriate agencies.	A/S		
01.12 Gains access to a secured area using forcible entry techniques so that entry can be achieved quickly with the minimum amount of damage to the structure.	A/S		
01.13 Conducts primary/secondary searches for occupants so that the search is systematic, planned and comprehensive, and victims are located as quickly as possible.	A/S		
01.14 Communicates with and/or evacuates occupants and exposed persons from areas of possible danger using communications and mechanical equipment so that individuals are directed to areas where the possibility of personal injury is reduced.	A/S		
01.15 Secures the fire scene so that a controlled, safe working area is maintained and uninvolved personnel are cleared from the fire scene.	A/S		
01.16 Isolates utilities using appropriate hand tools when directed so that the scene is safe for ongoing operations.	A/S		
01.17 Selects ground ladders to gain access to upper or lower elevations so that a safe means of access, egress and/or a working platform can be established.	A/S		
01.18 Carries, positions and raises ground ladders individually or as a member of a team so that actions are coordinated, the ladders are located to enhance the rescue of individuals and they provide a means of egress or enhance the firefighting activity.	A		
01.19 Climbs ladders so that firefighter equipment can be advanced and access to the structure and/or victim(s) is enabled.	A		
01.20 Raises and lowers firefighting equipment so that equipment is raised and lowered safely without injury to the firefighter or damage to the equipment.	A/S		
01.21 Ventilates structures as directed using natural or mechanical means so that a controlled release of heat, smoke, and gases is achieved.	A/S		
01.22 Locates the seat of a fire in a burning structure so that the main body of the fire can be confined and extinguished.	A		

01. PERFORMS FIRE GROUND OPERATIONS

Skills Specific Performance Objective	Classification	Company Officer's Initials/date	Date
01.23 Selects the method of extinguishment and the rate of application so that the fire can be contained and effectively extinguished.	A		
01.24 Protects exposures by reducing the potential for fire, heat, and smoke propagation so that fire does not spread to unaffected interior areas or external structures.	A		
01.25 Assesses and communicates progress of assigned fire ground operations so that incident command is made aware of status of fire and benchmarks that have been achieved.	A		
01.26 Extinguishes vehicle fires by identifying the type of vehicle, the fuel and cargo and selecting the appropriate extinguishing method so that injuries are prevented and damage to property and the environment is minimized.	A		
01.27 Extinguishes ground fires such as grass, bush, or forest by confining the fire using the appropriate methods so that damage to property and the environment is minimized.	A		
01.28 Provides illumination by proper placement and operation of electrical lighting equipment so that visibility is enhanced and operations can be performed effectively.	A/S		
01.29 Conducts salvage operations by protecting contents from heat, smoke, water, and fire so that property loss is minimized and good public relations are maintained.	A		
01.30 Overhauls the fire area so that the fire is completely extinguished, the building is secure and air quality is monitored.	A/S		
01.31 Secures scene for investigating authority so that the continuity of evidence of fire cause is maintained.	A		
01.32 Returns equipment to fire apparatus and takes inventory , so that the equipment is in the proper location, secured to prevent damage during transit and the equipment can be accounted for and properly maintained.	A		
01.34 Returns fire apparatus to service so that apparatus is ready to respond and all pre-operational checks have been completed.	A		
01.35 Participates in post-incident analysis and review to communicate the firefighter's perception of the chain of events that took place at the incident so that a critique of the incident can be completed.	A		

02. PERFORMS RESCUE OPERATIONS

GENERAL PERFORMANCE OBJECTIVE

Performs rescue operations within an incident management system so that the victim is removed from an area of danger to an area of safety while preventing injury to the rescuer or victim.

Skills Specific Performance Objective	Classification	Company Officer's Initials/date	Date
Generic Rescue Skills			
02.01 Sizes up the incident noting hazards and environmental conditions so that, on arrival, duties can be initiated quickly, safely, and effectively.	A		
02.02 Stabilizes the scene by taking necessary safety precautions including crowd or traffic control, and isolating hazards using warning devices, adequate lighting and scene stabilization procedures so that a safe working area is ensured.	A		
02.03 Conducts a search for victims using appropriate equipment and rescue procedures so that the search is systematic and comprehensive.	A/S		
02.04 Stabilizes entrapping mechanism by using stabilization tools, equipment and procedures so that during the extrication the entrapping mechanism remains stationary and minimizes the potential for injuries to rescuer or victim.	A/S		
02.05 Assesses and stabilizes the victim by utilizing patient care supplies and equipment so that life-threatening conditions are identified and treated, the victims are reassured and properly secured and removed from the entrapping mechanism with minimum risk of further injury.	A/S		
02.06 Provides means of egress from the entrapping mechanism by using rescue specific equipment so that the victim can be safely and expediently removed.	A/S		
02.07 Removes stabilized victim from the scene to a safe area or to transport so that additional injuries to the victim are minimized during the removal process.	A/S		
02.08 Communicates with rescue team members using communications systems and terminology so that rescue evolutions are carried out safely and effectively.	A NEW		

02. PERFORMS RESCUE OPERATIONS

Skills Specific Performance Objective	Classification	Company Officer's Initials/date	Date
02.09 Functions as or supports members of specialty rescue teams so that special hazards are identified, scene is secure, primary and secondary search for casualties and victims is systematically and comprehensively conducted, a means of egress is provided and casualties/victims are transported to an area of safety while preventing further injury to rescuer or victim.	A NEW		
02.10 Recognizes and defines hazardous conditions related to specialty rescues so that responding crews are aware of departmental capabilities and limitations at awareness level and firefighter safety is ensured.	A NEW		
Vehicle Extrication Rescue			
02.11 Assesses vehicle design and safety feature components so that potential dangers/hazards can be identified and injuries to victims or rescuers can be prevented.	A/S NEW		
Electrical Hazard Rescue			
02.32 Sizes up hazards involving electrically charged wire(s) so that the rescuers take the necessary precautions to prevent further injury to themselves and/or victims and the requirement for support from electric company personnel is determined.	A		
02.33 Provides crowd and/or traffic control so that additional injuries resulting from contact with electrically charged objects or wires can be avoided.	A		

03. PERFORMS HAZARDOUS MATERIALS AND CHEMICAL, BIOLOGICAL, RADIOLOGICAL AND NUCLEAR OPERATIONS

GENERAL PERFORMANCE OBJECTIVE

Performs hazardous materials and Chemical, Biological, Radiological and Nuclear operations within an incident management system so that injury or loss of life is prevented and environmental and property damage is minimized.

Skills Specific Performance Objective	Classification	Company Officer's Initials/date	Date
03.01 Identifies hazardous products from a safe position, normally an uphill, upwind location gaining information from placards, labels, shipping documents and/or a responsible person so that the proper action can be taken.	A/S NEW		
03.02 References emergency response guide so that initial emergency action can be taken.	A/S NEW		
03.04 Sets up perimeter, control zone and decontamination areas so that responding personnel are notified of location and boundaries of zones and access is limited into hazardous areas.	A/S NEW		
03.05 Assists in evacuating emergency scene , as directed, using communication equipment so that individuals in possible danger are relocated quickly and efficiently to areas where the opportunity for contamination or injury is reduced.	A/S NEW		

04. PROVIDES EMERGENCY PATIENT CARE

GENERAL PERFORMANCE OBJECTIVE

Provides emergency patient care 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	Company Officer's Initials/date	Date
04.01 Secures and controls scene so that a safe scene is maintained for patients, bystanders and rescuers.	A		
04.02 Utilizes infectious control devices and protocols so that the rescuer and patient are protected from communicable diseases.	A		
04.03 Conducts primary assessment so that life-threatening conditions can be detected and the necessary treatment undertaken.	A/S		
04.04 Opens and maintains a clear airway by using airway maintenance equipment and techniques so that an adequate supply of oxygen may be delivered to the patient and the patient's airway is cleared of liquid and/or mucus.	A/S		
04.05 Performs ventilations using the mouth-to-mask method or a mechanical device so that air is delivered into the lungs of the patient.	A/S		
04.06 Performs chest compressions during cardio-pulmonary resuscitation so that an adequate blood circulation is maintained and the compressions are in accordance with recognized standards.	A/S		
04.08 Controls external bleeding using pressured dressings so that bleeding and pain are reduced and the chance of infection is minimized.	A/S		
04.09 Recognizes signs and symptoms of shock so that appropriate action is taken to minimize the effects.	A/S		
04.10 Gather medical information about the patient(s) so that specific symptoms and a brief medical history can be obtained and relayed to ambulance personnel while maintaining confidentiality.	A/S		
04.11 Conducts a secondary head-to-toe assessment of the patient so that other injuries are identified and managed.	A/S		
04.12 Immobilizes suspected head and spinal injuries so that the patient can be transported without causing further injury.	A/S		
04.13 Immobilizes suspected bone and joint injuries so that further damage caused by the injury will be minimized, pain will be eased and the victim can be safely transported.	A/S		

04. PROVIDES EMERGENCY PATIENT CARE

Skills Specific Performance Objective	Classification	Company Officer's Initials/date	Date
04.14 Provides comfort, reassurance, and emotional support to the patient so that the patient's level of stress and anxiety is reduced.	A/S		
04.20 Cleans and decontaminates equipment, supplies and personnel so that equipment functions properly and the risk of spread of communicable diseases is minimized.	A/S		

05. PERFORMS FIRE FIGHTER SAFETY PRACTICES**GENERAL PERFORMANCE OBJECTIVE**

Performs firefighter safety practices so that the safety of firefighters is maintained according to applicable legislation, standards, and fire department operating guidelines.

Skills Specific Performance Objective	Classification	Company Officer's Initials/date	Date
05.01 Performs task level activities within the incident command system so that the safest possible work environment can be maintained.	A		
05.02 Participates in emergency scene personnel accountability and entry control so that all personnel on scene are accounted for.	A		
05.04 Performs search and rescue for lost/injured/trapped firefighters as a member of a rescue team so that lost/injured/trapped firefighters can be quickly rescued.	A/S		
05.05 Evacuates hazardous locations in response to an emergency evacuation signal so that firefighters can quickly withdraw from an unsafe situation.	A/S		
05.06 Assesses the need for rehabilitation and utilizes resources available so that personnel injuries, personal limits and safety issues are considered and addressed.	A/S		
05.08 Maintains safe and secure workplaces so that injuries are prevented and guidelines associated with the Ontario Occupational Health and Safety legislation and fire department operating guidelines are met.	A		

06. OPERATES AND MAINTAINS FIRE APPARATUS

GENERAL PERFORMANCE OBJECTIVE

Operates and maintains fire apparatus such as pumpers, aerial devices, tankers, rescue trucks and support vehicles as required by the *Ontario Highway Traffic Act* and within the vehicle's design parameters so that the apparatus is used safely and effectively and that preventable mechanical breakdowns are avoided.

Skills Specific Performance Objective	Classification	Company Officer's Initials/date	Date
06.01 Conducts operational checks and post-emergency inspection of vehicles to ensure that all apparatus, equipment and systems are in functional condition.	A NEW		
06.02 Maintains and operates fire apparatus in accordance with recognized standards, legislation and manufacturer's supplied information so that apparatus and equipment are maintained and operated in a safe manner.	A		
06.03 Drives fire apparatus in compliance with the Ontario Highway Traffic Act and other applicable legislation using defensive driving strategies so that fire service personnel, the public and equipment are not placed in unnecessary danger.	A/S		
06.04 Positions and immobilizes pumpers taking into consideration traffic, wind direction and potential fire ground hazards so that position provides optimum safety and effectiveness and unexpected motion is prevented.	A/S		
06.05 Engages apparatus pumps ensuring that apparatus is in proper transmission gear, pump drive is activated and indicator lights and/or gauges verify operation so that the apparatus is able to pump correct volumes of water at correct pressures.	A/S		
06.06 Drafts water with pumper using hard suction hose so that adequate water supply from a static source is ensured.	A/S		
06.07 Pumps from on-board water tank so that water is transferred from the tank to the pump and can be discharged immediately.	A/S		
06.08 Changes from one water supply source to another such as water tank to hydrant or static source so that water supply is not interrupted and pressures do not deviate excessively.	A/S		
06.09 Pumps from a pressurized source so that an adequate water supply is ensured.	A/S		
06.10 Performs relay pumping by using two or more pumps, supply lines and water source so that an adequate volume of water is supplied over long distances.	A/S NEW		

06. OPERATES AND MAINTAINS FIRE APPARATUS

Skills Specific Performance Objective	Classification	Company Officer's Initials/date	Date
06.11 Pumps water to master stream devices so that the maximum potential of the particular device is achieved.	A/S NEW		
06.12 Pumps water through hand lines to nozzles so that nozzles are provided with correct and safe flows and pressures.	A/S		
06.14 Operates foam and agent dispersal systems so that appropriate foam or agent concentration is supplied at proper eductor pressure and firefighting foam or agent may be applied to suppress fires and vapours.	A/S NEW		
06.15 Sets, monitors and regulates safety pressure control devices on pumper so that safe and constant pressures are maintained at all nozzles.	A/S NEW		
06.16 Sets, monitors and regulates ancillary pumper devices such as engine or pump coolers, gauge drains and gauge heaters by using appropriate control devices, gauges and/or indicators so that the apparatus operates efficiently and unnecessary mechanical breakdown is prevented.	A/S NEW		
06.24 Stows and secures equipment on/in apparatus so that equipment is in its proper location, is ready for immediate use and is not lost or damaged.	A		
06.25 Cleans fire apparatus such as cab interiors, body panels, windows and other areas so that the vehicle presents a positive public image and vehicle life is extended.	A		
06.26 Performs light vehicle maintenance as required so that out-of-service time is minimized and the apparatus is maintained.	A		

07. MAINTAINS FIRE EQUIPMENT

GENERAL PERFORMANCE OBJECTIVE

Maintains fire equipment to ensure a level of operational readiness so that equipment life is extended, safety is ensured and equipment operates properly.

Skills Specific Performance Objective	Classification	Company Officer's Initials/date	Date
07.01 Checks and reports mechanical condition of equipment such as portable pumps and generators using department checklists and schedules so that equipment will function properly and problems identified are corrected.	A		
07.02 Checks and replenishes fluid level on portable power equipment using manufacturer's recommended replacement fluids so that premature wear or damage to equipment is prevented and equipment is operational.	A		
07.03 Checks all equipment for physical damage and/or defective parts and lubricates when necessary so that the integrity and safe operation of the equipment are ensured.	A		
07.04 Inspects and maintains self-contained breathing apparatus (SCBA) by physically examining and testing components including PASS and alarm systems, cleaning, changing cylinders and completing records so that any defects are identified and corrected before use and maintenance is in accordance with manufacturer's recommendations, applicable safety standards and fire department operating guidelines.	A NEW See Note		
07.05 Cleans and paints equipment by removing rust, dirt, or grime using appropriate cleaning agents and paint so that equipment is safe to use and life is prolonged.	A NEW		
07.06 Cleans and maintains hoses according to fire department policies and procedures so that premature deterioration of hoses is prevented.	A NEW		
07.07 Inspects and tests hoses for trueness of couplings, condition of gaskets and damage to outer jacket by visual inspection and pressure testing so that damaged or deteriorating hose can be identified, repaired and/or replaced.	A		
Note: This should only be conducted by following the applicable safety standards and fire department operating guidelines.			

07. MAINTAINS FIRE EQUIPMENT

Skills Specific Performance Objective	Classification	Company Officer's Initials/date	Date
07.08 Inspects ladders for damage such as heat discoloration, cracks, burns, frayed lanyards and warped structural members, cleans and lubricates ground ladders so that ladders are maintained in a safe and proper operating condition.	A		
07.09 Inspects cleans and dries utility ropes and salvage covers so that premature deterioration, rope failure or salvage cover leakage is prevented.	A		
07.10 Inspects operates and tests electrical equipment so that damaged equipment is reported and repaired and equipment is restored to operational condition.	A NEW		
07.11 Inspects and cleans turnout gear so that necessary repairs are made and integrity of turnout gear is maintained.	A		
07.12 Inspects fire extinguishers and reports those needing servicing so that extinguishers are safe and fully charged.	A		
07.14 Inspects and cleans hose appliances so that all moving parts operate freely and gaskets and threads are in acceptable operating condition, connections are easily made and appliances operate smoothly.	A		
07.15 Cleans, sharpens, removes burrs and lubricates cutting tools so that tools are sharp or identified as requiring replacement.	A		
07.16 Replaces, repairs or reports damaged tool handles on equipment such as axes, pike poles and hammers so that handles are free of splinters and can be used safely.	A NEW See Note		
07.17 Records any maintenance or inspection results for fire equipment so that proper corrective measures will be taken and accurate records are maintained.	A NEW		
Note: This should only be conducted by following the applicable safety standards and fire department operating guidelines.			

08. PARTICIPATES IN FIRE SAFETY INSPECTIONS

GENERAL PERFORMANCE OBJECTIVE

Participates in fire safety inspections 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.

Note: These SSPO's should only be conducted based on individual Fire Department procedures and the principles of life safety.

Skills Specific Performance Objective	Classification	Company Officer's Initials/date	Date
08.01 Checks premises for compliance with provincial regulations, municipal bylaws and standards for fire safety so that conformance and consistency is maintained.	A/S NEW		
08.02 Checks premises for hazardous materials so that proper labelling, storage, handling and fire protection has been provided and the fire department has been informed as required by legislation.	A/S		
08.03 Recognizes fire detection systems defects in devices such as heat/smoke detectors and fire alarm systems ensuring their presence, integrity and proper function using the Ontario Fire Code and other applicable standards so that fire safety is maintained.	A/S		
08.04 Inspects location of, and access to, building services such as natural gas, electricity and water shutoffs so that utility locations are readily accessible and protected against damage	A/S		
08.05 Inspects for means of egress and access to exits such as corridors and stairwells using visual inspection and the Ontario Fire Code so that, in the event of an emergency, safe exit from the facility can be accomplished.	A/S		
08.06 Checks test records of sprinkler, alarm and fixed systems and visually inspects to ensure compliance with the Ontario Fire Code.	A/S NEW		
08.07 Submits report to the Fire Prevention Division for follow-up using the Ontario Fire Code and municipal by-laws as reference so that proper corrective measures will be taken and records maintained.	A/S NEW		

9. PERFORMS PUBLIC EDUCATION AND PUBLIC RELATIONS

GENERAL PERFORMANCE OBJECTIVE

Performs public education and public relations activities so that community public fire and life safety is promoted and the public's understanding of the fire service is enhanced.

Skills Specific Performance Objective	Classification	Company Officer's Initials/date	Date
09.01 Provides public assistance such as greeting visitors, responding to inquiries and giving directions or general information to citizens so that the requested assistance is provided.	A		
09.04 Instructs students including pre-school and elementary level students using audio-visual aids and/or handouts so that fire safety is promoted in the home and at school at an early age.	A		
09.05 Participates in parades and special occasions using fire department apparatus and appropriate dress so that the public is aware of the fire department's presence in the community.	A NEW		
09.06 Participates in fire service related demonstrations for the public such as controlled burns, auto extrication or rappelling using required equipment such as extinguishers, ladders and extrication equipment, so that the public is aware of the fire department's diverse functions.	A NEW		
09.08 Conducts fire safety awareness programs in private dwellings and in the community providing literature on items such as fire escape planning, wood-burning stoves and smoke alarms so that fire and life safety issues are brought to the attention of the homeowner and the public in a professional manner.	A/S		
09.10 Projects a professional image to the public by practicing proper conduct, maintaining appropriate dress and deportment, and using appropriate language on and off duty so that the image of the fire service is upheld.	A		

10. PERFORMS COMMUNICATION DUTIES

GENERAL PERFORMANCE OBJECTIVE

Performs communication duties so that required information is transmitted or received through the communications systems.

Skills Specific Performance Objective	Classification	Company Officer's Initials/date	Date
10.01 Operates mobile and portable radios to transmit and receive messages using fire department operating guidelines so that messages are clear and concise.	A NEW		
10.04 Updates situation using communications equipment in accordance with fire department communication operating guidelines so that incoming information is assessed and appropriate persons are informed.	A NEW		
10.08 Conducts radio checks by transmitting and receiving a message on a mobile or portable radio to determine that the radio is functioning, batteries are charged and the radio is ready for fire ground use.	A		
10.09 Conducts minor maintenance such as surface cleaning and replacing and recharging batteries so that communication equipment functions to fire service standards.	A NEW		

11. DEVELOPS PRE-INCIDENT PLANS

GENERAL PERFORMANCE OBJECTIVE

Develops pre-incident plans so that all pertinent information is available to fire suppression personnel for determining initial response and establishing incident management requirements.

Skills Specific Performance Objective	Classification	Company Officer's Initials/date	Date
11.01 Performs a perimeter survey by visually inspecting the exterior of the structure(s) so that an overview of the premises can be established for determining apparatus placement, exposures, openings, access to the structure(s) and location of fire department connections and water supplies.	A		
11.02 Prepares a building plan with measurements of the structure(s) indicating such items as size of structure(s), number of stories, type of construction, interior arrangement, firewalls and fire separations, roof construction and hazards such as elevator shafts, high fire loads and plant processing areas so that a plan can be drafted.	A NEW		
11.03 Recognizes types of construction and building materials employed so that potential fire hazards such as rate of fire spread, noxious fumes or structure stability are identified in developing pre-incident plans.	A NEW		
11.04 Determines type and location of hazardous materials such as toxic, flammable, and reactive substances using material safety data sheets and visual inspection so that fire suppression personnel can prepare to take special measures to ensure personal safety and to apply appropriate extinguishing methods.	A		
11.05 Identifies location of fire safety and suppression equipment so that firefighters can readily locate the available on-site fire protection and suppression equipment and are aware of their operation and capabilities.	A		
11.06 Identifies utility shutoffs and mechanical and elevator controls and shut-offs so that fire suppression personnel are able to quickly locate shutoffs during fire ground operations.	A		
11.07 Identifies type of occupancy such as high-rise, hospital, industrial and assembly and determines the normal number of occupants as well as current occupancy status using supplied information, both verbal and written, so that life hazards can be determined and evacuation plan can be assessed.	A NEW		

11. DEVELOPS PRE-INCIDENT PLANS

Skills Specific Performance Objective	Classification	Company Officer's Initials/date	Date
11.08 Identifies the condition of the structure such as avenues where fire may spread and the structure's resistance to fire so that fire suppression personnel can anticipate the path a fire will take and effectively work towards extinguishment.	A NEW		
11.09 Determines individuals responsible for the building from supplied verbal and/or written information so that the designated person(s) can be contacted in case of an emergency.	A NEW		
11.10 Reviews the pre-incident plan on a regular basis including periodic on-site reviews so that any changes to the premises, which could affect initial response and incident management, are identified and all suppression crews are made familiar with the changes.	A NEW		

12. PERFORMS ADMINISTRATIVE DUTIES

GENERAL PERFORMANCE OBJECTIVE

Performs administrative duties to ensure overall efficient operation of the organization in accordance with all relevant legislation and fire department operating guidelines.

Skills Specific Performance Objective	Classification	Company Officer's Initials/date	Date
12.02 Receives station's supplies including supplies for fire apparatus and equipment, stationery and cleaning materials using bills of lading and packing slips so that supplies are counted, verified and stored, ready for use.	A NEW		
12.03 Completes accident/incident reports using the appropriate forms so that an accurate account of the incident is provided and a permanent record is maintained.	A NEW See Note		
12.04 Completes forms and records such as exposure reports or Worker Safety and Insurance Board forms so that accurate records can be maintained.	A/S NEW		
12.07 Complies with fire department policies, rules, regulations, operating guidelines and job descriptions so that consistency of application is maintained.	A NEW		
12.08 Complies with Federal and Provincial legislation and municipal bylaws relevant to the fire department so that there is an awareness of the effect of the legislation on the operation of a fire department.	A NEW		
12.10 Maintains open channels of communication with fire department staff so that the chain of command is followed and information is communicated accurately and concisely.	A NEW		
Note: This objective is referring to requirements outlined in Fire Department Operating Guidelines.			

13. DEMONSTRATES A COMMITMENT TO PERSONAL AND PROFESSIONAL DEVELOPEMENT

GENERAL PERFORMANCE OBJECTIVE

Demonstrates a commitment to personal and professional development so that the firefighter remains current with new legislation, standards, techniques and procedures, personal development is enhanced, departmental fire safety standards are met and professional competency is maintained.

Skills Specific Performance Objective	Classification	Company Officer's Initials/date	Date
13.01 Attends educational courses, seminars, workshops and demonstrations so that innovations in firefighting, rescue, prevention, training and public education administration techniques, procedures and equipment are reviewed and personal technical expertise is maintained.	A		
13.02 Reads journals, legislation, standards and publications so that firefighters remain up-to-date with current developments, equipment, procedures and techniques and informed recommendations can be made.	A		
13.03 Participates in professional organizations and/or in-house committees so that the opportunity to interact with peers is provided, a support network is developed and an exchange of ideas, approaches and techniques for fire fighting is afforded.	A		
13.04 Reviews department fire, rescue, prevention and public education related policies, memos, notices and training manuals so that firefighters remain up-to-date on current fire service practices.	A		
13.05 Follows training schedule for firefighters so that all firefighters receive the training prescribed as per the schedule, proficiency on equipment operation and fire department procedures is maintained and response incident scenarios are practiced.	A		
13.06 Develops an informal network with other firefighters and fire services so that information regarding programmes, procedures and techniques may be shared and peer support provided.	A		
13.07 Participates in site tours such as schools, hospitals, sports complexes and industrial complexes so that firefighters remain current about changes in the community.	A		
13.08 Actively engages in continuing and formal education so that personal skills and knowledge are improved and fire service job performance standards are met.	A NEW		

Firefighter
Submission for Certification

Firefighter's last name		Firefighter's 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)		

Names of Company Officers (please print)	Initials of Company Officers	Names of Company Officers (please print)	Initials of Company Officers

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 Fire Chief

Signature of Fire Chief

Signature of Candidate

Date

ACTIVITIES RECORD

Standards Reference GPO	Checklist Reference Number	Date	Type of Incident	Description (Address, Fire Report Number)	Firefighter Actions Taken	Team Actions Taken	Captain Observing	Capt's Intls (optional)
01	01.01	12 Jan 00	small fire	10 Downing, Anytown kitchen fire on main floor of a 2 story, domestic detached building 2 casualties Fire Report #7	<ul style="list-style-type: none"> • donned breathing apparatus • advanced hose into the premises • carried out firefighting 	carried out search & rescue	Joe Smith	

SAMPLE

ACTIVITIES RECORD

Standards Reference GPO	Checklist Reference Number	Date	Type of Incident	Description (Address, Fire Report Number)	Firefighter Actions Taken	Team Actions Taken	Captain Observing	Capt's Intls (optional)

ACTIVITIES RECORD

Standards Reference GPO	Checklist Reference Number	Date	Type of Incident	Description (Address, Fire Report Number)	Firefighter Actions Taken	Team Actions Taken	Captain Observing	Capt's Intls (optional)

ACTIVITIES RECORD

Standards Reference GPO	Checklist Reference Number	Date	Type of Incident	Description (Address, Fire Report Number)	Firefighter Actions Taken	Team Actions Taken	Captain Observing	Capt's Intls (optional)

EDUCATIONAL/TRAINING RECORDS

Standards Reference GPO	Course/Workshop/Seminar Name	Date Started	Date Ended	Total No. of Teaching Hours	Results	Included: Course Description/Learning Outcomes/Certificate
02	Car Busters-Auto Extrication	31/10/07	24/12/07	20	Wrote exam and got Certificate of Attendance	copy of course description w/learning outcomes certified copy of certificate
09	WETT Course	3/9/06	3/9/06	8	· learned to inspect wood burning appliances	copy of course description w/learning outcomes certified copy of certificate

SAMPLE

EDUCATIONAL/TRAINING RECORDS

				Hours		Outcomes/Certificate

EDUCATIONAL/TRAINING RECORDS

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