NFPA 1401
Fire Protection
Training Reports
and Records
1983 Edition

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The Board of Directors reaffirms that the National Fire Protection Association recognizes that the toxicity of the products of combustion is an important factor in the loss of life from fire. NFPA has dealt with that subject in its technical committee documents for many years.

There is a concern that the growing use of synthetic materials may produce more or additional toxic products of combustion in a fire environment. The Board has, therefore, asked all NFPA technical committees to review the documents for which they are responsible to be sure that the documents respond to this current concern. To assist the committees in meeting this request, the Board has appointed an advisory committee to provide specific guidance to the technical committees on questions relating to assessing the hazards of the products of combustion.

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Recommended Practice for

Fire Protection Training Reports and Records

NFPA 1401-1983

1983 Edition of NFPA 1401

This edition of NFPA 1401, *Recommended Practice for Fire Protection Training Reports and Records*, was prepared by the Technical Committee on Fire Service Training and acted on by the National Fire Protection Association, Inc. on May 18, 1983, at its Annual Meeting in Kansas City, Missouri. It was issued by the Standards Council on June 9, 1983, with an effective day of June 29, 1983, and supersedes all previous editions.

This edition of this document has been approved by the American National Standards Institute.

Origin and Development of NFPA 1401

The 1970 edition of Training Records and Reports (NFPA 9) received tentative adoption at the 1969 National Fire Protection Association Annual Meeting. The Tentative Recommended Practice with amendments was officially adopted at the 1970 Annual Meeting.

This text was developed by the Committee on Fire Service Training and processed in accordance with NFPA Regulations Governing Technical Committees. It is a suggested fire training records system for use by fire chiefs and fire training officers. The publication presents a systematic approach to those officers who must manage the training activities of a fire department.

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This list represents the membership at the time the Committee was balloted on the text of this edition. Since that time, changes in the membership may have occurred.

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Contents

Recommended Practice for

Fire Protection Training Reports and Records

NFPA 1401–1983

Chapter 1   Introduction

1-1 Scope. It is the intent of this document that "Fire Service Organization" be an all-inclusive term to describe those local municipal, state, federal, military, and private organizations with fire protection responsibilities. Fire service organizations utilizing this document in the establishment, upgrading, or evaluation of their training records and report system should be able to clearly document the performance and ability of individual and group activities relating to:

(a) compliance with personnel performance standards;

(b) documentation of career development training and education;

(c) cooperation with other agencies with which the organization executes joint speciality operations (e.g., Emergency Medical Services).

1-2 Purpose. This document presents a systematic approach to providing essential information for managing the training function of the fire service organization. Included are those types of records, reports, and forms which can serve as basic information tools for effective training administration. It should be well understood that recordkeeping is not an end in itself. Training reporting systems are a process of providing management information for use in the decision-making process. Records are the tools for administering the human resource development of the fire service organization. The overall objective of the training function process is to improve individual and overall performance of the organization. Training programs established and implemented within the organization should be people-oriented and action-minded, and the records and reporting system used in conjunction with the program should reflect this attitude.

1-3 General.

1-3.1 Need for Training Documentation. Training records have an important function in the administration of a fire service organization. As with any other community business, records and reports are an integral part of business management. Fire training records and reports are often only part of the documentation which is required to meet legal and statutory requirements. When properly kept and evaluated, these records will enable management to make effective decisions in planning, programming, and budgeting operations for the fire department.

1-3.2 Training records and reports may be utilized by the training officer in analysis of the effectiveness of the training program in terms of time, manpower and financing. Training records and reports may be utilized to develop specific training objectives and to evaluate compliance with or deficiencies in the training program. Training records and reports are also becoming increasingly more important as documentation evidence in public liability suits against the organization's fireground activities.

1-3.3 Function of Training Records and Reports. The management of training functions should be performed on a continuous cycle. These functions should not operate as an open-ended sequence. The cycle consists of:

(a) planning,

(b) organization,

(c) implementation,

(d) operation,

(e) review, and

(f) feedback/alteration.

1-3.4 In each phase of the cycle, information is required for training management to perform effectively. The information is provided through various types of records, reports, and studies. Records should, therefore, be designed to fit into the overall training management cycle. In order to be most effective, these records must contribute toward the overall organization information cycle.

1-3.5 No published manual or reference document can be applied as a nationally recognized system which will universally fit the needs of all branches of the fire service. As such, knowledge of a fire service organization's information system is fundamental to preparing any type of report form or any system of reporting. Although the responsibility for information reporting is usually that of the chief executive officer, the information contained in the report generally originates from the supervisors of a company, unit, division, or bureau. Records and reporting effectiveness is directly related to design, use, and application of an adequate information system. A clear analysis of the information needs in the specific system is necessary. A good system of records and reporting requires equally as much research effort as any other system in the organization, if it is to be proven to be effective and meaningful.

1-4 Definitions.

Authority Having Jurisdiction. The "authority having jurisdiction" is the organization, office or individual responsible for "approving" equipment, an installation or a procedure.

NOTE: The phrase "authority having jurisdiction" is used in NFPA documents in a broad manner since jurisdictions and "approval" agencies vary as do their responsibilities. Where public safety is primary, the "authority having jurisdiction" may be a federal, state, local or other regional department or individual such as a fire chief, fire marshal, chief of a fire prevention bureau, labor department, health department, building official, electrical inspector, or others having statutory authority. For insurance purposes, an insurance inspection department, rating bureau, or other insurance company representative may be the

"authority having jurisdiction." In many circumstances the property owner or his designated agent assumes the role of the "authority having jurisdiction"; at government installations, the commanding officer or departmental official may be the "authority having jurisdiction."

C.E.O. (Chief Executive Officer). The administrative head of the organization. The individual assigned the responsibility for management and control of all matters and concerns pertaining to the fire service organization. The position may be titled Fire Chief, Fire Marshal, Chief Engineer, etc.

Feedback. Comments and opinions about the system to be reviewed for appropriate changes or modification to the system.

Flow Chart. A diagram consisting of a set of symbols and connecting lines that show step-by-step progression through a procedure or system.

Functions. One of a group of related actions contributing to the overall goals of the organization.

Management. The collective body of those who direct the operations of the organization.

Periodic. Occurring or recurring at regular intervals, as determined by the individual organization, e.g., weekly, monthly, quarterly, semiannually, yearly, etc.

Record. A permanent account of known or recorded facts, regarding something or someone that is utilized to recall or relate past events or acts of an organization, or the individuals therein.

Report. The act of giving an account of facts relating to past events or acts of an organization or the individuals therein.

Seasonal Needs. The periodic operating contingencies of a particular geographic region which are established to overcome a specific set of circumstances, e.g., crop harvest, rainy season, etc.

Should. Indicates a recommendation or that which is advised but not required.

System. An organized or established procedure intended to form a network arranged to achieve specific goals.

Training Instructor. The person identified by the training officer with the responsibility for conducting actual training classes or exercises. This person will usually be a company officer, or specialist in the particular subject area.

Training Officer. The person designated by the Chief Executive Officer with authority for overall management and control of the organization's training program.

Chapter 2   Elements of Training Documents

2-1 General.

2-1.1 Training documents, regardless of their intent or level of sophistication, should focus on content accuracy and clarity. These documents should relay to the reader at least five specific elements of information:

Who	– was the instructor or leader?
	– participated, was in attendance?
	– is affected by the document?
What	– was the subject covered?
	– equipment was utilized?
	– operation was evaluated or affected?
	– was the stated objective and was it met?
When	– will the event take place, or
	– did the event take place?
Where	– will the event take place, or
	– did the event take place?
Why	– is the event necessary, or
	– did the event occur?

2-1.2 Additional information or detail should be included to explain or clarify the document as may be deemed necessary.

Chapter 3   Types of Training Documents

3-1 General.

3-1.1 Need for Training Schedules. It is important that all members within a fire department be assured of receiving standardized instruction and training. This requires considerable planning. However, standardization can be improved through the preparation of training schedules for use by department personnel.

3-1.2 Typical training schedules may include:

(a) Periodic Training Schedule — Station Drills. This schedule designates specific subjects that must be used by company officers in conducting their station drills. A schedule is prepared by the officer in charge of training and distributed to all company officers.

(b) Periodic Training Schedule — Training Facility Drills. This is a schedule for companies to report to the training facility for evolutions or classes. Days should also be set aside for make-up drills.

(c) Schedules should be prepared for all training, including:

1. Recruit training.
2. In-service training.
3. Special training.
4. Officer training.
5. Advanced training.

3-1.3 Types of Training Schedules. Training schedules should be prepared for all training ground and classroom sessions. It is important that consideration be

given to the availability of training to all personnel when schedules are, prepared. For example, training sessions may have to be scheduled on consecutive days to accommodate career personnel or repeated on weekdays and on weekends for volunteers. Scheduling training for industrial fire brigade members involves some additional considerations. Such aspects as the amount of time one can be away from one's work station or the provision of replacement personnel to cover for fire brigade members who are involved in critical plant operations must be considered when preparing training schedules.

3-1.4 A balance between manipulative skills training and classroom sessions should be considered in the preparation of training schedules. Such training schedules should include all of the topics necessary to satisfy job knowledge requirements and to maintain already learned skills.

3-1.5 The scheduling of training will also be influenced by the time of year, in regard to weather conditions, seasonal needs, new equipment, and specific personnel needs.

3-2 Training Reports.

3-2.1 A training report should be complete and follow a logical sequence. Obviously, no general outline can be applied to the arrangement of a report since each report must be constructed according to its individual requirements. A reader has every right to expect a report to clearly and concisely present the essentials so that conclusions may be grasped with a minimum of effort and delay. Furthermore, a reader has the right to expect a report to provide sufficient discussion to ensure the correct interpretation of findings which will indicate the nature of analysis and the process of reasoning that leads to those findings.

3-2.2 Each item of a report should serve a definite purpose. Each table and chart in a report should be within the scope of the report. They should add to what has been stated or shown elsewhere, and they should be accurate without reasonable possibility of misunderstanding.

3-2.3 The process of writing reports includes five steps that are generally used in identifying, investigating, evaluating, and solving a problem. These five steps are listed as follows and they should be accomplished before the report is written.

(a) The purpose and scope of the report must be obtained.

(b) The method of procedure must be outlined.

(c) The essential facts must be collected.

(d) These facts must be analyzed and categorized.

(e) The correct conclusions and recommendations must be made.

3-2.4 Accuracy and Details. Accuracy and clarity are the keynotes in any report or form. If the reader or recipient detects inaccuracy, then the veracity of the writer or division represented, as well as the value of the report, is suspect. Details, but not padding, are necessary to show progress or accomplishment. Care should be exercised

that the point or summary is reached and that duplication with another form or report is not made.

3-2.5 Types of Training Reports. The number and type of training reports that need to be prepared will vary from department to department. While there is a differing need among fire departments, certain reports are common to most all departments. Some typical training reports include:

(a) A complete inventory of apparatus and equipment assigned to the training division.

(b) Detailed plans for training improvements that include all equipment and facility needs and cost figures.

(c) A detailed periodic report and evaluation on the training of all probationary fire fighters.

(d) A monthly summary of all activities of the training divison.

(e) An annual report of all activities of the training division. The annual report should describe the accomplishments during the year, restate the goals and objectives of the training division, and describe the projected plans for the upcoming year.

3-2.6 There are times when a narrative report may be required. Before starting a narrative report, the writer should consider who will receive and digest the facts contained in the report. The length of the report will be determined by the knowledge the recipient has of the subject.

3-3 Training Records.

3-3.1 Training records must be kept to document department training and can assist in determining the program's effectiveness. Information derived from such records can, for example, provide the supporting data needed to justify additional training personnel and equipment.

3-3.2 Performance tests, examinations, and personnel evaluations can contribute to the development of the training program if the results are analyzed, filed, and properly applied. Training records should be kept current, revealing the status and progress of all personnel receiving training. Frequent analysis of training records should present a clear picture as to the success or failure of the training program.

3-3.3 Properly designed training records should be developed to meet the specific needs of each fire department. Training records should be detailed enough to enable factual reporting, yet be as simple as possible. The number of records should be kept at a minimum to avoid confusion and duplication of effort.

3-3.4 Typical training records will include:

(a) Daily training record.

(b) Company record.

(c) Individual training record.

(d) Special and summary record.

3-4 Types of Training Records.

(a) *Individual Training Record.* A report that serves as a permanent record showing all the training fire personnel receive. These reports are usually completed on a yearly basis. Company officers usually make entries on this form; however, training officers in small departments may take on this responsibility.

(b) *Individual Special Course Record.* Special schools or courses are often made available to fire fighters and their attendance and certification should be recorded.

(c) *Individual (Career) Training Record.* A record containing a chronological history of an individual's progress from the time of employment until retirement. Since upgrading and evaluation data are of a personal nature and are included on these forms, they should be kept in the strictest confidence (Privacy Act).

(d) *Progress Chart.* A record form that can give an accurate and complete picture of all class activities and work accomplished by both instructor and students. The chart will also show at a glance how the class or program is progressing with respect to calendar or time schedules.

(e) *Certification Training Record (Fire Fighter).* A worksheet that maintains a record of each fire fighter's progress during pursuit of national certification. It can be used in conjunction with International Fire Service Training Association manuals referenced in the IFSTA Study Guide to fulfill the required proficiency and knowledge requirements.

(f) *Educational Courses.* Generally such courses are given by outside instructors, but allied with the department, such as technical colleges or extension services of state colleges. Were they administered by higher educational institutions? If so, which? Where were they given? How many attended, and for how long? Were there any semester credits earned, or were there any continuing education units (CEUs) given?

(g) *Vocational Courses.* Most such courses are given by state or regional programs, in the form of workshops, or outside demonstrations. Any report should indicate where such courses were given, and by whom; what was the subject covered, the attendance, and the course's duration?

(h) *Subpart "L" Requirements.* The revision of OSHA regulations, with respect to training, is primarily aimed at the training of private fire brigades, such as found in industry and institutions. Care should be taken in reports of this activity that no conflict be reflected between subject matter covered by the public fire service and that required by OSHA; this may mandate some deviation from local training records. The type of report and information required by OSHA should be determined from the regional office having jurisdiction.

(i) *Seminars and Other Training.* All seminars, short courses, and other individual or group development meetings attended should be documented. Any other certificate of achievement or completion obtained from this area of training should be made a part of the individual's training file.

(j) *Company Drill Report.* A report indicating the type of drill performed or school that was held. Information on the report should include: time and duration of training, subject(s) covered, personnel in attendance, equipment used, and a remarks section.

(k) *Periodic Company Summary.* A report showing all other drills conducted or schools attended by the company. Indicate the number of hours each person spent on each subject and submit this report to the officer in charge of training through proper channels.

(l) *Chief Officers' Periodic Training Summary.* A report showing all training conducted by fire companies within a division or battalion district. This report serves as a review for chief officers that company officers are properly conducting company drills and schools, and it can be submitted to the officer in charge of training for inclusion in monthly and yearly summaries.

(m) *Group Training Records and Evaluation.* Because most fireground operations are accomplished by more than one individual fire fighter, group performance of basic evolutions is an important part of any training system. A means or method of measuring how effective the organization's solutions are and how well they qualify the fire fighters to make an attack on a fire should be established.

The group or company performance standard evaluation report form should be designed to allow for quick and accurate determination of the groups' ability to meet minimum basic requirements. The report should also enable the individual group or company to check on the progress of their abilities in carrying out standard evolutions, following established standard operating procedures, and may also suggest to the group or company areas in which additional training is needed.

The evolution training report format should follow guidelines similar to those recommended in NFPA 1410, *Training Standard on Initial Fire Attack*, or as outlined in the Appendix to this document.

3-5 State Certification Records.

3-5.1 Since establishment of the NFPA professional qualifications series of standards, a number of states have developed and implemented state fire service training certification systems to establish and recognize compliance with these minimum requirements for various fire service professional levels.

While virtually none of these certification programs are an exact copy of each other, some basic features are common to all, in terms of the type of documentation required for submission for various certification levels.

3-5.2 Information and documentation which should serve as a foundation for submission to state certification programs should include, as a minimum, the following:

(a) A one-source file of all training accomplished by the individual fire fighter during his/her career.

(b) Dates, hours, locations, and instructors of all special courses, or seminars attended.

(c) Monthly summaries of all departmental training.

These records should require signatures of the instructor and the person instructed, to serve as a valid record of the person's participation in the training.

3-5.3 The format used for state certification may be different than that utilized by an individual department. This, in all probability, will cause considerable problems with accurate record submission, and should be addressed on the state level by all parties concerned. A sample of various state certification records is contained in the Appendix.

3-6 Privacy of Personal Information.

3-6.1 Federal and state laws recognize the right of access to records maintained in the public domain. However, some areas are exempted from access and clear-cut guidelines should be developed by the authority having jurisdiction to prevent the unnecessary and illegal disclosure of information of a confidential nature.

3-6.2 Test questions, scoring keys, employee training and educational records, and other examination data made a part of an individual's training file usually cannot be disclosed without a court order or without written permission of the employee.

3-6.3 The fire chief or training officer should verify with local legal counsel the specific laws regulating the jurisdiction in this regard and ensure that adequate control measures are set in place for privacy of personal information compliance.

Chapter 4   Computerization of Reports and Records

4-1 General.

4-1.1 Data processing by computer for fire departments is still in its incipient stages. Many of those departments that utilize a computer in their daily activities find its use limited to dispatching and fire incident reporting. The computer, however, is an extremely versatile tool and undoubtedly its use will be expanded to a wide variety of additional tasks in the near future.

4-1.2 The computer has the potential of eliminating many, if not all, of the problems faced by a manually generated system. With personnel moved from station to station, and with vacation, sick time, and various other reasons, present reporting systems are normally far from accurate and are usually most difficult to use in meaningful comparison or summarization, because of their bulk or inaccuracy, or both.

4-1.3 Computerized information systems can provide a cost-effective method of processing comprehensive data and generating reports in a form which is conducive to the decision-making process. In addition, often times the computerization of training records is made very simple with modern state-of-the-art user language programming, which does not require the services of a highly trained programmer in the development of the computer-based system.

Chapter 5   Evaluating the Effectiveness of the Training Record System

5-1 General.

5-1.1 The evaluation of individual training records should be done constantly by the local department training officer or training committee. Each individual's training records should be periodically evaluated to determine the following:

(a) Has the individual taken all the required training?

(b) If not, has the individual been scheduled for missed classes?

(c) Do performance deficiencies show up on the individual's training record?

(d) If so, what kind of program is being developed to overcome these deficiencies?

(e) Have companies met all the required job performance standards established by the department?

(f) If not, have the problems been identified, and a program developed to overcome them?

(g) Are there areas of training that are being completely overlooked?

(h) Is the cycle of training sufficient to maintain skill levels?

5-1.2 All training records and the record system should be evaluated on at least an annual basis. During the evaluation process, some key questions should be applied to each record:

(a) What is the purpose of the record?

(b) Who uses the information compiled?

(c) Is the record compiling the right information?

(d) Do other records duplicate the material being compiled?

(e) How long should records be retained?

(f) Can "training trends" be determined from a compilation of the records?

(g) Is there a simpler and more efficient way of recording the information?

Appendix

This Appendix is not a part of the recommendations of this NFPA document. . .but is included for information purposes only.

The following exhibits are examples of reports and records as recommended by this document.

NOTE: The subjects and time frame shown may be changed to meet the training needs of a particular department.

(See following pages for all Exhibits.)

INDIVIDUAL TRAINING PROGRESS RECORD OF

NAME OF TRAINEE	SOCIAL SECURITY NO.	SIGNATURE OF TRAINEE	INITIALS	SIGNATURE OF CERTIFIED INSTRUCTOR	INITIALS

SUBJECT					#	FIREFIGHTER I				#	FIREFIGHTER II				#	FIREFIGHTER III			
COURSE OUTLINE	F. F. LEVEL	IFSTA BOOK	PAGE	1001 SECTION #		DATE	GRADE	INSTR. INIT.	TRAINEE INIT.		DATE	GRADE	INSTR. INIT.	TRAINEE INIT.		DATE	GRADE	INSTR. INIT.	TRAINEE INIT.
I. ORIENTATION FF / I / II / III K 1 2 3 S 0 0 0 1. OUTLINE OF TRAINING PROGRAM		203 204	71-87, 106, 126 & 132 133-145	3-1.3															
MATERIAL TO BE COVERED K-1. Needs, objectives, purpose and scope of course • course content, schedule, instructors, expectations and materials.																			
K-2. Class scheduling and process for all levels • definitions of: identify, demonstrate, cognitive and psychomotor behavioral objectives • concurrent work training activities credit.		203 303	85 27 & 33																
K-3. Program curricula, training aids, development and evaluation.		203 303	103-127 31-37 & 100-103																
2. DUTIES AND RESPONSIBILITIES— REFERENCE SECTION I, 9 FOR FIREFIGHTER RESPONSIBILITIES FF / I / II / III K 1 2 3 S 0 0 0		202 203	3-8 71-84, 103-116	3-1.3															
MATERIAL TO BE COVERED K-1. Fire department rules, regulations and procedures.																			
K-2. Student responsibilities as established by the local authority having jurisdiction.																			
K-3. Performance observation, appraisal and counseling as required and administered by the local department or school authorities.		301 110	31-43 17-23																
3. TESTING PROCEDURES FF / I / II / III K 2 2 2 S 0 0 0		203 303	88-110 17-23	3-1.3															

Exhibit A   Individual Training Progress Record

INDIVIDUAL FIRE DEPARTMENT TRAINING RECORD

SHIFT _____

RANK/   DATE   COMPANY_____

NAME _____ POSITION _____ EMPLOYED _____ STATION _____

DATE	SUBJECT	LOCATION	ACADEMIC	PRACTICAL	HOURS	INSTRUCTOR	EVALUATION	EXAM			NORM			
								WRITTEN	ORAL	PRACT'L	CLASS	DEPT.	STATE	NAT'L

Exhibit B   Individual Training Summary Record

FIRE DEPARTMENT _____

INDIVIDUAL TRAINING PROGRESS RECORD Daily

NAME OF TRAINEE	SOCIAL SECURITY NO	SIGNATURE OF TRAINEE	INITIALS	SIGNATURE OF CERTIFIED INSTRUCTOR	INITIALS

CERTIFIED FIRE FIGHTER/CERTIFIED ADVANCED FIRE FIGHTER   For Month of

SUBJECT / ½ HOUR Y 1½ HOURS / 1 HOUR X 2 HOURS	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	TOTAL HOURS FOR MONTH
1. Orientation		
2. Fire Behavior — Science		
3. Extinguishers and Extinguishing Agents		
4. Small Tools and Equipment		
5. Communications		
6. Ropes and Knots		
7. Breathing Equipment		
8. Ladders		
9. Hose		
10 Mathematics		
11. Water Supply		
12. Fire Streams		
13. Installed Fire Detection, Alarm and Ext. Systems		
14. Forcible Entry		
15. Ventilation		
16. Rescue		
17. Salvage and Overhaul		
18. Fire Prevention and Inspection Practices		
19. Personal Safety and Hazards		
20. Apparatus Driving/Operation		
21. First Aid		
22. Arson Evidence		
23. Fireman's Law		
24. Fire Suppression Tactics/Strategy		
25. Pre-Fire Planning		
26. Disasters, Riots and Conflagrations		
27. Aircraft Fire Protection and Rescue		
28. Fire Service Records and Reports		
29. Specialized Equipment and Techniques		
30 Proficiency Locally Examined		

Exhibit C Individual Daily Training Record — By Subject Area and Hours

Monthly

INDIVIDUAL TRAINING RECORD

RANK											

YEAR	NAME							DEPARTMENT			

SHIFT	COMPANY	SUPERVISOR						INSTRUCTOR			

SUBJECT REQUIRED BY THE ILL. FIRE COMMISSION	JULY	AUG.	SEP.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUN.	TOTAL HOURS FOR YEAR
1. Orientation													
2. Fire Behavior — Science													
3. Extinguishers and Extinguishing Agents													
4. Small Tools and Equipment													
5. Communications													
6. Ropes and Knots													
7. Breathing Equipment													
8. Ladders													
9. Hose													
10. Mathematics													
11. Water Supply													
12. Fire Streams													
13. Installed Fire Detection, Alarm and Ext. Systems													
14. Forcible Entry													
15. Ventilation													
16. Rescue													
17. Salvage and Overhaul													
18. Fire Prevention and Inspection Practices													
19. Personal Safety and Hazards													
20. Apparatus Driving/Operation													
21. First Aid													
22. Arson Evidence													
23. Fireman's Law													
24. Fire Suppression Tactics/Strategy													
25. Pre-Fire Planning													
26. Disasters, Riots and Conflagrations													
27. Aircraft Fire Protection and Rescue													
28. Fire Service Records and Reports													
29. Specialized Equipment and Techniques													
30. Proficiency Locally Examined													

Exhibit D Individual Monthly Training Record — By Subject Area and Hours

FIRE SERVICE TRAINING PROGRESS RECORD

TITLE	ENTERED	COMPLETED	RESULTS	TRAINING OFFICER'S SIG.
FIRE FIGHTER I				
CERTIFIED FIRE FIGHTER II				
ADVANCED CERTIFIED FIRE FIGHTER III				
FIRE OFFICER I				
FIRE OFFICER II				
FIRE OFFICER III				
FIRE INSTRUCTOR I				
FIRE INSTRUCTOR II				
FIRE INSTRUCTOR III				
FIRE INSTRUCTOR IV				
EMERGENCY MEDICAL TECHNICIAN (Not OSFM Certified)				
FIRE APPARATUS ENGINEER (FADO)				
AIRPORT FIRE FIGHTER				
FIRE PREVENTION INSPECTOR I				
FIRE INVESTIGATOR I				
FIRE PREVENTION EDUCATION OFFICER I				
FIRE PREVENTION INSPECTOR II				
FIRE INVESTIGATOR II				
FIRE PREVENTION EDUCATION OFFICER II				
FIRE PREVENTION INSPECTOR III				
FIRE INVESTIGATOR III				
FIRE PREVENTION EDUCATION OFFICER III				

FIRE SERVICE RELATED COLLEGE COURSES COMPLETED

COURSE., TITLE, SUBJECT	DATE COMPLETED	NAME OF COLLEGE	GRADE	

TECHNICAL TRAINING, SHORT COURSES, SEMINARS, ETC

SPECIAL QUALIFICATIONS AND REQUIREMENTS IN ADDITION TO TRAINING
Significant additional duties, license to operate, other positions held, outstanding accomplishments

IDENTIFICATION DATA AND PROGRESS RECORD

Last Name,

First Name,

Middle Initial

Rank, Grade, or Title

Social Security No.

Date Entered Fire Service

Current Assignment & Location

Entry Examination, Score or Evaluation

Yrs. Formal Educ. (Pencil)

Physical Condition or Restrictions

Date Achieved Current

Entered Training For

Est. Completion Date

(Pencil)

(Pencil)

(Pencil)

(Pencil)

(Pencil)

(Pencil)

Exhibit E Individual Professional Qualifications Record

COMPARATIVE INDIVIDUAL PROGRESS RECORD

PROJECT NUMBER: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40

NAME OF PROJECT

STUDENTS

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25

Exhibit F   Comparative Individual Progress Record

NAME _____   SOC. SEC. NO. _____

SPECIAL COURSES

DATE	SCHOOL & LOCATION	SUBJECT	HOURS
21-22 Nov.70	Community College	Supervisory Practices	12
3-4 Apr.71	Civil Defense-State Capitol	Radiological Monitoring	16
6-8 Aug.71	City Police Academy	Defensive Driving	10

Exhibit G   Individual Special Courses Record

SCHEDULE OF TRAINING
TRAINING DIVISION

SS—Station School
TC—Training Center

COMPANY	DATE	TIME	LOCATION	SUBJECT
102-103A	9 Nov	0900	SS	Portable Fire Extinguishers
402A	9 Nov	1330	SS	" " "
302B	10 Nov	0900	SS	" " "
402B	10 Nov	1330	SS	" - " "
201-202A	11 Nov	0900	SS	" " ‾ "
101A	11 Nov	1330	TC	Hose Lays
102A	11 Nov	1500	TC	" "
102-103B	12 Nov	0900	SS	Portable Fire Extinguishers
201-202B	12 Nov	1330	SS	" " "
202A	13 Nov	0900	TC	LPO T201, Ground Ladders
302A	13 Nov	1330	SS	Portable Fire Extinguishers

REMARKS

1) LPO - Ladder Pipe Operations 2) Work clothes should be worn for classes at the Training Center. 3) All personnel scheduled for Ground Ladders should review pages TM-4 through TM-17 in the Training Manual.

The above schedule is subject to change by the Fire Chief.

_____   _____
DATE   TRAINING OFFICER

Exhibit H   Periodic (Weekly) Schedule of Training

QUARTERLY TRAINING SCHEDULE

For fire companies to report to the training center during the first quarter of 19____

DATE	TIME	COMPANY	SUBJECT	DATE	TIME	COMPANY	SUBJECT
Jan. 7	AM	E1,L2	Arson Detection	Feb. 18	AM	E2,E7	Power Tools
	PM	E3,F5	Arson Detection		PM	E3,S1	Power Tools
Jan. 8	AM	E1,L2	Arson Detection	Feb. 19	AM	E2,E7	Power Tools
	PM	E3,L5	Arson Detection		PM	E3,S1	Power Tools
Jan. 9	AM	E1,L2	Arson Detection	Feb. 20	AM	E5,L1	Power Tools
	PM	E3,L5	Arson Detection		PM	E6,L2	Power Tools
Jan. 10	AM	E2,S1	Arson Detection	Feb. 21	AM	E5,L1	Power Tools
	PM	E4,L1	Arson Detection		PM	E6,L2	Power Tools
Jan. 11	AM	E2,S1	Arson Detection	Feb. 22	AM	E5,L1	Power Tools
	PM	E4,L1	Arson Detection		PM	E6,L2	Power Tools
Jan. 14	AM	E2,S1	Arson Detection	Feb. 25	AM	E1,E2	Ground Ladder
	PM	E4,L1	Arson Detection		PM	E3,L1	Ground Ladder
Jan. 15	AM	E6,E7	Arson Detection	Feb. 26	AM	E4,E6	Ground Ladder
	PM	E1,E3	Salvage		PM	E7,S1	Ground Ladder
Jan. 16	AM	E6,E7	Arson Detection	Feb. 27	AM	E1,S1	Ground Ladder
	PM	E1,E3	Salvage		PM	E4,E2	Ground Ladder
Jan. 17	AM	E6,E7	Arson Detection	Feb. 28	AM	E1,S1	Ground Ladder
	PM	E1,E3	Salvage		PM	E4,E2	Ground Ladder
Jan. 18	AM	E2,L1	Salvage	Mar. 1	AM	E1,S1	Ground Ladder
	PM	E4,L2	Salvage		PM	E4,E2	Ground Ladder
Jan. 21	AM	E2,L1	Salvage	Mar. 4	AM	E4,E6	Ground Ladder
	PM	E4,L2	Salvage		PM	E7,S1	Ground Ladder
Jan. 22	AM	E2,L1	Salvage	Mar. 5	AM	E4,E6	Ground Ladder
	PM	E4,L2	Salvage		PM	E7,S1	Ground Ladder
Jan. 23	AM	E5,E7	Salvage	Mar. 6	AM	HOSE TESTS	
	PM	E6,S1	Salvage		PM	PLATOON "A"	
Jan. 24	AM	E5,E7	Salvage	Mar. 7	AM	HOSE TESTS	
	PM	E6,S1	Salvage		PM	PLATOON "B"	NOTE "A"
Jan. 25	AM	E5,E7	Salvage	Mar. 8	AM	HOSE TESTS	
	PM	E6,S1	Salvage		PM	PLATOON "C"	
Jan. 28	AM	E1,S1	Sprinklers	Mar. 11	AM	E5,L2	Turrets and Ladder
	PM	E4,E2	Sprinklers		PM	E2,E6	Pipes (NOTE "B")
Jan. 29	AM	E3,L2	Sprinklers	Mar. 12	AM	E5,L2	Turrets and Ladder
	PM	E7,L1	Sprinklers		PM	E2,E6	Pipes (NOTE "B")
Jan. 30	AM	E3,L2	Sprinklers	Mar. 13	AM	E5,L2	Turrets and Ladder
	PM	E7,L1	Sprinklers		PM	E2,E6	Pipes (NOTE "B")
Jan. 31	AM	E3,L2	Sprinklers	Mar. 14	AM	E7,L2	Turrets and Ladder
	PM	E7,L1	Sprinklers		PM	E1,E5	Pipes (NOTE "B")
Feb. 1	AM	E3,L2	Sprinklers	Mar. 15	AM	E7,L2	Turrets and Ladder
	PM	E7,L1	Sprinklers		PM	E1,E5	Pipes (NOTE "B")
Feb. 4	AM	E3,L2	Sprinklers	Mar. 18	AM	E7,L2	Turrets and Ladder
	PM	E7,L1	Sprinklers		PM	E1,E5	Pipes (NOTE "B")
Feb. 5	AM	E3,L2	Sprinklers	Mar. 19	AM	E7,L2	Turrets and Ladder
	PM	E7,L1	Sprinklers		PM	E1,E5	Pipes (NOTE "B")
Feb. 6	AM	E3,L2	Sprinklers	Mar. 20	AM	E7,L2	Turrets and Ladder
	PM	E7,L1	Sprinklers		PM	E1,E5	Pipes (NOTE "B")
Feb. 7	AM	E5,E6	Sprinklers	Mar. 21	AM	E7,L2	Turrets and Ladder
	PM	E1,E4	Sprinklers		PM	E1,E5	Pipes (NOTE "B")
Feb. 8	AM	E1,E4	Power Tools	Mar. 22	AM	E7,L2	Turrets and Ladder
	PM	E1,E4	Power Tools		PM	E1,E5	Pipes (NOTE "B")
Feb. 11	AM	E5,E6	Sprinklers	Mar. 25	AM	E7,L2	Turrets and Ladder
	PM	E1,E4	Power Tools		PM	E1,E5	Pipes (NOTE "B")
Feb. 12	AM	E6,E7	Power Tools	Mar. 26	AM	E4,E3	Turrets and Ladder
	PM	E1,E4	Power Tools		PM	S1,L1	Pipes (NOTE "B")
Feb. 13	AM	E2,E7	Power Tools	Mar. 27	AM	E7,L2	Turrets and Ladder
	PM	E3,S1	Power Tools		PM	E1,E5	Pipes (NOTE "B")
Feb. 14	AM	E2,E7	Power Tools	Mar. 28	AM	E4,E3	Turrets and Ladder
	PM	E3,S1	Power Tools		PM	S1,L1	Pipes (NOTE "B")
Feb. 15	AM	E2,E7	Power Tools	Mar. 29	AM	E4,E3	Turrets and Ladder
	PM	E3,S1	Power Tools		PM	S1,L1	Pipes (NOTE "B")

NOTE "A" — At company quarters.

NOTE "B" —Drills to be held at Memorial Park.

_____

Chief Training Officer

Approved _____

Chief of Fire Department

Exhibit I Periodic (Quarterly) Schedule of Training

CITY OF NAPA
FIRE DEPARTMENT
DIVISION OF TRAINING
DRILL REPORT

Code No. _____

SHIFT_____ STATION NO._____   DATE _____, 19 ___

TIME _____M. to _____M.   TOTAL TIME DRILLED _____ Hrs. _____ Min.

DESCRIPTION OF DRILL	Time	
	Hours	Min.

NAMES OF MEN DRILLED			

REMARKS OR SUGGESTIONS

EQUIPMENT USED

Feet of Booster Hose	Feet of 1½" Hose	Feet of 2½" Hose	Feet of Other Hose	Feet of Ladders	Number of Salvage Covers	Gallons of Water

....
Signature of Reporting Officer

Exhibit J   Division of Training Drill Report

WAUKEGAN FIRE DEPARTMENT

STANDARD ENGINE AND TRUCK COMPANY EVOLUTIONS

DATE: _____   TIME OF DAY _____   DUTY SHIFT _____

ENGINE CO.# _____   EVOLUTION # _____   TIME STANDARD _____

TRUCK CO.# _____   EVOLUTION # _____   ACTUAL TIME _____

CREW: OFFICER   _____

          PUMP OPERATOR   _____

          FIRE FIGHTER   _____

          FIRE FIGHTER   _____

          FIRE FIGHTER   _____

1.   WAS THE EVOLUTION CONDUCTED IN A
     SAFE MANNER?   YES _____   NO _____

2.   WAS THE EVOLUTION COMPLETED
     WITHIN THE REQUIRED TIME?   YES _____   NO _____

3.   WERE NOZZLE PRESSURES CORRECT?   YES _____   NO _____

4.   WERE STREAMS, ONCE STARTED,
     OPERATED WITHOUT INTERRUPTION?   YES _____   NO _____

LIST AREAS OF DIFFICULTY OR WHERE IMPROVEMENT IS NEEDED:

_____

_____

_____

_____

_____

_____

ADDITIONAL REMARKS   _____

_____

EVALUATOR'S SIGNATURE   _____

Exhibit K   Group Evaluation Record

SUBMITTING PROPOSALS ON
NFPA TECHNICAL COMMITTEE DOCUMENTS

Contact NFPA Standards Administration for final date for receipt of proposals on a specific document.

INSTRUCTIONS

**Please use the forms which follow for submitting proposed amendments.
Use a separate form for each proposal.**

1. For each document on which you are proposing amendment indicate:

    (a) The number and title of the document

    (b) The specific section or paragraph.

2. Check the box indicating whether or not this proposal recommends new text, revised text, or to delete text.

3. In the space identified as "Proposal" include the wording you propose as new or revised text, or indicate if you wish to delete text.

4. In the space titled "Statement of Problem and Substantiation for Proposal" state the problem which will be resolved by your recommendation and give the specific reason for your proposal including copies of tests, research papers, fire experience, etc. If a statement is more than 200 words in length, the technical committee is authorized to abstract it for the Technical Committee Report.

5. Check the box indicating whether or not this proposal is original material, and if it is not, indicate source.

6. If supplementary material (photographs, diagrams, reports, etc.) is included, you may be required to submit sufficient copies for all members and alternates of the technical committee.

NOTE: The NFPA Regulations Governing Committee Projects in Paragraph 10-10 state: Each proposal shall be submitted to the Council Secretary and shall include:

(a) identification of the submitter and his affiliation (Committee, organization, company) where appropriate, and

(b) identification of the document, paragraph of the document to which the proposal is directed, and

(c) a statement of the problem and substantiation for the proposal, and

(d) proposed text of proposal, including the wording to be added, revised (and how revised), or deleted.