



# ***GEORGIA BASIC FIREFIGHTER***

## ***Candidate Task Book***

**Agency:** \_\_\_\_\_

**TASK BOOK ASSIGNED TO:**

**INDIVIDUAL'S PRINTED NAME & TITLE**

**DO NOT COMPLETE THIS UNLESS YOU ARE RECOMMENDING THE INDIVIDUAL FOR TESTING AND CERTIFICATION**

**VERIFICATION/CERTIFICATION OF COMPLETED  
STUDENT TASK BOOK FOR TESTING AND CERTIFICATION  
FINAL CANDIDATE'S VERIFICATION**

I verify that all tasks have been performed and are documented with appropriate signatures & dates.  
I also verify that I have performed all tasks satisfactorily and should therefore be considered for testing and certification.

\_\_\_\_\_  
FINAL CANDIDATE'S SIGNATURE & DATE

\_\_\_\_\_  
FINAL CANDIDATE'S PRINTED NAME & GPSTC ID NUMBER

**VERIFICATION/CERTIFICATION OF COMPLETED  
GEORGIA BASIC FIREFIGHTER TASK BOOK  
FINAL EVALUATOR'S VERIFICATION**

I verify that all tasks have been performed and are documented with appropriate signatures & dates.  
I also verify that \_\_\_\_\_  
has performed satisfactorily and should therefore be considered for testing and certification.

\_\_\_\_\_  
FINAL EVALUATOR'S SIGNATURE & DATE

\_\_\_\_\_  
FINAL EVALUATOR'S PRINTED NAME & GPSTC ID NUMBER

**AGENCY CERTIFICATION**

I certify that \_\_\_\_\_ has met all requirements for testing and certification.

\_\_\_\_\_  
AUTHORIZED SIGNATURE & DATE

\_\_\_\_\_  
AUTHORIZED PRINTED NAME & TITLE

**GFSTC USE ONLY  
VERIFICATION OF COMPLETED TASK BOOK**

\_\_\_\_\_  
PROCTOR'S NAME (PRINT)

\_\_\_\_\_  
GFSTC ID/SSN

\_\_\_\_\_  
DATE

**SIGNATURE:** \_\_\_\_\_

Supplying or condoning the submission of false information to this agency may be a violation of the criminal code of Georgia (Georgia Law 1968 PP 1249, 1310).

## FIRE DEPARTMENT POSITION TASK BOOK

This Position Task Book (PTB) has been developed to document the required performance objectives for firefighter certification. Each objective lists the performance requirements (tasks) in a format that allows the individual to be evaluated against written guidelines. Successful performance of all tasks, as observed and recorded by a GFSTC evaluator, will result in a recommendation to the Fire Chief (or an authorized person) of the fire department that the candidate has met part of the prerequisite requirement.

Evaluation and confirmation of the individual's performance of all tasks may involve more than one evaluator. It is important that performance be critically evaluated and accurately recorded by each evaluator.

*The local fire department shall issue the entire task book to each candidate seeking certification as a Georgia Basic Firefighter, and by using the list found on the following pages of this task book verifies completion of the prerequisite requirement.*

### RESPONSIBILITIES

The Fire Chief or his/her authorized designee will need to ensure that the evaluators are:

1. Recognized as a Pro Board evaluator, or
2. Recognized by the department as having the knowledge, skills, and experience consistent with the requirements of an evaluator.

Individuals may not sign off on themselves.

The Training Officer, or designee, is normally the designated final evaluator and he/she will review each PTB prior to completion.

The "Evaluator" CANNOT teach or coach while he/she is evaluating and must not have taught the skill to the candidate.

The candidate is responsible for:

- Reviewing and understanding instructions in the PTB.
- Identifying desired objectives/goals.
- Satisfactorily demonstrating all tasks.
- Assuring the Evaluation Record is complete.
- Notifying his/her training officer, when the PTB is complete.
- **Bringing completed PTB to test location to have it reviewed by GFSTC's test monitor, along with a signed prerequisite form. FAILURE TO DO THIS WILL RESULT IN DENIAL OF TESTING.**

The Evaluator is responsible for:

- Being qualified and proficient in the position being evaluated.
- Explaining to the student the evaluation procedures that will be utilized.
- Identifying tasks to be performed during the evaluation period.
- Accurately evaluating and recording demonstrated performance of tasks. Dating and signing after completion of the task shall document satisfactory performance.

The Final Evaluator is responsible for:

- Signing the verification statement inside the front cover of the PTB when all tasks have been initialed and the candidate is recommended for testing and certification.

**NFPA 1001 "Standard for Fire Fighter Professional Qualifications" 2013 Edition**

Skill/Task	Date	Candidate Signature	Evaluator Signature
<b>5.3.16 (B) - Extinguish an Exterior Class A Fire</b>			
<b>5.3.16 (B) -Select and Use Fire Extinguisher</b>			
<b>5.3.4 (B) -Pulling a Cylinder Lock</b>			
<b>5.3.12 (B) -Tool Identification and Carry</b>			
<b>5.3.13 (B) - Breaches a Frame Wall</b>			
<b>5.3.13 (B) - Breaches a Masonry Wall</b>			
<b>5.3.13 (B) - Breaches a Metal Wall</b>			
<b>5.3.17 (B) – Set up Generator and Lights</b>			
<b>5.3.19 (B) - Extinguish Ground Cover Fire Using Water</b>			
<b>5.3.10 (B) - Extend Hose Line</b>			
<b>5.3.10 (B) – Replace Burst Hose Section</b>			
<b>5.3.10 (B) – Operate Charged Hoseline From Ladder</b>			
<b>5.3.10 (B) - Carrying Hose and Advancing from Standpipe</b>			
<b>5.5.2 (B) - Accordion Hose Load</b>			
<b>5.5.2 (B) - Horseshoe Hose Load</b>			
<b>5.5.2 (B) – Flat Hose Load</b>			
<b>5.5.2 (B) - Donut Hose Roll</b>			
<b>5.5.2 (B) - Twin Donut Hose Roll</b>			
<b>5.5.2 (B) - Hose Drain &amp; Carry</b>			
<b>5.1.2 (B) - Tie a Bowline</b>			
<b>5.1.2 (B) - Tie a Clove Hitch</b>			
<b>5.1.2 (B) - Tie Figure-of-Eight in a Bight</b>			
<b>5.1.2 (B) - Tie a Half Hitch</b>			
<b>5.1.2 (B) - Tie a Becket Knot</b>			
<b>5.1.2 (B) - Tie an Overhand Safety Knot</b>			
<b>5.3.6 (B) - Climbs Ground Ladder</b>			
<b>5.3.12 (B) - Deploy a Roof Ladder</b>			
<b>5.3.12 (B) - Carry Tools Up and Down Ladder</b>			
<b>5.3.1 (B) – Cleaning and Sanitizing SCBA</b>			
<b>5.3.12 (B) - Open a Floor</b>			
<b>5.3.3 (B) - Procedures to Mount/Dismount Apparatus</b>			
Skill/Task	Date	Candidate Signature	Evaluator Signature

<b>5.3.3 (B) - Deployment of Traffic Control Devices</b>			
<b>5.3.14 (B) – Salvage Cover Spread</b>			
<b>5.3.14 (B) – Salvage Cover Fold</b>			
<b>5.3.14 (B) – Salvage Cover Roll</b>			
<b>5.3.14 (B) - Construct a Water Chute</b>			
<b>5.3.14 (B) - Construct a Water Catch-All</b>			
<b>5.3.14 (B) - Stop Water from Sprinkler Head</b>			
<b>5.3.14 (B) - Close and Open Main Control Valve (OS&amp;Y)</b>			
<b>5.3.14 (B) - Close and Open Main Control Valve (PIV)</b>			
<b>5.3.9 (B) - Assist Conscious Victim Down Ladder</b>			
<b>5.3.9 (B) - Extremities Carry</b>			
<b>5.3.9 (B) - Blanket Drag</b>			
<b>5.3.9 (B) - Clothes Drag</b>			
<b>5.3.9 (B) - Two-Person Seat Carry</b>			
<b>5.3.9 (B) - Two-Person Chair Carry</b>			
<b>5.3.18 (B) - Shut Off Electric Services</b>			
<b>5.3.18 (B) - Shut Off Natural Gas</b>			
<b>5.3.18 (B) - Shut Off LPG</b>			
<b>5.3.11 (B) - Breaking Glass</b>			
<b>5.3.12 (B) - Ventilate a Flat Roof with a Axe</b>			
<b>5.3.12 (B) - Ventilate a Flat Roof with a Saw</b>			
<b>5.3.11 (B) - Mechanical Ventilation: Positive Pressure</b>			
<b>5.3.11 (B) - Hydraulic Ventilation</b>			
<b>5.3.15 (B) - Assemble and Connect Equipment for Drafting</b>			
<b>5.3.15 (B) - Transfer Water Between Portable Water Tanks</b>			
<b>5.5.2 (B) – Triple Layer Hose Load</b>			
<b>5.3.4 (B) – Force Entry into Overhead Door</b>			
<b>5.3.9 (B) – Performing a Webbing Sling Drag</b>			
<b>5.3.1 (B) – Replacing a SCBA Cylinder</b>			