

**Report of the Committee on
Fire Service Training**

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Committee Scope: This Committee shall have primary responsibility for all fire service training techniques, operations, and procedures to develop maximum efficiency and proper utilization of available personnel. Such activities can include training guides for fire prevention, fire suppression, and other missions for which the fire service has responsibility.

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. A key to classifications is found at the front of this book.

The Technical Committee on **Fire Service Training** is presenting three Reports for adoption, as follows:

Report I: The Technical Committee proposes for adoption, a complete revision to NFPA 1401, **Recommended Practice for Fire Service Training Reports and Records**, 2001 edition. NFPA 1401-2001 is published in Volume 14 of the 2004/2005 National Fire Codes and in separate pamphlet form.

NFPA 1401 has been submitted to letter ballot of the **Technical Committee on Fire Service Training**, which consists of 29 voting members; of whom 17 voted affirmatively and 12 ballots were not returned (Batain, Becker, Carlson, Glover, Grupp, Hall, Hoglund, May, Meyers, Richards, Welch, Wilkin).

Report II: The Technical Committee proposes for adoption, a complete revision to NFPA 1404, **Standard for Fire Service Respiratory Protection Training**, 2002 edition. NFPA 1404-2002 is published in Volume 10 of the 2004/2005 National Fire Codes and in separate pamphlet form.

NFPA 1404 has been submitted to letter ballot of the **Technical Committee on Fire Service Training**, which consists of 29 voting members; of whom 17 voted affirmatively, and 12 ballots were not returned (Batain, Becker, Carlson, Glover, Grupp, Hall, Hoglund, May, Meyers, Richards, Welch, Wilkin).

Report III: The Technical Committee proposes for adoption, a complete revision to NFPA 1405, **Guide for Land-Based Fire Fighters Who Respond to Marine Vessel Fires**, 2001 edition. NFPA 1405-2001 is published in Volume 14 of the 2004/2005 National Fire Codes and in separate pamphlet form.

NFPA 1405 has been submitted to letter ballot of the **Technical Committee on Fire Service Training**, which consists of 29 voting members; of whom 17 voted affirmatively and 12 ballots were not returned (Batain, Becker, Carlson, Glover, Grupp, Hall, Hoglund, May, Meyers, Richards, Welch, Wilkin).

Note: To assist in review and comment, a draft of NFPA 1401 is available and downloadable from the NFPA website at www.nfpa.org. It is also in CD ROM and print versions available from NFPA upon request by calling Customer Service at 1-800-344-3555.

1401-1 Log #CP2 **Final Action: Accept**
(Entire Document (MOS))

Submitter: Technical Committee on Fire Service Training

Recommendation: Completely revise entire document to comply with the NFPA Manual of Style as follows:

1. Revise Chapter 1 to contain administrative text only as follows:
(show revised text here or indicate where revised text can be found)
2. Revise Chapter 2 to contain only referenced publications cited in the mandatory portions of the document.
3. Revise Chapter 3 to contain only definitions.
4. Revise so that all units of measure in document are converted to SI units with inch/pound units in parentheses.
5. Appendices are to be restructured and renamed as “Annexes.”
6. All mandatory sections of the document must be evaluated for usability, adoptability, and enforceability language. Generate necessary committee proposals as shown (or indicate where shown).
7. Reword exceptions as requirements.
8. Single sentences per requirement as shown (or indicate where shown).

Substantiation: Editorial restructuring, to conform with the 2000 edition of the NFPA Manual of Style.

Committee Meeting Action: Accept

1401-2 Log #CP3 **Final Action: Accept**
(Entire Document)

Submitter: Technical Committee on Fire Service Training

Recommendation: The Technical Committee on Fire Service Training proposes a complete revision to NFPA 1401, Recommended Practice for Fire Service Training Reports and Records, as shown at the end of this report.

Substantiation: The standard was revised to comply to the NFPA Manual of Style. Additionally, proposals with affirmative actions were incorporated into this complete revision of the document.

Committee Meeting Action: Accept

1401-3 Log #CP1
(1.4 Definitions (GOT))

Final Action: Accept

Submitter: Technical Committee on Fire Service Training

Recommendation: Adopt the preferred definitions from the NFPA Glossary of Terms for the following terms:

Education (Preferred) NFPA 600, 2000 ed.
The process of imparting knowledge or skill through systematic instruction. It may not require formal classroom instruction.

Education (Secondary) NFPA 1401, 2001 ed.

The process of imparting knowledge or skill through systematic instruction.

Training (Preferred) NFPA 600, 2000 ed.

The process of achieving proficiency through instruction and hands-on practice in the operation of equipment and systems that are expected to be used in the performance of assigned duties.

Training (Secondary) NFPA 1401 2001 ed.

Skills that have been demonstrated, practiced, and achieved.

Substantiation: Adoption of preferred definitions will assist the user by providing consistent meaning of defined terms throughout the National Fire Codes.

The following procedure must be followed when acting on defined terms (extract from the Glossary of Terms Definitions Procedure):

2.1 Revising Definitions.

2.1.1 Prior to revising Preferred definitions, the Glossary of Terms should be consulted to avoid the creation of additional Secondary definitions.

2.1.2 All Secondary definitions should be reviewed and eliminated where possible by the following method (in order of preference):

- a) adopt the preferred definition if suitable.
- b) modify the secondary term and/or definition to limit its use to a specific application within the scope of the document.
- c) request that the Standards Council determine responsibility for the term .
- d) request that the Standards Council authorize a secondary definition.

(extract from the NFPA Manual of Style):

2.3.2.6 Existing general definitions contained in the NFPA Glossary of Terms shall be used where technically accurate and correct.

Committee Meeting Action: Accept

NFPA 1401

**Recommended Practice for
Fire Service Training Reports and Records
2006 Edition**

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NOTICE: An asterisk (*) following the number or letter designating a paragraph indicates that explanatory material on the paragraph can be found in Annex A.

Information on referenced publications can be found in Annex C.

Chapter 1 Administration

1.1 Scope.

1.1.1 It is the intent of this document that *fire service organizations* be considered an all-inclusive term used to describe those local, municipal, state, federal, military, industrial, and private organizations with fire protection responsibilities and institutions that provide training for such organizations.

1.1.2 Fire service organizations utilizing this document for the establishment, upgrade, or evaluation of their training records and report systems should be able to document clearly the performance and ability of individual and group activities related to the following:

- (1) Compliance with personnel performance standards
- (2) Documentation of both internally and externally obtained career development training and education
- (3) Documentation for the purposes of certification and recertification
- (4) Cooperation with other agencies with which the organization executes joint specialty operations (e.g., emergency medical services)
- (5) Training required by regulatory and/or other agencies [e.g., Occupational Safety and Health Administration (OSHA), International Standards Organization (ISO)]
- (6) Training required to provide emergency medical care (e.g., first responder, emergency medical technician, first aid, cardiopulmonary resuscitation, automatic external defibrillations)

1.2* Purpose. This document presents a systematic approach to providing essential information for managing the training function of the fire service organization.

1.2.1 Information for managing the training function of the fire service organization includes those types of records, reports, and forms that can serve as basic information tools for effective training administration.

1.2.2 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 these concepts.

1.3 General.

1.3.1 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 that is necessary to meet legal and statutory requirements. When properly compiled and evaluated, these records enable management to make effective decisions for planning, programming, and budgeting operations.

1.3.2 Computer programs are now available that provide the ability to analyze and systematize training records and quickly compile reports that can aid in justifying the resources that a fire service organization chief expends on training activities.

Chapter 2 Referenced Publications (Reserved)

Chapter 3 Definitions

3.1 General. The definitions contained in this chapter shall apply to the terms used in this recommended practice. Where terms are not defined in this chapter or within another chapter, they shall be

defined using their ordinarily accepted meanings within the context in which they are used. *Merriam-Webster's Collegiate Dictionary*, 11th edition, shall be the source for the ordinarily accepted meaning.

3.2 NFPA Official Definitions.

3.2.1* Authority Having Jurisdiction (AHJ). An organization, office, or individual responsible for enforcing the requirements of a code or standard, or for approving equipment, materials, an installation, or a procedure.

3.2.2 Recommended Practice. A document that is similar in content and structure to a code or standard but that contains only nonmandatory provisions using the word *should* to indicate recommendations in the body of the text.

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

3.3 General Definitions.

3.3.1 Education. The process of imparting knowledge or skill through systematic instruction. It may not require formal classroom instruction. [600, 2005]

3.3.2 Feedback. Comments and opinions regarding the system to be reviewed for appropriate changes or modifications.

3.3.3 Fire Chief. 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.

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

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

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

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

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

3.3.9 Report. The act of providing an account of facts relating to past events or the acts of an organization or its individuals.

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

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

3.3.12 Training. The process of achieving proficiency through instruction and hands-on practice in the operation of equipment and systems that are expected to be used in the performance of assigned duties. [600, 2005]

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

Chapter 4 Elements of Training Documents

4.1 General.

4.1.1 Training records and reports should be utilized by the training officer and line officers for analysis of the effectiveness of the training program in terms of time, staffing, and financing.

4.1.2 Training records and reports should be utilized to develop specific training objectives and to evaluate compliance with, or deficiencies in, the training program.

4.1.3 Compliance with mandated training requirements should be documented.

4.1.4 Training records and reports also are becoming more important for use as evidence in public liability suits brought against the organization's fireground activities.

4.1.5 The management of training functions should be performed in a closed-feedback loop.

4.1.6 The training functions should not operate as an open-ended cycle.

4.1.7 The closed-feedback loop should consist of the following:

- (1) Planning

- (2) Organization
- (3) Implementation
- (4) Operation
- (5) Review
- (6) Feedback/alteration

4.1.8* In each phase of the cycle, information is needed for management to perform effectively.

4.1.8.1 The information is provided through various types of records, reports, and studies; therefore, records should be designed to fit into the overall training management cycle.

4.1.8.2 In order to be most effective, these records should contribute to the overall organization information cycle.

4.2. Elements of Information.

4.2.1 Training documents, regardless of their intent or level of sophistication, should focus on content, accuracy, and clarity.

4.2.2 These documents should relay to the reader at least five specific elements of information as follows (*see Annex B for examples of training record forms*):

- (1) Who
 - (a) Who was the instructor?
 - (b) Who participated?
 - (c) Who was in attendance?
 - (d) Who is affected by the documents?
- (2) What
 - (a) What was the subject covered?
 - (b) What equipment was utilized?
 - (c) What operation was evaluated or affected?
 - (d) What was the stated objective and was it met?
- (3) When
 - (a) When will the event take place? or
 - (b) When did the event take place?
- (4) Where
 - (a) Where will the event take place? or
 - (b) Where did the event take place?
- (5) Why
 - (a) Why is the event necessary?
 - (b) Why did the event occur?

4.3 Additional Information. Additional information or detail, which should include but not limited to the following, should be included to explain or clarify the document as necessary:

- (1) What was the source for the information used as a basis for the training?
 - (a) Text book title and edition
 - (b) Lesson plan title and edition
 - (c) Policy name and reference number
 - (d) Videotapes, CDs, and DVDs
 - (e) Distance learning sources
 - (f) Other
- (2) What method of training was used for delivery?
 - (a) Lecture
 - (b) Demonstration
 - (c) Hands-on manipulative skills
 - (d) Self-study
 - (e) Video presentation
 - (f) Other
- (3) Were the training objectives evaluated and if so how?
 - (a) Written test
 - (a) Skills examination
 - (a) Other

Chapter 5 Types of Training Documents

5.1 Training Schedules.

5.1.1 Need for Training Schedules.

5.1.1.1 All members of a fire department should receive standardized instruction and training.

5.1.1.2 This training necessitates considerable planning; however, standardization can be improved through the preparation of training schedules for use by department personnel.

5.1.2* Types of Training Schedules. Training schedules should be prepared for all training ground and classroom sessions.

5.1.2.1 Periodic Training Schedule — Station Training. The station training schedule, which is prepared by the training officer, should designate specific subjects that are to be covered by company or station officers in conducting their station training.

5.1.2.1.1 The company officers should use this schedule to set their own in-station training schedule.

5.1.2.1.2 A balance between manipulative skills training and classroom sessions should be considered in the preparation of training schedules.

5.1.2.1.3 Such training schedules should include all of the topics necessary to satisfy job knowledge requirements and to maintain skills already learned.

5.1.2.2* Periodic Training Schedule — Training Facility Activities. The training facility activities schedule details when companies should report to the training facility for evolutions or classes.

5.1.2.2.1 Days should also be set aside for make-up sessions.

5.1.2.2.2 Training activities conducted outside the training facility or by outside agencies also should be shown on this schedule.

5.1.3 All Other Training. Schedules should be prepared for all training, including the following:

- (1) Recruit or entry-level training
- (2) In-service training
- (3) Special training
- (4) Officer training
- (5) Advanced training
- (6) Mandated training
- (7) Medical training
- (8) Safety training

5.2* Training Reports.

5.2.1 Logical Sequence. A training report should be complete and should follow a logical sequence.

5.2.1.1 No general outline can be applied to the arrangement of a report, since each report is to be constructed according to its individual requirements.

5.2.1.2 A report should clearly and concisely present the essentials so those conclusions can be grasped with a minimum of effort and delay.

5.2.1.3 Furthermore, a report should provide sufficient discussion to ensure the correct interpretation of the findings, which should indicate the nature of the analysis and the process of reasoning that leads to those findings.

5.2.2 Purpose. Each item of a report should serve a definite purpose.

5.2.2.1 Each table and chart in a report should be within the scope of the report.

5.2.2.2 The tables and charts should enhance the information stated or shown elsewhere, and they should be accurate and free of the possibility of misunderstanding, within reason.

5.2.3 Organization.

5.2.3.1* The process of writing reports should include five steps that are generally used in identifying, investigating, evaluating, and solving a problem.

5.2.3.2 These five steps, which should be accomplished before the report is written, are as follows:

- (1) The purpose and scope of the report should be obtained.
- (2) The method or procedure should be outlined.
- (3) The essential facts should be collected.
- (4) These facts should be analyzed and categorized.

- (5) The correct conclusions should be arrived at and the proper recommendations should be made.

5.2.4 Types of Training Reports. The number and types of training reports that need to be prepared vary from department to department.

5.2.4.1 While there are differing needs among fire departments, certain reports should be common to most departments.

5.2.4.2 Some typical recommended training reports include the following:

- (1) A complete inventory of apparatus and equipment assigned to the training division.
- (2) Detailed plans for training improvements that include all equipment and facility needs and cost figures
- (3) A detailed periodic report on and evaluation of the training of all probationary fire fighters
- (4) A monthly summary of all activities of the training division
- (5) An annual report of all activities of the training division.
- (6) A complete inventory of training aids and reference materials available to be used for department training.

5.2.4.3 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.

5.2.5 Narrative Report. There are times when a narrative report should be necessary.

5.2.5.1 Before writing a narrative report, the writer should consider the audience for the report.

5.2.5.2 The comprehensiveness of the report should be determined by the recipients' knowledge of the subject.

5.3* Training Records.

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

5.3.2 Performance tests, examinations, and personnel evaluations should contribute to the development of the training program if the results are analyzed, filed, and properly applied.

5.3.2.1 Training records should be kept current and should provide the status and progress of all personnel receiving training.

5.3.2.2 Frequent review of training records should provide a clear picture of the success or failure of the training program.

5.3.3 Properly designed training records should be developed to meet the specific needs of each fire department.

5.3.3.1 Training records should be detailed enough to enable factual reporting while remaining as simple as possible.

5.3.3.2 The number of records should be kept at a minimum to avoid confusion and duplication of effort.

5.3.4 Typical training records should include an evaluation of the competency of the student, as well as hours attended.

5.5* State Certification Records.

5.5.1 Minimum Information.

5.5.1.1 Information and documentation that should serve as a foundation for submission to state certification programs should include, as a minimum, the following:

- (1) A single file that includes all training accomplished by the individual fire fighter during his/her career
- (2) Dates, hours, locations, and instructors of all special courses or seminars attended
- (3) Monthly summaries of all departmental training

5.5.1.2 These records should require the signatures of the instructor and the person instructed as a valid record of an individual's participation in the training.

5.5.2 The format used for state certification should be different from that utilized by an individual department. Otherwise, this is likely to cause considerable problems with accurate record submission and should be addressed on the state level by all parties concerned. Various state certification forms are contained in Annex B.

Chapter 6 Evaluating the Effectiveness of Training Records System

6.1 Evaluating Records of Individuals.

6.1.1 The evaluation of training records should be done at specified intervals by the local department training officer or training committee.

6.1.2 Each training record should be evaluated to determine the following:

- (1) Has the individual taken all the required training?
- (2) If not, has the individual been scheduled for missed classes?
- (3) Do performance deficiencies show up on the individual's training record?
- (4) If performance deficiencies exist, what kind of program is being developed to overcome them?
- (5) Have companies met all the required job performance standards established by the department?
- (6) If job performance standards have not been met, have the problems been identified and a program developed to overcome them?
- (7) Are there areas of training that are being overlooked completely?
- (8) Is the cycle of training sufficient to maintain skill levels?

6.2 Evaluating the Record-Keeping System.

6.2.1 All training records and the record-keeping system should be evaluated at least annually.

6.2.2 During the evaluation process, the following questions should be applied to each record:

- (1) What is the purpose of the record?
- (2) Who uses the information compiled?
- (3) Is the record providing the necessary information?
- (4) Do other records duplicate the material being compiled?
- (5) How long should records be retained?
- (6) Can training trends be determined from a compilation of the records?
- (7) Is there a simpler and more efficient way of recording the information?

Chapter 7 Legal Aspects of Record Keeping

7.1 Privacy of Personal Information.

7.1.1* Test questions, scoring keys, employee training and educational records, and other examination data that are included in an individual's training file usually should not be disclosed without a court order or without written permission of the employee.

7.1.2 The fire chief and the training officer should verify with legal counsel the federal, state, provincial, and local laws and ordinances regulating the disclosure of confidential information, and ensure adequate control measures are in place for the privacy of personal information.

7.1.2.1 Training records should not use the student's Social Security number for identification purposes.

7.1.2.2 The fire chief or training officer should ensure that training records do not include any confidential medical information.

7.1.2.3 All medical records should be kept in a completely separate file and not mixed with any other records or personnel files.

7.1.3 Length of Time for Keeping Records or Reports.

7.1.3.1* Legal counsel should be contacted concerning the length of time records or reports, or both, need to be kept available.

7.1.3.2 Documents should be maintained for a period of time as specified by law or as required by certain agencies and organizations.

7.1.4 Most training records should be maintained in their entirety in a computerized form, thus greatly reducing the amount of paper that needs to be stored.

7.1.4.1* Some training records should be maintained in their original hard-copy form, as required by certain agencies and organizations.

7.2* Record Keeping and Risk Management. For agencies that conduct multijurisdictional training, it might be necessary to have a signed warning notice for those individuals who participate in certain training activities.

Annex A Explanatory Material

Annex A is not a part of the recommendations of this NFPA document but is included for informational purposes only. This annex contains explanatory material, numbered to correspond with the applicable text paragraphs.

A.1.2 Record keeping 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 objective of the training process is to improve the performance of the individual and the overall performance of the organization.

A.3.2.1 Authority Having Jurisdiction (AHJ). The phrase “authority having jurisdiction,” or its acronym AHJ, 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, or 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 or her 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.

A.4.1.8 No published manual or reference document can be applied as a nationally recognized system that universally fits the needs of all branches of the fire service. Therefore, 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 fire chief, the information contained in the report generally originates from the supervisors of a company, unit, division, or bureau. Record-keeping and reporting effectiveness is directly related to the design, use, and application of an adequate information system. A clear analysis of the information needs for the specific system is necessary. A good system of record keeping and reporting necessitates as much research effort as any other system in the organization if it is to be effective and meaningful.

A.5.1.2 It is important that consideration be given to the availability of training to all personnel when schedules are prepared. For example, training sessions might 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 factors as the amount of time personnel are allowed to be away from their work stations or the provision of replacement personnel to cover for fire brigade members who are involved in critical plant operations are to be considered when preparing training schedules. Typical recommended training schedules are described in 5.1.2.1 and 5.1.2.2.

A.5.1.2.2 The scheduling of training also is influenced by the time of year, with regard to weather conditions, seasonal needs, new equipment, and specific personnel needs.

A.5.2 Data processing by computer is widely used by fire departments, and the full potential of computer use in the fire service has yet to be realized. Many of those departments that, in the past, utilized a computer only for dispatching and fire incident reporting have found the advantages of applying the power and speed of the computer to other tasks. The use of relatively inexpensive computer systems and fire training records software has expanded in fire department applications. Programs also can be used for reports and records.

The computer has the potential for eliminating many, if not all, problems associated with a manual record-keeping system. Large, manually maintained records such as tracking personnel moving from station to station, vacations, and sick time are prone to inaccuracies. Without computer assistance, comparing or summarizing data can therefore become cumbersome and inaccurate.

Computerized information systems can provide a cost-effective method of processing comprehensive data and generating reports in a form that is conducive to the decision-making process. In addition,

the computerization of training records often can be simplified by using state-of-the-art user language programming, which does not require a highly trained programmer to develop a computer-based system.

Software programs or remote record-keeping services also are available from a variety of sources to accomplish the record-keeping requirements of the user with little or no modification. Before expending the time, effort, and money needed to develop a program, these commercially available alternatives should be evaluated.

Public domain software is available to the fire service from a variety of sources, including the National Fire Academy.

The department should thoroughly evaluate record-keeping software to ensure that it provides the necessary record-keeping as recommended in this document.

Duplicate or backup records should be considered to protect data. These should be stored at a site separate from the primary records. The use of a computer makes this duplication or backup simple.

A.5.2.3.1 Accuracy and clarity are essential in any report or form. If the reader or recipient detects inaccuracy, then the veracity of the represented writer or division, as well as the value of the report, is suspect. Details, without the inclusion of unnecessary information, are necessary to show progress or accomplishment. Care should be exercised to ensure that the point or summary is reached and that information in other forms or reports is not duplicated.

Accurate and complete training records also are required by a number of different laws and standards. Federal and state regulations require specific amounts and types of training. An example is 29 CFR 1910.134. NFPA 1403, *Standard on Live Fire Training Evolutions*, and NFPA 1500, *Standard on Fire Department Occupational Safety and Health Program*, also require the documentation of specific training.

A.5.3 The following are recommended types of training records:

- (1) *Departmental Training Record.* A report that serves as a permanent record showing all the training fire personnel receive. These reports usually are completed on a yearly basis. Company officers usually make entries on this form; however, training officers in small departments might take on this responsibility.
- (2) *Individual Special Course Record.* Special schools or courses made available to fire fighters. Their attendance and certification should be recorded.
- (3) *Individual Training Record.* A record containing a chronological history of an individual’s progress from the time of entry into the organization until separation.
- (4) *Progress Chart.* A record form that provides an accurate and complete picture of all class activities and work accomplished by both the instructor and the students. The chart also shows, at a glance, how the class or program is progressing with respect to calendar or time schedules.
- (5) *Certification Training Record (Fire Fighter).* A worksheet that maintains a record of each fire fighter’s progress during the pursuit of certification.
- (6) *Educational Courses.* A documentation of courses taken outside the department, such as at institutions for higher education.
- (7) *Vocational Courses.* A documentation of courses, most of which are provided by state or regional programs in the form of workshops or demonstrations outside the department.
- (8) *Seminars and Other Training.* A documentation of all seminars, short courses, and other individual or group development meetings attended. A certificate of achievement or certificate of completion obtained in this area of training should be made a part of the individual’s training file.
- (9) *Periodic Company Summary.* A report showing all other training conducted or attended by the company. The number of hours spent by each individual on each subject should be recorded, and this report should be submitted through proper channels to the officer in charge of training. Such reports should be submitted monthly.
- (10) *Chief Officers’ Periodic Training Summary.* A report showing all training conducted by fire companies within a division, battalion, or district. This report serves as confirmation for chief officers that company officers are properly conducting company training, and it can be submitted to the officer in charge of training for inclusion in monthly and annual summaries.

(11) *Group Training Records and Evaluation.* Because most fireground operations are accomplished by more than one fire fighter, group performance of basic evolutions should be an important part of any training system. A means or method of measuring the effectiveness of the organization's evolutions and how well they prepare 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 group's ability to meet minimum basic requirements. The report also should enable the individual group or company to check on the progress of its abilities in carrying out standard evolutions and following established standard operating procedures, and it should recommend areas in which additional training is needed.

A.5.5 Since the 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.

A.7.1.1 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 confidential information.

A.7.1.3.1 State laws might govern the length of time that records are to be maintained.

A.7.1.4.1 In various appeal proceedings, the Occupational Safety and Health Administration (OSHA) has held that original records are required to be maintained for training activities that are conducted specifically to comply with an OSHA-mandated training requirement. Examples of this type of training are found in 29 CFR 1910.120, "Hazardous Waste Operations and Emergency Response (HAZWOPER)"; 29 CFR 1910.134, "Respiratory Protection"; 29 CFR 1910.146, "Permit Required Confined Spaces"; and 29 CFR 1910.147, "Control of Hazardous Energy."

A.7.2 A concern of the fire service is the threat of litigation. The maintenance of accurate and complete training records in accordance with this document is one of the ways fire departments can limit their liability.

Accurate and complete training records also are required by a number of different laws and standards. Federal and state regulations require specific amounts and types of training. An example is 29 CFR 1910.134. NFPA 1403, *Standard on Live Fire Training Evolutions*, and NFPA 1500, *Standard on Fire Department Occupational Safety and Health Program*, also require the documentation of specific training.

Annex B Examples of Reports and Records

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

B.1 Figure B.1 through Figure B.12 are examples of reports and records as recommended by this document.

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

FIGURE B.1 Sample Record of Individual Training Progress. [Existing Figure B.1, 2001 ed., (no change)]

FIGURE B.2 Individual Training Summary Record. [Existing Figure B.2, 2001 ed., (no change)]

FIGURE B.3 Individual Daily Training Record by Subject Area and Hours. [Existing Figure B.3, 2001 ed., (no change)]

FIGURE B.4 Individual Monthly Training Record by Subject Area and Hours. [Existing Figure B.4, 2001 ed., (no change)]

FIGURE B.5 Individual Professional Qualifications Record. [Existing Figure B.5, 2001 ed., (no change)]

FIGURE B.6 Comparative Individual Progress Record. [Existing Figure B.6, 2001 ed., (no change)]

FIGURE B.7 Individual Special Courses Record. [Existing Figure B.7, 2001 ed., (no change)]

FIGURE B.8 Periodic (Weekly) Schedule of Training. [Existing Figure B.8, 2001 ed., (no change)]

FIGURE B.9 Periodic (Quarterly) Schedule of Training. [Existing Figure B.9, 2001 ed., (no change)]

FIGURE B.10 Division of Training Drill Report. [Existing Figure B.10, 2001 ed., (no change)]

FIGURE B.11 Group Evaluation Record. [Existing Figure B.11, 2001 ed., (no change)]

FIGURE B.12 Typical Fire Department Training Record. [Existing Figure B.12, 2001 ed., (no change)]

Annex C Informational References

C.1 Referenced Publications. The following documents or portions thereof are referenced within this recommended practice for informational purposes only and are thus not part of the recommendations of this document unless also listed in Chapter 2.

C.1.1 NFPA Publications. National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471.

NFPA 1403, *Standard on Live Fire Training Evolutions*, 1997 edition.

NFPA 1500, *Standard on Fire Department Occupational Safety and Health Program*, 1997 edition.

C.1.2 Other Publications.

C.1.2.1 U.S. Government Publications. U.S. Government Printing Office, Superintendent of Documents, Washington, DC 20402.

Title 29, Code of Federal Regulations, Part 1910.120.

Title 29, Code of Federal Regulations, Part 1910.134, "Respiratory Protection."

Title 29, Code of Federal Regulations, Part 1910.146.

Title 29, Code of Federal Regulations, Part 1910.147.

C.2 Informational References. (Reserved)

C.3 References for Extracts. The following documents are listed here to provide reference information, including title and edition, for extracts given in the informational sections of this recommended practice as indicated by a reference in brackets [] following a section or paragraph. These documents are not a part of the recommendations of this document unless also listed in Chapter 2 for other reasons.

NFPA 600, *Standard on Industrial Fire Brigades*, 2005 edition.