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Introduction to Fire Officer I Certification

Each individual seeking certification within the University of Kansas Fire Service Training Certification System must submit an application and the appropriate fee to secure entrance into the system. Candidates are given one year in which to complete the certification process. An application form is included in this document and may be used and/or duplicated at the local level. Applications forms may also be downloaded at: http://www.kuce.org/fst/

A list of current fees may be obtained by calling 785-864-4790. Purchase orders from cities/organizations will be accepted. The University of Kansas Fire Service Training will not “bill” individuals for the certification fee. Checks or credit cards are accepted from individuals. Upon receipt of the application and fee, the candidate will be scheduled into a specific exam site as requested or the candidate may select an exam site from the schedule on the KUCE website.

Applicants may register for an exam site at the time of application by completing the appropriate block on the application form. Candidates requesting a specific test site should contact the University of Kansas Fire Service Training (785 - 864 - 4790) to confirm that they have a reserved place at the exam.

Certification candidates are given two (2) attempts at each component, written and practical projects. If the candidate takes either component of the exam two (2) times without passing, the candidate is required to resubmit a certification application form as well as an additional certification fee before being scheduled to retest a third time.

Candidates failing the written exam are responsible for notifying Fire Service Training of their desire to retest and enroll at the next scheduled exam that has available space. Candidates may not take the written exam more than once per day.

Candidates are responsible for all of the practical projects required by the applicable standard during the practical exam. An exact list of specific practical projects is included in this study guide. Two to three practical projects will be selected to be tested at each exam site. Candidates should be prepared to test on any practical project outlined in the standard. The intent of this process is to insure that candidates are prepared to test on all practical projects required by a standard.

Practical project exams are graded on a pass/fail basis. Candidates must successfully complete all practical projects at an exam site to receive a passing grade, of 70% per practical project, for the practical project portion of exam. The candidate will receive one (1) hour and 15 minutes to complete each practical project.

Candidates failing the practical project portion of the exam are responsible for notifying Fire Service Training of their desire to retest by preregistering for another regularly scheduled exam. Candidates may not take the practical portion more than once per exam day.

An official picture ID must be shown for admittance to a written or practical project exam.
Certification Flow Chart for Fire Officer I

1. Decide to seek National Certification
   - Attend a class
   - Pursue Independent Study

2. Send Certification Application to KU-FST

3. Request Test Site from KU-FST

4. Take Written and Practical Exams/Projects

   - Pass all parts
     - Receive certificate in 10 to 20 working days
   - Fail to pass one or more parts
     - Call KU-FST for Retest Site
     - Retest
     - Pass
     - Fail
University of Kansas Fire Service Training
Certification System
Fire Officer I - NFPA 1021 - 1997

Prerequisites:

Any candidate seeking certification, for Fire Officer I Certification, within the Kansas University Fire Service Training Certification System must meet the following requirements:

1. Residency and Membership
   • Must be at least 18 years of age
   • Be a current member of a Kansas fire, emergency responder or allied professional organization.
   • Must be a resident of the state of Kansas or live in a border area and serve on a Kansas Fire Department.

Residency is not required if the candidate is a member of the armed services of the United States. Individuals not meeting these requirements who seek Kansas certification should submit their requests for individual exceptions to the Fire Service Training Certification Manager.

2. Certification by NPQB or IFSAC accredited agency as noted:
   • NFPA 1001 Fire Fighter II

3. Candidate must be competent in all objectives listed in:
   NFPA Standard 1021 for Fire Officer Professional Qualifications.

Written Examination:

The Fire Officer I written certification exam is based on knowledge objectives listed in NFPA Standard 1021 for Fire Officer Professional Qualifications. Candidates are required to score a minimum of 70%.

Practical Examination Project:

The Fire Officer I certification practical examination project is based on the NFPA Standard 1021 for Fire Officer Professional Qualifications. Candidates are required to score a minimum of 70%.

References/Textbooks:

Fire Department Company Officer, IFSTA, 3rd Edition, 1st printing
Fire Officer I Student Manual, Maryland Univ. Fire and Rescue Institute, September 1999, Revised Ed.
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Kansas Fire & Rescue Training Institute
The University of Kansas
National Certification Application Form

Personal Information

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<tr>
<th>Fire Department/Organization</th>
<th>Fire Department Address</th>
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Payment Method

Each application must be accompanied by payment of appropriate certification fees. Approved methods of payment are listed below. Please indicate method of payment you will use. (Please do not send cash through the mail.)

- Payment enclosed (check or money order)
- Bill my department/organization
- MasterCard
- VISA
- Discover
- American Express

Account number: ___________________ Expiration Date: ______________

Name as it appears on card: ___________________

Levels:

- Fire Fighter I* (includes Haz Mat Awareness)
- Fire Fighter II* (includes Haz Mat Operations)
- Driver/Operator-Aerial
- Driver/Operator-ARFF
- Driver/Operator-Pumper
- Hazmat Awareness
- Hazmat Operations*
- Hazmat Technician*
- Inspector I
- Instructor I
- Instructor II
- Officer I
- Officer II
- Airport Fire Fighter*

*Level requires verification of SCBA Fit Testing. See statement below.

Testing Site Registration (optional)

If you know the location and date of the test site that you wish to attend, please list that information below. A certification exam schedule can be obtained by contacting the Kansas Fire & Rescue Training Institute at 785-864-4790 (phone), 1-866-804-8841 (toll free) or e-mail to kufst@ku.edu or visit our web site (address: http://www.kuce.org/fst/).

I wish to register for the following test site: Location: ___________________ Test Date: ______________

I verify that I have reviewed the certification guidelines as stated in the Kansas Fire & Rescue Training Institute Certification Criteria and Procedures document and agree to conform to those guidelines. I further verify that all information submitted on this form is accurate.

Applicant’s Signature: __________________________

Signature of Verifying Authority: __________________________

Special Accommodation: If you will need special accommodation, please check the box preceding this statement and you will be contacted by a staff member.

Revised January 2006
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### Written Exam Study Guide sheets Fire Officer I


**References:** The Reading/Study References listed below represent references from which certification exam questions are taken.

Unless otherwise noted all references listed below are from *Fire Department Company Officer*, IFSTA, 3rd Edition, 1st printing

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**References:** The Reading/Study References listed below represent references from which certification exam questions are taken.

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Fire Officer I Practical Project Exam Study Guide


References: The Reading/Study References listed below represent references from which certification practical skills are taken. Fire Department Company Officer, IFSTA, 3rd Edition, 1st printing

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Fire Officer I Project Instructions

Attached are the eight (8) items in the Fire Officer I Practical Project Exam to help you prepare for your upcoming Fire Officer I exam. Two or three of these projects, selected at random, will be given to you with scenarios, as well as the multiple choice test when you take the certification exam. You will have one hour and fifteen minutes to complete each of the scenarios/projects and one and a half hours for the multiple choice written exam.

The scenarios/projects must be hand written, during the exam period, using pen or pencil and paper. No computers or typewriters will be allowed. This ensures the security of exam scenarios. You may use a dictionary that we will supply; however no additional resource materials, other than what is supplied by Fire Service Training, will be allowed. Any paper, state forms, etc. needed for the exam will be supplied at the test site. We suggest writing a rough draft and then a final draft. The final draft will be the one you turn in to be graded. All rough drafts, notes etc. must be turned in to the exam coordinator before you leave the exam room.

You will not know the exact scenarios that go with the projects until you see them at the exam. We would suggest you make up some practical project scenarios either from your past fire department experience or perhaps your training officer has some that you could use for practice writing.
Fire Officer I NFPA 1021 1997
Practical Project

Date: ________________

Name of Candidate: ____________________________________________________________

Social Security Number: __________

Fire Department: ______________________________________________________________

Projects Given: ____________________________

Instructions:

• Please read all scenarios carefully.

• Answer in terms of information, equipment and resources given on the resource list
  in the scenario.

• We suggest you first prepare a rough draft for each item, then write a final draft.
  The final draft will be the one you turn in for grading.

• The answer “Not applicable to my department” will not be accepted and the item will
  result in a score of zero.

• Keep your answers brief and well organized. You may use written format in present
tense, charts, diagrams tactical work sheets, state and/or local forms, etc. as required for
the given scenario.

• If state and/or local forms, tactical work sheets, etc. are required to complete the
  answer the forms will be provided by the test coordinator.

• The answers you submit must be your own work. Work that is determined to be a copy
  of another candidate’s work will receive a score of zero.

• All notes, rough drafts, lined and scratch paper must be left with the exam coordinator
  at the end of the exam time.
Introduction:

Use the information provided in the following scenario to respond to the “Tasks to Complete” as a Fire Officer level 1 would be expected to perform. You are on the first arriving unit and you are the officer in command.

1. Keep your answers brief and complete. You may use written format in present tense, charts, diagrams, tactical work sheets, state and/or local forms, etc. The answers you submit must be your own work.

2. You will be graded on clarity of expression, writing skills, strategic and tactical correctness, use of resources and ability to control the emergency.

3. You must score 70% to pass.

Scenario:

Task(s) to Complete:

1. You are the officer in command. You may not Pass or Transfer command to any other person.

2. Using the information given conduct a size-up of the emergency and list the priorities.

3. List the strategies you have for this incident

4. Develop a written initial action plan including the tactics you will use to achieve your strategies.

5. Assign resources from the given list. In a real situation you would do this verbally but in this exercise please do it in writing i.e. “Engine 4 lay a line to the North side.” etc.

6. Diagram the incident showing assignment and placement of resources (i.e. command post, water supply, attack pumper, rehab, staging area etc.).
Introduction:

There are several types of letters that company officers may be expected to write in the course of their duties. These may include but are not limited to: memos, business letters, thank you letters, letters of recommendation, nomination letters and letters involving personnel matters.

Acting as a Fire Officer I, prepare an appropriate letter(s) for the given situation in the following scenario. Use the information provided in the scenario to draft your letter.

1. Keep your correspondence brief and well organized. The letters you submit must be your own work.

2. You will be graded on the following:
   • Use of proper letter format (we will accept any standard format)
   • Punctuation
   • Correct spelling (may use a dictionary)
   • Use of grammar
   • Clarity of expression/information

3. You will also be graded on the items listed under task(s) to complete. You must score 70% to pass.

Scenario:

Task(s) to Complete:

1. The letters should not exceed two (2) pages each and be written in a standard letter or memo format of your choosing or one utilized by your department.

2. Please include enough information in your letter pertaining to the issues in the scenario to allow the recipients to understand the problem, to make decisions, etc.

3. Create a header as necessary to represent the department/type of letter you are writing.
Introduction:

Acting as a Fire Officer I, prepare a request for correction of a maintenance/mechanical deficiency to your maintenance supervisor or Fire Chief calling his attention to the serious maintenance/mechanical deficiency described in the scenario.

1. Keep your answers brief and complete. You may use written format, charts, diagrams, state and/or local forms, etc. The answers you submit must be your own work.

2. You will be graded on the following:
   - Presentation of correct information
   - Recommendation to remedy the maintenance deficiency
   - Correct spelling (may use dictionary)
   - Correct use of grammar and punctuation
   - Clarity of expression

3. You will also be graded on the items listed under task(s) to complete. You must score 70% to pass.

Scenario:

Task(s) to Complete:

1. The request for correction of maintenance/mechanical deficiency must not exceed two (2) pages

2. Clearly state the maintenance/mechanical problem.

3. Describe the history of the unit with the serious maintenance/mechanical deficiency.

4. Recommend what needs to be done to remedy the maintenance/mechanical deficiency.
Introduction:

Acting as a Fire Officer I, assign tasks or responsibilities to members of the emergency response personnel upon arrival at the scene of an emergency incident as described in the scenario.

1. Keep your answers brief and complete. You may use written format in present tense, charts, diagrams, tactical worksheets, state and/or local forms, etc. The answers you submit must be your own work.

2. You will be graded on the following:
   - Assignment of tasks and/or responsibilities
   - Correct spelling (may use a dictionary)
   - Correct use of grammar and punctuation
   - Clarity of expression

3. You will also be graded on the items listed under task(s) to complete. You must score 70% to pass.

Scenario:

Task(s) to Complete:

1. Assignments must be concise and clearly stated per IMS structure. List personnel by name and describe the specific task(s) each individual will complete.

2. Assignments must be prioritized to accomplish the strategic goals. Please make a prioritized list of assignments.

3. Convey desired overall outcomes to personnel as a group. In a real situation you would do this verbally but in this exercise please do it in writing, i.e. “John and Joe take an inch and three quarter line to the rear exposure”.

4. Safety considerations and accountability must be addressed in writing.
Introduction:

Acting as a Fire Officer I, write a letter to address a citizen’s concern using your department’s policies and procedures so that the concern is answered.

1. Keep your answers brief and complete. The answers you submit must be your own work.

2. You will be graded on the following:
   - Customer relations attitude
   - Correct spelling (You may use a dictionary)
   - Correct use of grammar and punctuation
   - Clarity of expression

3. You will also be graded on the items listed under task(s) to complete. You must score 70% to pass.

Scenario:

Task(s) to Complete:

1. The letter must not exceed two (2) pages and be written in a standard letter or memo format utilized by your department.

2. It is your responsibility to address the citizen’s concern and ensure the concern is answered. You may not delegate the task to someone else.

3. All department procedures and policies must be complied with.

4. Response should be courteous and professional.

5. The response must be accurate.

6. The response must include details that will aid in resolution of the concern.

7. The response must include a statement that if the concerned citizen does not obtain a satisfactory resolution to his/her concern he/she should recontact you for additional assistance.
Introduction:

Acting as a Fire Officer I, initiate a written action plan addressed to the Chief, referenced the scenario, concerning the personnel problem given in the scenario. You must clearly identify the personnel problem and develop a written plan of action to resolve the problem. The problem must be resolved in accordance with policies and procedures.

1. Keep your correspondence brief and well organized. The letters you submit must be your own work.

2. You will be graded on the following:
   - Identifying the problem
   - Initiating an action plan according to personnel policies
   - Use of proper letter format (we will accept any standard format)
   - Correct spelling (you may use a dictionary)
   - Correct use of grammar and punctuation
   - Clarity of expression

3. You will also be graded on the items listed under task(s) to complete. You must score 70% to pass.

Scenario:

Task(s) to Complete:

1. The written plan of action must not exceed three (3) pages.

2. The personnel problem must be accurately identified.

3. The written plan must include steps you and/or the person(s) involved must take to resolve the problem.

4. The plan of action must comply with human resource procedures and policies.

5. Your response should be professional and unbiased.

6. List disciplinary steps to be taken if the individual does not comply with the plan of action.
Fire Officer I NFPA 1021 1997  
Project #7-Preliminary Fire Investigation  
2-5.1 and 2-5.2

Introduction:
Acting as a Fire Officer I, in response to the fire scenario you are given, list specific details from witnesses (civilian and fire personnel), and determine a probable preliminary cause of the fire. You must also describe how you would preserve evidence and secure the scene for further investigation.

1. Keep your answers brief and complete. You may use written format, charts, diagrams, tactical work sheets, state and/or local forms, etc. The answers you submit must be your own work.

2. You will be graded on the following:
   • Evaluation of information
   • Correct spelling (you may use a dictionary)
   • Correct use of grammar and punctuation
   • Clarity of expression

3. You will also be graded on the items listed under task(s) to complete. You must score 70% to pass.

Scenario:

Task(s) to Complete:

1. List specific details from interviews with witnesses and first arriving responding personnel including:
   • Size of fire
   • Color of flames and smoke
   • Unusual circumstances
   • Other factors

2. State your best determination of the preliminary fire cause. State the reasons why you reached this determination.

3. List the steps you will take for preserving chain of evidence.

4. List the steps that will be required to protect the evidence and secure the scene for further investigation.
Introduction:

Acting as a Fire Officer I, in response to the given accident scenario, list the steps you will take as you investigate and document the accident in accordance with policies and procedures. Identify and list factors contributing to the accident and list possible corrective actions that may prevent this type of accident from occurring in the future. Create a letter addressed to Chief Hulsey documenting details of the accident. Complete appropriate state or local forms.

1. Keep your answers brief and complete. You may use written format in present tense, charts, diagrams, state and/or local forms, etc.
   The answers you submit must be your own work.

2. You will be graded on the following:
   - Documenting information on forms
   - Letter writing
   - Correct spelling (you may use a dictionary)
   - Correct use of grammar and punctuation
   - Clarity of expression

3. You will also be graded on the items listed under task(s) to complete. You must score 70% to pass.

Scenario:

Task(s) to Complete:

1. List the procedures or steps you would take in investigating this accident.


3. Identify and list factors contributing to the accident.

4. List possible corrective actions that may prevent the accident from reoccurring.

5. Complete appropriate local and state forms as required.