U.S. Department of Homeland Security

United States Coast Guard

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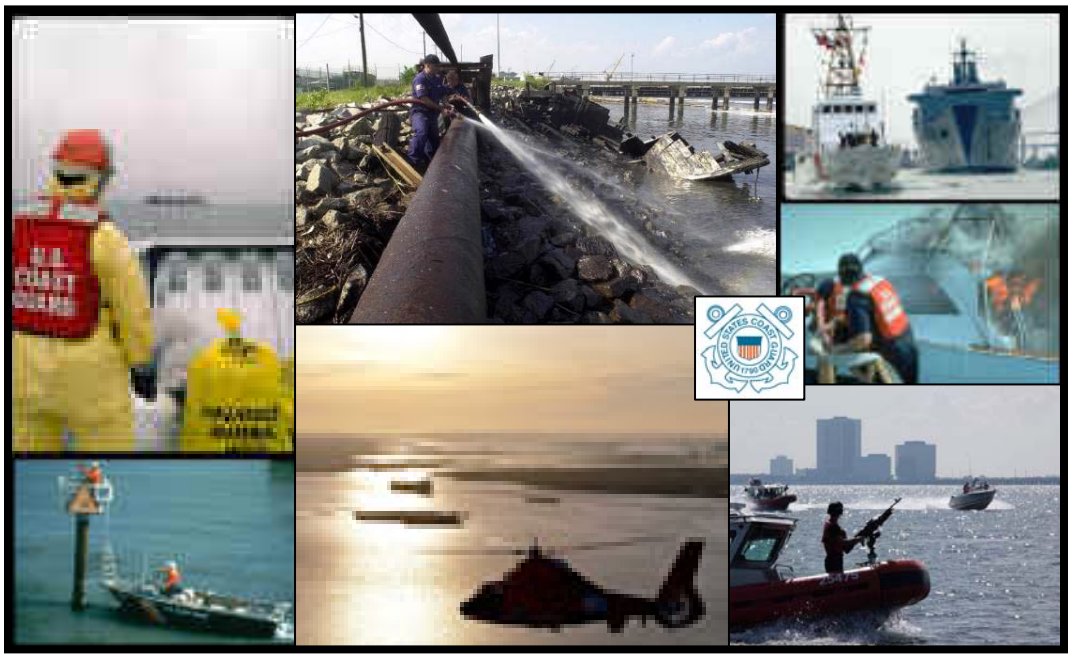


National Incident Management System (NIMS)

Incident Command System (ICS)

TYPE 3 SAFETY OFFICER (SOF3)

Performance Qualification Standard

November 2008

U.S. COAST GUARD CERTIFICATION LETTER

RECOMMENDATION/CERTIFICATION OF COMPLETED PERFORMANCE QUALIFICATION STANDARD (PQS) FOR THE POSITION OF

TYPE 3 SAFETY OFFICER (SOF3)

FINAL VERIFYING OFFICER'S RECOMMENDATION

I verify that _____ has completed all requirements necessary to perform the duties in this position, has passed a unit level oral board and should therefore be considered for certification in this position.

FINAL VERIFYING OFFICER'S SIGNATURE AND DATE

FINAL VERIFYING OFFICER'S PRINTED NAME, TITLE, DUTY STATION, AND PHONE NUMBER

U. S. COAST GUARD CERTIFICATION

Note: The Certifying Official is the local unit Commanding Officer (O-4 or above) for Type 3 and Type 4 positions. See page 3 below for more information.

I certify that_____ has met all requirements for qualification in this position and that such qualification has been issued. You are authorized to carry out the responsibilities of this position within the scope of your qualification.

This Letter of Certification should be retained as part of your personal Training Record.

THIS CERTIFICATION IS GOOD FOR FIVE YEARS FROM DATE OF ISSUE.

CERTIFYING OFFICIAL'S SIGNATURE AND DATE

CERTIFYING OFFICIAL'S PRINTED NAME, TITLE, DUTY STATION AND PHONE NUMBER

U.S. Coast Guard
Performance Qualification Standard (PQS) for
Type 3 Safety Officer (SOF3)
Qualification Code: ICS-SOF3

This booklet is one section of your personal on-the-job training (OJT) manual and the Performance Qualification Standard (PQS) for the position noted above. It is your guide to qualification. It is your responsibility to document completed unit training items.

When you have completed all of the items required for this qualification, your command will issue a Letter of Certification (example on page 2) and your Unit Training Coordinator will record and certify your qualification in the Training Management Tool (TMT).

For additional information concerning background, objectives, guidance, components, responsibilities and explanation as to the use of the NIMS ICS PQS Workbooks, see the USCG All-Hazard NIMS ICS Performance Qualification Standard (PQS) Guide. The Guide can be found in the ICS Library on Homeport (Http://homeport.uscg.mil/ click on library tab, click on ICS tab).

RESPONSIBILITIES:

1. The Commanding Officer is responsible for:
- Selecting trainees based on the needs of the unit.
- Providing opportunities for evaluation and/or making the trainee available for evaluation.

2. The Individual is responsible for:
- Reviewing and understanding instructions in the PQS Workbook.
- Providing background information to an Verifying Officer.
- Completing all tasks for an assigned position within three years. All tasks with an approval older than three years must be reevaluated.
- Assuring the Evaluation Record is complete.
- Notifying local unit personnel when the PQS Workbook is completed and providing a copy to the unit Training Officer.
- Keeping the original PQS Workbook in personal records.

3. The Verifying Officer is responsible for:
- Being certified in the competencies for which they are to verify and must be command (unit) designated.
- Entering their title, name, and initials in the Record of Verifying Officers section before making entries in the workbook.
- Being experienced and qualified personnel who have demonstrated the ability to evaluate, instruct, and observe other personnel in the performance task criteria.
- Meeting with the trainee and determining past experience, current qualifications, and desired objectives/goals.

- Explaining to the trainee the evaluation procedures that will be utilized and which objectives may be attained.
- Identifying tasks to be performed during the evaluation period.
- Observing successful performance of each task and document such with date and initials in the appropriate space provided in this booklet. It may be necessary to perform a task several times.
- Accurately evaluating and recording demonstrated performance of tasks on both the task and Evaluation Record. Dating and initialing completion of the task and documenting incident/event performance on an evaluation record shall document satisfactory performance. Each task must be signed off individually (e.g. initialing the first and last task with a line down the page will NOT be acceptable). Unsatisfactory performance shall also be documented in the Evaluation Record. The Verifying Officer will not give credit for any task that is not performed satisfactory.
- Completing the Evaluation Record found at the end of each PQS Workbook for each incident/event/exercise performance.

4. The Final Verifying Officer is responsible for:

- Being qualified and proficient in the position being evaluated.
- Reviewing the trainee's record to ensure completeness.
- Scheduling and conducting a final qualification interview/board for the member for the desired position.
- Signing the verification statement on page 2 of the PQS Workbook when all tasks have been initialed and the oral board has been passed.
- Ensuring that all tasks have been completed within the three years prior to submission for final approval. Any task with an approval older than three years must be reevaluated and brought up to date.

5. The Training Officer or Designee of the member's/employee's home unit is responsible for:

- Issuing PQS Workbooks to document task performance.
- Explaining to the trainee the purpose and processes of the PQS Workbook as well as the trainee's responsibilities.
- Tracking progress of the trainee.
- Identifying incident evaluation opportunities.
- Identifying and assigning an Verifying Officer that can provide a positive experience for the trainee, and make an accurate and honest appraisal of the trainee's performance.
- Conducting progress reviews.
- Conducting a closeout interview with the trainee and Verifying Officer and assuring that documentation is proper and complete.
- Ensuring course completions and other PQS tasks and certifications are entered into the Training Management Tool (TMT) system. Each task in the PQS includes the TMT task code right after the number of the task for finding and entry into TMT.

6. The Certifying Official is responsible for:

- Determining certification by reviewing the trainees PQS Workbook to ensure all tasks and course prerequisites have been completed.
- Issuing proof of certification by signing a certification letter.
- Ensuring certification/qualification is entered into the Training Management Tool (TMT) system.

TYPE 3 SAFETY OFFICER (SOF3)

REQUIRED TRAINING	ICS-300 and ICS-400 and ICS-341 IRPW and Unit Safety Coordinator Course and 40 hr HAZWOPER Training
PREREQUISITE	Satisfactory Completion of the PQS for SOF3 and Sat performance/Certification as an DIVS
TARGET PERSONNEL	Personnel filling Deputy Safety Officer roles in response
CERTIFYING OFFICIAL	Unit CO (O-4 and above)
FITNESS STANDARD	Moderate
CURRENCY	5 years
CURRENCY REQUIREMENTS	Every Year: Complete online ICS-305 Intermediate ICS Refresher or Sat performance as an SOF3 in an actual incident/event, drill/exercise using ICS Every 5 years: Satisfactory performance as an SOF3 in an actual incident/event, drill/exercise using ICS
OTHER POSITION ASSIGNMENTS THAT WILL MAINTAIN CURRENCY	SOF2, OSC3, OSC2, ICT2, or ICT3.

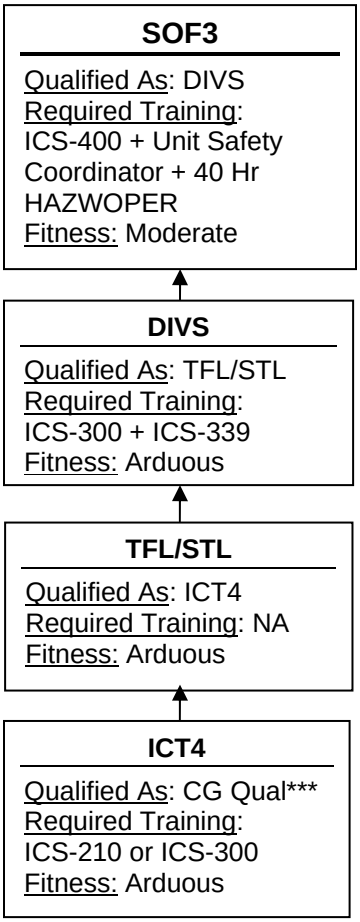
RECORD OF VERIFYING OFFICERS				
Date	**Title**	**Verifying Officer's Name**	**ICS Qual**	**Initials**

RECORD OF COMPLETION		
Training Prerequisites	**Date**	**Verifying Officer's Signature**
A. Completion of Training Courses: 1. ICS-300 Intermediate ICS Course		
2. ICS-400 Advanced ICS Course		
3. USCG Unit Safety Coordinator Course		
4. 40 hr HAZWOPER Training		
B. ICS Qualification Prerequisites: Division/Group Supervisor (DIVS)		
C. Completion of PQS Workbook		
D. Successful completion of unit level oral board.		
E. Qualification/Certification Letter (page 2) submitted for approval.		
F. Qualification certification entered into TMT		

ICS Position Qualification Flow Chart for SOF3

This chart is NOT an Incident Command System organization chart. This chart shows the Type 3 progression from one ICS position to another within the qualification system. Each box within the chart contains information pertaining to the position. Job Titles are listed as abbreviations for the position. Please see Homeport ICS library for a list of NIMS ICS Position Abbreviations/Mnemonics. The PQS Qualification Guide has more information about position qualification process and guidance.

- Job Title (Position Abbreviation),
- Required Qualification(s)/Certification(s). Position qualification referenced by Position Abbreviation,
- Required Training course(s) for qualification in this position (does not include perquisites for positions in required experience) which is noted in individual PQS workbooks
- Fitness: Recommended fitness requirements for each ICS position. Categories: Arduous, Moderate, Light, or None.



*** CG Qual: CG Qualification where the member is in charge of personnel and/or a resource (i.e. Command Duty Officer (CDO)/Sector Duty Officer (SDO), Coxswain, LE Boarding Officer, LEDET or MSST Deployable Team Leader (DTL), MSRT Direct Action Section (DAS) Leader , MTSA (full), On-Scene Coordinators Representative (OSCR), Pilot, Pollution Investigator (PI), PSU Squad Leader, PSU Fire Team Leader, SAR Controller, NSF Response Officer (RO), NSF Response Supervisor (RS), NSF Response Technician (RT), Underway OOD).

POSITION: TYPE 3 SAFETY OFFICER (SOF3)

Task Codes: Each task has a code associated with the type of training assignment where the task may be completed. These include: O = other, I = incident/event and R = rare event. Definitions for these codes may be found below*. While tasks can be performed in any situation, they must be evaluated on the specific type of incident/event for which they are coded. Tasks coded I must be evaluated on an incident/event, and so on. Performance of any task on other than the designated assignment is not valid for qualification. **If more than one code is listed, the task may be completed on any of the listed situations (e.g. If code I, O2 and O3 are listed, the task may be completed on any of the three listed).**

*Code:

O = Task can be completed in a variety of situations, such as in a classroom, exercise or simulation, incident or event, or daily job.

O1 = Task must be performed on a Full Scale Exercise with equipment deployment which is managed under the Incident Command System (ICS). Examples of exercises that may employ ICS include oil spill, search and rescue, hazardous material response, and fire.

O2 = Task must be performed on an Exercise which is managed under the Incident Command System (ICS). Examples of exercises that may employ ICS include oil spill, search and rescue, hazardous material response, and fire.

O3 = Training or Daily Job environment that tests knowledge/skills associated with the task.

O4 = ICS course classroom environment that tests knowledge/skills associated with the task.

I = Task must be performed on an incident or event which is managed under the Incident Command System (ICS). Examples of incidents and events that may employ ICS include oil spill, search and rescue, hazardous material response, fire, and emergency or non-emergency (planned or unplanned) events.

R = Rare events seldom occur and opportunities to evaluate Trainee performance in real settings are limited. Examples of rare events include accidents, injuries, vehicle and aircraft crashes. Through interviews, the Verifying Officer may be able to determine if the Trainee could perform the task in a real situation.

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification. Some tasks must be completed more than once.

POSITION: TYPE 3 SAFETY OFFICER (SOF3)

Competency 1: Assume position responsibilities.

Description: Successfully assume role of Safety Officer and initiate position activities at the appropriate time according to the following behaviors.

Behavior: Ensure readiness for assignment.

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
1. ICS-GEN-01. Obtain and assemble information and materials needed for kit. • Digital Camera • Safety checklists • Site Safety Plan (ICS-208) • General Message (ICS 213) • Resource Request (ICS-213RR-CG) • Unit Log (ICS 214) • Incident Safety Analysis (ICS 215A) • Binoculars • Appropriate PPE • Injury and accident forms • Laptop with wireless Internet • Applicable references (e.g. COMDTINST's, NIOSH pocket guide, CHRIS, DOT Shipping/Handling Guides, 29 CFR part 1900-1910.999…) • Job Aids • Communications capability	I O2 O3		
2. ICS-GEN-02. Obtain complete information on initial activation. • Incident name • Incident order number • Request number • Incident phone number • Reporting time • Reporting location • Transportation arrangements/travel routes • Contact procedures during travel (telephone/radio) • Name and location of Incident Commander or Safety Officer • Weather, terrain and living conditions (pack appropriately) • Incident description (expected hazards, environment, mission areas…)	I O2 O3		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification. Some tasks must be completed more than once.

POSITION: TYPE 3 SAFETY OFFICER (SOF3)

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
3. ICS-GEN-03. Arrive at incident and check in. • Arrive properly equipped at assigned location within acceptable time limits.	I O2 O3		

Behavior: Ensure availability, qualifications, and capabilities of resources to complete assignment.

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
4. ICS-T3-SOF-04. Identify the need for and request, supervise and assign Assistant Safety Officers. • Resource Request (ICS-213RR-CG)	I O2 O3		

Behavior: Gather, update, and apply situational information relevant to the assignment.

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
5. ICS-T3-SOF-05. Gather information necessary to assess incident assignment and determine immediate needs and actions. **Task must be completed twice.** • Current and anticipated situation. • Modeling • Zone restrictions • Specific safety concerns.	I O2 O3		
6. ICS-GEN-06. Attend Command and General Staff meeting and obtain briefing from Incident Commander. • Incident Commander's priorities, goals, and objectives for IMT and the incident • Instructions concerning the tasks expected of the Safety Officer. • Expected timeframes for briefings, planning meetings, and team meetings • Clear understanding of safety officer and assistant safety officer authorities.	I O2 O3		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification. Some tasks must be completed more than once.

POSITION: TYPE 3 SAFETY OFFICER (SOF3)

Behavior: Establish effective relationships with relevant personnel.

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
7. ICS-GEN-08. Establish and maintain positive interpersonal and interagency working relationships. • Create a work environment that provides diversity and equal opportunity for assigned personnel.	I O2 O3		
8. ICS-T3-SOF-08. Ensure responding field personnel have properly documented safety/HAZWOPER qualifications as appropriate.	I O2 O3		

Behavior: Understand and comply with ICS concepts and principles.

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
9. ICS-GEN-10. Maintain appropriate span of control.			
10. ICS-GEN-09. Demonstrate knowledge of NIMS ICS Concepts and Principles. • Chain of Command • Unity of Command • ICS forms • ICS terminology • Operational Planning cycle • Span of Control • Resource management • Scope, roles, responsibilities, jurisdiction, and authority.	O		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification. Some tasks must be completed more than once.

POSITION: TYPE 3 SAFETY OFFICER (SOF3)

Competency 2: Lead assigned personnel.

Description: Influence, guide, and direct assigned personnel to accomplish objectives and desired outcomes in a rapidly changing, high-risk environment.

Behavior: Model leadership values and principles.

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
11. ICS-GEN-11. Exhibit principles of devotion to duty. • Be proficient in your job, both technically and as a leader. • Make sound and timely decisions. • Ensure tasks are understood, supervised and accomplished. • Develop your subordinates for the future.	I O 2 O 3		
12. ICS-GEN-12. Exhibit principles of respect. • Know your subordinates and look out for their well-being. • Keep your subordinates informed. • Build the team. • Employ your subordinates in accordance with their capabilities.	I O 2 O 3		
13. ICS-GEN-13. Exhibit principles of honor and integrity. • Know yourself and seek improvement. • Seek responsibility and accept responsibility for your actions. • Set the example.	I O 2 O 3		

Behavior: Ensure the safety, welfare, and accountability of assigned personnel.

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
14. ICS-GEN-16. Provide for the safety, welfare, and accountability of assigned personnel during the entire period of supervision. **This task must be completed at two different incidents/events or exercises.** • Recognize, mitigate and communicate potentially hazardous situations. • Monitor condition of assigned personnel.	I O2 O3		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification. Some tasks must be completed more than once.

POSITION: TYPE 3 SAFETY OFFICER (SOF3)

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
15. ICS-T3-SOF-15. Determine appropriate required Personal Protective Equipment. **This task must be completed at two different incidents/events or exercises.**	I O2 O3		
16. ICS-T3-SOF-16. Ensure response personnel have read and signed the Site Safety Plan (ICS-208) as applicable	I O2 O3		

Behavior: Establish work assignments and performance expectations, monitor performance, and provide feedback.

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
17. ICS-T3-SOF-17. Ensure subordinates understand assignment for operational period and authorities given. • Provide clear, concise instructions and allow for feedback. • Authority to stop unsafe operations	I O2 O3		
18. ICS-GEN-16. Continuously evaluate performance. • Communicate deficiencies immediately and take corrective action. • Provide training opportunities where available. • Complete personnel performance ratings according to agency guidelines (Individual Incident Performance Evaluation (ICS-225)).	I O2 O3		

Behavior: Coordinate interdependent activities.

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
19. ICS-GEN-18. Interact and coordinate with command and general staff. • Receive and transmit current and accurate information.	O		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification. Some tasks must be completed more than once.

POSITION: TYPE 3 SAFETY OFFICER (SOF3)

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
20. ICS-T3-SOF-20. Ensure incident management team members are aware of safety-related aspects of their jobs and undertake their job responsibilities in a safe manner based on expected duration, size, type of incident, potential values to be protected, and jurisdictional involvement.	O		
21. ICS-T3-SOF-21. Coordinate with local agencies regarding special concerns. **This task must be completed at two different incidents/events or exercises.** • Indigenous dangerous species (alligators, poisonous snakes, poison ivy/oak,…). • Geological concerns (falling rocks, radon, sand blows, unstable soil,….) • High crime areas.	I O2 O3		

Competency 3: Communicate effectively.

Description: Use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a rapidly changing, high-risk environment.

Behavior: Ensure relevant information is exchanged during briefings and debriefings.

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
22. ICS-T3-SOF-22. Prepare and present safety briefings. **This task must be completed at two different incidents/events or exercises.** • Each operational period as required • Information to alert incident personnel of potential risk/hazard considered to be most critical	I O2 O3		
23. ICS-T3-SOF-23. Participate in the Tactics meeting. **This task must be completed at two different incidents/events or exercises.** • As per the Incident Management Handbook, perform Safety Officer role in the tactics meeting. • Prepare ICS-215A.	I O2		
	I O2		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification. Some tasks must be completed more than once.

POSITION: TYPE 3 SAFETY OFFICER (SOF3)

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
24. ICS-T3-SOF-24. Participate in the Planning meeting. **This task must be completed at two different incidents/events or exercises.**	I O2		
• As per the Incident Management Handbook, perform Safety Officer role in the planning meeting. • Brief the ICS-215A.	I O2		
25. ICS-T3-SOF-25. Participate in the Operations briefing. **This task must be completed at two different incidents/events or exercises.**	I O2		341, 430
• As per the Incident Management Handbook, perform Safety Officer role in the operations briefing.	I O2		
26. ICS-GEN-21. Participate in briefings and debriefings. • Hotwash • Lessons learned • After Action Reporting (AAR) • VIP visits	I O2 O3		

Behavior: Ensure documentation is complete and disposition is appropriate.

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
27. ICS-GEN-24. Complete and submit Unit Log (ICS 214). • Document events/accidents of a serious nature as per USCG Policy (MISHAP).	O		
28. ICS-T3-SOF-28. Ensure appropriate documentation is submitted to Documentation Unit for the documentation package.	O		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification. Some tasks must be completed more than once.

POSITION: TYPE 3 SAFETY OFFICER (SOF3)

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
29. ICS-T3-SOF-29. Document identified deficiencies. • Food and potable water supplies • Vehicle/mechanical equipment • Driver/operator qualifications • Air operations hazards/unsafe conditions • Sanitation issues	I O2 O3		
30. ICS-T3-SOF-30. Complete and submit accident/MISHAP reports as appropriate.	I O2 O3		

Behavior: Gather, produce and distribute information as required by established guidelines and ensure understanding by recipient.

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
31. ICS-T3-SOF-31. Post safety information on incident bulletin board if appropriate.	I O2 O3		
32. ICS-T3-SOF-32. Prepare safety messages.	O		
33. ICS-T3-SOF-33. Prepare narrative or special reports as needed. • Number of injuries and accidents • General safety situation and problems encountered • Description of significant incidents or unsafe situations • Recommendations for corrective action	I O2 O3		
34. ICS-T3-SOF-34. Distribute accident investigation reports and initiate follow-up action as appropriate.	O		
35. ICS-T3-SOF-35. Communicate to incident personnel changes in conditions (i.e. weather, hazmat information, intelligence, etc.) during the operational period that was not predictable and could cause high risk conditions.	O		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification. Some tasks must be completed more than once.

POSITION: TYPE 3 SAFETY OFFICER (SOF3)

Behavior: Develop and implement plans and gain concurrence of affected agencies and/or the public.

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
36. ICS-T3-SOF-36. Implement a Site Safety Plan (ICS-208). **This task must be completed at two different incidents/events or exercises.** • Ensure hazards and risks are identified and adequately monitored. • Share with the Incident Commander and incident staff. • **Ensure any changes in incident hazards and risks with relevant corrective actions are reflected in the site safety plan, safety messages, and/or safety briefings as appropriate**	I O2 O3		
37. ICS-T3-SOF-37. Review and approve Medical Plan (ICS 206) as appropriate. **This task must be completed at two different incidents/events or exercises.** • Monitor plan to ensure it addresses current status of incident	I O2 O3		
38. ICS-T3-SOF-38. Review incident demobilization plan to ensure work/rest guidelines are followed	I O2 O3		

Competency 4: Ensure completion of assigned actions to meet identified objectives.
Description: Identify, analyze, and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives. Complete actions within established timeframe.

Behavior: Gather, analyze, and validate information pertinent to the incident or event and make recommendations for setting priorities.

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
39. ICS-T3-SOF-39. Conduct periodic inspections of facilities. • Food and sanitation conditions • Potable water sources, hauling and storage containers.	I O1 O3		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification. Some tasks must be completed more than once.

POSITION: TYPE 3 SAFETY OFFICER (SOF3)

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
40. ICS-T3-SOF-40. Identify and document unsafe conditions and provide this information to appropriate command and general staff.	I O2 O3		
41. ICS-T3-SOF-41. Monitor vehicle inspections, driver/operator qualifications and equipment records.	I O2 O3		
42. ICS-T3-SOF-42. Monitor incident roads to provide for safe use by vehicles. • Monitor adequate width, grade, and maintenance condition. • Assess dust/visibility. • Ensure ingress/egress. • Close/restrict road access as necessary	I O2 O3		
43. ICS-T3-SOF-43. Monitor general welfare of incident personnel. • Operational period length • PPE Use • Food and water • Fatigue • Work/rest guidelines • CISM	I O2 O3		

Behavior: Prepare clear and concise assessments regarding hazards, hazard behavior, weather, and other relevant events.

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
44. ICS-T3-SOF-44. Prepare Hazard/Risk Analysis Worksheet (ICS 215A) for each operational period. **This task must be completed at two different incidents/events or exercises.** • Identify risks/hazards with the highest potential for serious accident or injury	O		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification. Some tasks must be completed more than once.

POSITION: TYPE 3 SAFETY OFFICER (SOF3)

Behavior: Utilize information to produce outputs.

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
45. ICS-T3-SOF-45. Prepare safety messages as required. • Operational period. • Special safety messages as required	I O2 O3		

Behavior: Take appropriate action based on assessed risks.

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
46. ICS-T3-SOF-46. Ensure the Risk Management Process is established and maintained throughout the incident. **This task must be completed at two different incidents/events or exercises.**	I O2 O3		
47. ICS-T3-SOF-47. Exercise reasonable judgment in the use of emergency authority to stop and correct unsafe acts. • Use direct intervention to correct any imminent danger situation. • Contact the responsible supervisor for corrective action on other unsafe situations. • Brief Incident Commander	I O2 O3 R		
48. ICS-T3-SOF-48. Investigate accidents and prepare investigation reports. • Ensure copies are complete and follow-up actions are documented. • Ensure reports are complete and include required information. • Notify Incident Commander. • Initiate immediate corrective action, if necessary	I O2 O3 R		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification. Some tasks must be completed more than once.

POSITION: TYPE 3 SAFETY OFFICER (SOF3)

Behavior: Anticipate, recognize and mitigate unsafe situations.

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
49. ICS-T3-SOF-49. Ensure any unpredicted change in weather is communicated to incident personnel. • Red Flag watches/warnings. • Cold frontal passages.	I O2 O3		
50. ICS-T3-SOF-50. Reinforce and monitor mitigations identified in Hazard/Risk Analysis Worksheet (ICS 215A).	I O2 O3		

Behavior: Follow established and safety procedures to given assignment.

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
51. ICS-GEN-34. Perform assigned job duties in accordance with established safety procedures.	O		

Behavior: Ensure compliance with all legal and safety requirements relevant to air operations.

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
52. ICS-T3-SOF-52. Monitor air operations activities. • Review compliance with standards and procedures • Review aircraft incident/accident reports.	I O2 O3 R		

Behavior: Ensure functionality of equipment.

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
53. ICS-T3-SOF-53. Inspect hand tools and power equipment for unsafe conditions. • Review periodically.	I O2 O3		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification. Some tasks must be completed more than once.

POSITION: TYPE 3 SAFETY OFFICER (SOF3)

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
54. ICS-T3-SOF-54. Ensure inspection of vehicles, mechanical equipment, and driver/operator qualifications are completed.	O		
55. ICS-T3-SOF-55. Evaluate equipment capabilities for appropriate use.	O		

Behavior: Transfer position duties while ensuring continuity of authority and knowledge and taking into account the increasing or decreasing incident complexity.

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
56. ICS-GEN-33. Coordinate the development, approval and implementation of transfer of position duties when incident complexity changes (escalates/de-escalates) - e.g., incoming Incident Management Team (IMT), host agency. • Inform subordinate staff and Incident Commander. • Document follow-up action needed and submit to supervisor.	I O2 O3		

Behavior: Plan for demobilization and ensure demobilization procedures are followed.

TASK	CODE	EVAL RECORD #	VERIFYING OFFICER: Initial & date upon completion of task
57. ICS-GEN-29. Demobilize and check out. • Receive demobilization instructions from incident supervisor. • If required, complete Demobilization Checkout (ICS 221) and submit completed form to the appropriate person.	I O2 O3		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification. Some tasks must be completed more than once.

INSTRUCTIONS FOR COMPLETING THE EVALUATON RECORD

These evaluations may be made on incidents, simulations in classroom, or in daily duties, depending on what the position task book dictates (as per the CODE column for each task). This evaluation should be sufficient for qualification in the position if the individual is adequately prepared. Two blank evaluation forms are provided. If the additional evaluations are needed, a page can be copied from a blank ICS PQS workbook and attached.

Complete These Items a the START of the Evaluation Period:

- Evaluation Record #: the number in the upper right corner of the evaluation record identifies a particular incident/events/exercises or group of incidents/events/exercises. This number should be placed in the column labeled "EVAL RECORD #" on the PQS Workbook for each task performed satisfactorily. This number will enable reviews of the completed PQS Workbook to ascertain the qualifications of the different Verifying Officers prior to making the appropriate sign-off on the PQS Workbook.
- Trainee Information
  - Name, ICS position performed on the incident/event/exercise, Unit Name and Address
- Verifying Officer Information
  - Name, ICS position performed on the incident/event/exercise, Unit Name and Address

Complete These Items at the END of the Evaluation Period:

- Incident/Event/Exercise Information
  - Incident/Event/Exercise Name
  - Reference Number (if any) for Incident/Event/Exercise
  - Duration: include inclusive dates during which the trainee was evaluated. This block may indicate a span of time covering several small and similar incidents if the trainee has been evaluated on that basis, e.g. several initial response incidents.
  - Incident Kind: Search and Rescue, Oil Spill, Hazmat, Flood, Simulation/Exercise, Event, Other (specify)
  - Location (include Geographic Area, Agency, and State): Identify the location where the tasks were performed.
  - Management Type: Type 5, Type 4, Type 3, Type 2, Type 1, Area Command
  - Number, Types, and Kinds of Resources assigned to incident: enter the number of resources and types assigned to the incident pertinent to the trainees PQS Workbook.
- Verifying Officer's Recommendation.
  - Recommendation: Initial one line as appropriate and/or make comments regarding the future needs for the development of this trainee.
  - Signature
  - Initials: to authenticate recommendations and to allow for comparison with initials on the PQS Workbook
  - Verifying Officer's Relevant Qualification (or agency certification) – relevant to the trainee position supervised.

Duplicate this form as needed to document trainee experience

Evaluation Record # _____

Trainee Information

Printed Name:

Trainee ICS Position on Incident/Event/Exercise:

Home Unit/Agency:

Home Unit /Agency Address and Phone Number:

Verifying Officer Information

Printed Name:

Verifying Officer ICS Position on Incident/Event/Exercise:

Home Unit/Agency:

Home Unit /Agency Address and Phone Number:

Incident/Event/Exercise Information

Incident/Event/Exercise Name: Reference (Incident Number):

Duration (Enter inclusive dates during which the trainee was evaluated):

Incident Kind: Search and Rescue, Oil Spill, Hazmat, Flood, Simulation/Exercise, Event, Other (specify):

Location (include Geographic Area, Agency, and State):

Management Type (circle one): Type 5, Type 4, Type 3, Type 2, Type 1, Area Command

Number, Types, and Kinds of Resources assigned to incident:

Verifying Officer's Recommendation

(Initial only one line as appropriate)

_____ 1) The tasks initialed and dated by me on the Qualification Record have been performed under my supervision in a satisfactory manner. The trainee has successfully performed all tasks in the PQS for the position. The trainee is ready for a final qualification board.

_____ 2) The tasks initialed and dated by me on the Qualification Record have been performed under my supervision in a satisfactory manner. However, opportunities were not available for all tasks (or all uncompleted tasks) to be performed and evaluated on this assignment. An additional assignment is needed to complete the evaluation.

_____ 3) The trainee did not complete certain tasks in the PQS in a satisfactory manner and additional training, guidance, or experience is recommended.

_____ 4) The individual is severely deficient in the performance of tasks in the PQS for the position and additional training, guidance, or experience is recommended prior to another training assignment.

Record additional remarks/recommendations on an Individual Performance Evaluation (ICS-225), on reverse or by attaching an additional sheet to the evaluation record.

Verifying Officer's Signature: _____ Initials: _____ Date: _____

Verifying Officer's Relevant Qualification (or agency certification): _____

Duplicate this form as needed to document trainee experience

Evaluation Record # _____

Trainee Information

Printed Name:

Trainee ICS Position on Incident/Event/Exercise:

Home Unit/Agency:

Home Unit /Agency Address and Phone Number:

Verifying Officer Information

Printed Name:

Verifying Officer ICS Position on Incident/Event/Exercise:

Home Unit/Agency:

Home Unit /Agency Address and Phone Number:

Incident/Event/Exercise Information

Incident/Event/Exercise Name: Reference (Incident Number):

Duration (Enter inclusive dates during which the trainee was evaluated):

Incident Kind: Search and Rescue, Oil Spill, Hazmat, Flood, Simulation/Exercise, Event, Other (specify):

Location (include Geographic Area, Agency, and State):

Management Type (circle one): Type 5, Type 4, Type 3, Type 2, Type 1, Area Command

Number, Types, and Kinds of Resources assigned to incident:

Verifying Officer's Recommendation

(Initial only one line as appropriate)

_____ 1) The tasks initialed and dated by me on the Qualification Record have been performed under my supervision in a satisfactory manner. The trainee has successfully performed all tasks in the PQS for the position. The trainee is ready for a final qualification board.

_____ 2) The tasks initialed and dated by me on the Qualification Record have been performed under my supervision in a satisfactory manner. However, opportunities were not available for all tasks (or all uncompleted tasks) to be performed and evaluated on this assignment. An additional assignment is needed to complete the evaluation.

_____ 3) The trainee did not complete certain tasks in the PQS in a satisfactory manner and additional training, guidance, or experience is recommended.

_____ 4) The individual is severely deficient in the performance of tasks in the PQS for the position and additional training, guidance, or experience is recommended prior to another training assignment.

Record additional remarks/recommendations on an Individual Performance Evaluation (ICS-225), on reverse or by attaching an additional sheet to the evaluation record.

Verifying Officer's Signature: _____ Initials: _____ Date: _____

Verifying Officer's Relevant Qualification (or agency certification): _____

Duplicate this form as needed to document trainee experience