

APPENDIX D: POSITION TASK BOOK REVIEW CHECKLIST

Position Task Book Summary			
Name		Position	
IQCS Empl ID		Unit	
Position Task Book Review			
<input type="checkbox"/> Task Book: <ul style="list-style-type: none"> • Task Book is active in IQCS. • Task Book is correct version. 			
<input type="checkbox"/> Final Evaluator’s Verification Page: <ul style="list-style-type: none"> • The verification section is complete and legible. • Verification is signed by the evaluator recommending for certification. 			
<input type="checkbox"/> Tasks: <ul style="list-style-type: none"> • All tasks are completed by Evaluator(s). • Tasks were performed on the type of incident/event for which they are coded: O, I, W, RX, W/RX, R. 			
<input type="checkbox"/> Evaluation Records: <ul style="list-style-type: none"> • Trainee Information complete and legible. • Evaluator Information complete and legible. • Incident/Event Information complete: <ul style="list-style-type: none"> ○ Incident/Event Name and Reference (Incident Number/Fire Code) correspond to the incident in IQCS. ○ Duration includes inclusive dates during which trainee was evaluated. ○ Location is complete. ○ Incident Kind, Management Type/Complexity Level, and Fuel Model Group are identified. ○ Evaluator(s) initiated only one line as appropriate for Evaluator’s Recommendation. ○ Evaluator(s) signed and dated Evaluation and listed relevant qualification. <ul style="list-style-type: none"> ▪ Evaluator(s) qualified in position evaluating or supervised the trainee. ▪ Final Evaluator qualified in position they are evaluating. 			
<input type="checkbox"/> Trainee meets all position requirements.			
<input type="checkbox"/> Original Position Task Book documentation and any supporting documentation attached.			
<input type="checkbox"/> Employee’s supervisor contacted and in concurrence.			
Approval			
<input type="checkbox"/> Task Book Approved for FQRC Review		<input type="checkbox"/> Task Book Not Approved for FQRC Review	
Rationale			
Reviewed by		Date	