



# Ontario Fire Administration Inc. Pre-Assessment Guide

## Stage Three – Firefighter Physical Aptitude Job-Related Tests and Firefighter Technical Skills Assessment

Thank you for registering your assessment with Ontario Fire Administration Inc. This guide has been provided to you to help prepare you for the OFAI Stage Three which consists of Stage Three– Firefighter Physical Aptitude Job-Related Tests and Stage Three– Firefighter Technical Skills Assessment.

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**Please Note:** Candidates who are pregnant should obtain medical clearance before registering and participating in Stage Three. Please contact the OFAI office for more information.

## About Stage Three–Firefighter Physical Aptitude Job-Related Tests (FPAT)

### PRE-TEST PROCEDURES

#### Pre-appraisal screening

All candidates will participate in the pre-appraisal screening before continuing with the Firefighter Physical Aptitude Job-Related Tests. A series of questions will be asked by the evaluator. In addition, the **Informed Consent for Firefighter Physical Aptitude Job-Related Tests** form, the **OFAI Medical Questionnaire**, and if required, the **OFAI Medical Clearance Form**, must be completed to identify those candidates for whom certain physical activities might be inappropriate.

Candidate’s heart rate and blood pressure are measured prior to proceeding. Candidates will not be permitted to participate in the assessment if their resting heart rate exceeds 100 beats per minute. The last component of the pre-appraisal screening involves measuring the candidates resting blood pressure. Resting blood pressure will be measured using an automated blood pressure machine. Candidates will not be permitted to participate in the assessment if their resting systolic blood pressure measurement is greater than 140 mm Hg and/or their resting diastolic blood pressure is greater than 90 mm Hg.

Candidates are given up to six readings for blood pressure and resting heart rate. If after the first reading, your pulse and/or blood pressure exceeds the required level you will be asked to rest and come back at a specific time. If your readings are still high after the third attempt, you will be required to sign a consent form before continuing with additional readings. If after six readings, your vitals are still outside of the expected range, you will not be able to continue with your assessment that day. Please contact the OFAI Administration office to re-schedule your assessment at 905-426-6756. **If you do not pass your pre-appraisal screening, this is not considered a fail, it is just not safe to proceed with physical testing and alternative arrangements can be made.**

**Please note:** we **do not** accept doctor’s notes with respect to your blood pressure and/or heart rate. Your readings must be within the expected range during the pre-appraisal screening in order to proceed with the assessment. This is both for your personal safety and the safety of our Clinicians.

### TEST PROCEDURES

The Firefighter Physical Aptitude Job-Related Tests (FPAT) are comprised of six job-related tests that evaluate an individual’s ability to complete the essential physical demands of structural firefighting. The tests are performed sequentially and timed independently.

These tests are not designed to evaluate technical competency, so you will partake in a mandatory familiarization session immediately prior to your assessment. The familiarization session consists of a “walk-through” to practice each of the tests. This will familiarize you with testing procedures and provides a suitable warm-up for the tests

that follow. The familiarization session is standardized and must be completed according to the instructions of the testing staff.

It is important to note that if you are unsuccessful at the FPAT, it is because you cannot complete the test safely and at an acceptable pace, **NOT** because you are unfamiliar with the expected task.

The tests are performed in full personal protective equipment (PPE) that weighs approximately 23kg (51lb), depending on size. This ensemble includes: helmet, flash-hood, leather work gloves, coveralls, pants, boots, jacket, a safety harness and a self-contained breathing apparatus (SCBA). You must carry the SCBA but are not on air.

**Please Note:** It is the responsibility of the candidate to communicate with the evaluator regarding fit of all PPE. You must advise the evaluator of any concerns with your PPE or any other equipment related to your assessment **prior** to the commencement of your assessment. Candidates are NOT permitted to use their own PPE for this with the exception of gloves. Candidates may bring their own gloves provided they meet the criteria as outlined [here](#).

Each of the six FPAT tests is followed by a rest period of exactly three minutes for recovery and, if necessary, a small drink of water. You are not permitted to leave the testing area or remove the PPE during the rest periods.

**In order to achieve a pass, all six tests must be completed safely, correctly, and in the prescribed amount of time.** If you fail one test, testing will cease immediately and you will be issued a fail for the entire assessment. When you successfully complete the Firefighter Physical Aptitude Job-Related Tests you are issued **one** certificate valid for 12 months.

The Firefighter Physical Aptitude Job-Related Tests includes six sequential events as follows:

1. Equipment Carry/Vehicle Extrication
2. Charged Hose Advance
3. Weighted Sled Pull
4. Forcible Entry Simulation
5. Victim Rescue
6. Ladder Climb

## **TEST 1-Equipment Carry/Vehicle Extrication**

The test time begins when you move to pick up the small (20 kg or 44 lb) tool. You will lift and carry the small and then the large (36 kg or 80 lb) tools from the starting point and place them in designated places on the floor 15 m (50') away.

Next, you will pick up the smaller (20 kg) tool, carry it 7.6 m (25') and set it down in front of a vehicle door mock-up. The smaller tool must be held in a level position at right angles to the door mock-up with the "jaws" in firm contact with each of three flat metal discs that are similarly oriented to the three "pins" that must be broken to remove a car door. The tool must be held in the correct position for 30 s on each disc. The tool is set down between each hold, and you must stand erect before lifting the tool and moving on to the next point of contact.

After this sequence is completed, you will return both tools to the starting point. The test time stops when you place both feet securely on a rubber mat. The total walking distance is 105 m (345').

This test evaluates the muscular strength and endurance required to lift, carry and use heavy tools in rescue situations.

**In order to pass the test, you must complete all aspects of the simulation safely and with correct form in 3 minutes and 45 seconds or less.**

## **TEST 2 –Charged Hose Advance**

From a standing position facing forward, you will bend and pick up a nozzle connected to 3 lengths of charged 44 mm (1.75") hose. The test time starts when you move to pick up the hose.

Holding the nozzle and hose securely with two hands over the preferred shoulder, you will advance the hose to the finish line. The hose is advanced a distance of 30 m (100') while walking as quickly as possible (running is not permitted).

The test time stops when you place both feet securely on a rubber mat.

**This test assesses lower body strength and power for pulling and dragging. The test must be completed correctly and safely in 27 seconds or less.**

### **TEST 3-Weighted Sled Pull**

Starting from an erect position facing forward, straddling the rope on the floor, you will bend and pick up a length of static 16 mm (5/8") nylon rope attached to a weighted sled. The test time begins when you begin to reach for the rope.

Keeping your feet securely in place, you will use the rope to pull the sled over the floor a distance of 15.24 m (50'). You will then walk 15.24 m (50') and repeat the pull, walk back 15.24 m (50') and repeat the pull for the third and final time.

The test time stops when the sled has completely crossed the line for the third time.

**This test assesses upper body strength, power, and endurance for pulling and hoisting. The test must be completed correctly and safely in 1 minute and 50 seconds or less.**

### **TEST 4-Forcible Entry Simulation**

Starting from a standing position, you will pick up the 4.5 kg (10 lb) sledge hammer and use it to strike the mechanically braked target surface of the forcible entry apparatus.

The test clock starts as soon as you reach for the hammer which is standing on the floor directly in front of the apparatus, and stops as soon as a buzzer goes off, indicating the end of the test.

**This test assesses muscle strength and power for striking. The test must be completed correctly and safely in 19 seconds or less.**

### **TEST 5-Victim Rescue**

Starting from an erect position, you will bend to grasp a rescue harness and drag a mannequin weighing approximately 83 kg (183 lb) through a simple serpentine obstacle course. You will turn around a traffic cone at 15 m and return to the start for a total distance of 30 m (100').

The test time starts when you move to pick up the mannequin and ends when the mannequin's feet are completely across the finish line. No part of your body or the mannequin may touch the traffic cones during the test.

**This test assesses upper and lower body muscle strength and endurance for pulling and dragging. The test must be completed correctly and safely in 57 seconds or less.**

### **TEST 6-Ladder Climb**

Starting from a standing position facing the ladder, you will climb 10 rungs (3.45 m) up and down a 7.2 m (24') ladder. This is repeated five times as quickly as possible.

A repetition begins with both feet on the floor at the base of the ladder. You will climb and place two feet on the 10th rung (weight-bearing step is required), reverse direction and climb down until both feet are again on the floor to complete the repetition.

The test time starts when you move to start climbing and ends when both feet are on the floor after the 5th repetition. You must maintain three points of contact on the ladder at all times, and must climb the ladder rung by rung, without missing any of the rungs.

**This test evaluates the leg strength and endurance required for climbing under load. The test must be completed correctly and safely in 1 minute and 37 seconds or less.**

#### **Important Notes Regarding the FPAT Assessment:**

*Please refrain from eating large meals or consuming large amount of liquids at least 2-3 hours prior to **this** assessment. **DO NOT** drink coffee (no caffeine), energy drinks or alcoholic beverages 12 hours prior to your evaluation. These can elevate your blood pressure and/or heart rate which could lead to the inability to pass your pre-screening leaving you unable to proceed with the assessment. **Please note:** Delays may occur at any stage of testing so we advise candidates to come prepared with food and water if they feel they will require it throughout the duration of testing. For the purposes of the FPAT Assessment, it is advisable to only consume a small snack and water if required. **Avoid all exercise 4 hours prior to this evaluation or intense exercise for 24 hours prior to testing.***

#### **Please Note:**

If you are unsuccessful at the FPAT but have booked a full Stage Three, you will be expected to proceed to the Firefighter Technical Skills (FFTS). This is not optional. If you do not proceed to your FFTS, then this will be considered a withdrawal and you will forfeit your assessment. You will be required to rebook the Firefighter Technical Skills at your own expense.

### **Firefighter Physical Aptitude Job-Related Tests-Training Suggestions**

Structural firefighting is a physically demanding occupation and because of this a certain level of fitness is expected before becoming a firefighter. Physical aptitude tests are designed to challenge the power and capacity of the cardiovascular system and the strength, endurance and power of the musculoskeletal system in a fashion consistent with the occupational requirements for safe and effective performance of the job. A well-rounded approach to the career in firefighting should include a long term plan to develop and maintain a level of physical activity suited to both performance and good health.

Always carefully consider you own health status before engaging in moderate to maximal levels of physical exertion. It is important to consult your physician to ensure that the rewards of rigorous training outweigh the risks.

This information is a guide, it is not an individualized training program. Following these training suggestions **DOES NOT** guarantee a successful result on the Firefighter Physical Aptitude Job-Related Tests. These suggestions are meant to build on an existing level of fitness and to enhance the ability to perform physically demanding work relevant to firefighting.

#### **Physical Preparation for the Test**

- *Understand the Physical Aptitude Test* – Read the descriptions carefully so you know what you are preparing for.
- *Self-Evaluation* – review your training history and honestly evaluate your personal strengths and weaknesses. Try to simulate the test and use that result as a personal baseline for future comparison. Consider your performance relative to the minimally acceptable performance.
- *Set training objectives* – Based on your self-evaluation, you may wish to place more emphasis on some elements (e.g., cardiovascular fitness) and less on others (e.g., musculoskeletal strength).
- *Design a simple program* – choose the fewest number of exercises and the simplest progressions possible. The quality of your workouts depends on the correct application of work and rest at an adequate intensity. High intensity (load+speed) efforts cannot be repeated without adequate intervals of rest.
- *Monitor your training* – keep track of your training sessions in a simple journal. Are you able to complete every workout? Are you planning adequate work and adequate recovery days? You will need to periodically modify your training if it is too hard or too easy.

- *Repeat the self-evaluation* – after 6 and 9 weeks of training, repeat the simulated test to see how the training has improved your performance. Remember to give yourself at least one day of rest before attempting the test. After each self-evaluation, adjust your training plan accordingly.

### Training Guidelines

- If you want to build fitness you will probably need to complete three challenging workouts each week. If you are satisfied with your current performance level then you can probably maintain that level of fitness by completing one challenging workout each week.
- There are many avenues to seek professional advice for physical activity. Consult with a Regulated Health Professional (e.g. Kinesiologist, Physiotherapist, Dietician, etc.) or a Qualified Exercise professional (e.g. CSEP-CPT, CSEP-CEP). These professionals will help guide you to setting realistic and achievable goals through evidence based exercise/physical activity information."

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#### Mindset

Be prepared to repeatedly move heavy objects for sustained amounts of time with some heat stress...

#### Training Adjustment

Weightlifting with sets x repetitions	→→→ Instead...	Try moving heavy objects a set distance <b>OR</b> Try completing as many GOOD QUALITY repetitions as possible in a fixed amount of time
Focusing on individual muscles	→→→ Instead...	With proper instruction, incorporate more multi-joint /whole body exercises into your workouts. Use muscle groups and compound (multi-joint) movements
Training in a tight space	→→→ Instead...	Find places where you can practice with sleds, sand bags, rope pulls, and loaded carries over a distance of 15-30m. For training purposes repeated 10-15m efforts are ideal

#### General Guidelines

- Ensure an adequate warm up period which includes trunk stabilization and multi-joint movements
- Correct poor quality movement patterns. **STOP** and seek assistance if you experience pain
- Preparing the body for multi-joint movement begins with a thoughtful approach to **Spine And Trunk Stabilization training** which ensures endurance of the core musculature and development of work capacity
- Ensure a cool down period of light activity once your workout is complete
- Wearing some additional clothing is a good approach to prepare for the effects heat stress will have on your performance. With that in mind do **NOT** overdo the amount of extra clothing you wear or the level of heat stress you expose yourself to.
  - The experience should not be punishing. The heat should not cause excessive discomfort, dizziness or light-headedness
  - You should always include appropriate intervals of rest and recovery between repeated intervals of hard work
  - You should be well hydrated before you begin training
- Simulate the protective clothing and SCBA by wearing a backpack that is comfortable and weighs 20-25 kg (45-55 lbs)
  - Wearing the extra load is not required, you can safely manipulate intensity using other methods, however load carriage is particularly helpful when training for all climbing and walking tests

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#### Frequency, Intensity, Time, Type, Progression

- You should spend 20-40 minutes on this element of your fitness 2 or 3 times per week
- Use loads/weights that you perceive as "Heavy" or "Very heavy"
  - "Heavy" could be rated as "I can move this load safely 8 to 12 times or continuously for 20-30s"
  - "Very Heavy" could be rated as "I can move this load safely 3 to 8 times or continuously for 10-20s"
  - "Maximal" could be rated as "I can move this load safely one-time"
- Try to maintain **Work intervals** of 20s-40s OR distances of 10-20m with **Rest intervals** of 10s-60s
- After 3-5 repeats take a longer 1.5 to 3 minute break (similar to the structure of the test)
- As your fitness improves you might try to increasing the load (up to Very Heavy), longer duration intervals (up to 40s), shorter durations of Rest (down to 10s), greater distances (up to 20m), or more repeats (up to 5)
- For example: A workout might consist of 3-5 of the following exercises.
  - With a Heavy load (2 x 45lb + dumbbells); complete a 15m **Carry**, then 10s Rest, & repeat 3-5 times
  - With a Heavy load (45lb); complete **Deadlift static holds** for 35s-40s, then 10s Rest, & repeat 3-5 times
  - With a Very heavy load; complete 10m **Sled Pushes**, then 20s Rest, & repeat 3-5 times

- With a Heavy load; complete cable column **Standing rows** for 20s, then 10s Rest, & repeat 3-5 times
- With a Very heavy load; complete 15m **Backward Sled Drags**, then 20s Rest, & repeat 3-5 times
- With a Heavy load (45lb); SAFELY go up and down **Stairs** for 60s, then 30s Rest, & repeat 3-5 times
- With a Very heavy load; (dumbbells in each hand); complete **Step Ups** for 15s/leg, then a 30s Rest, & repeat 3-5 times
- With a Heavy load (15lb med ball); complete 5 **Forceful side tosses**, then 10s Rest, & repeat 3-5 times for each side of the body

[Video Demonstrations of the Tests \(University of Alberta\)](#)

The links below are freely available on the internet and may help you to prepare. Sharing these links does not mean OFAI endorses any persons or groups who have supplied these video or other products that they endorse or sell.

Always consult with a medical doctor and certified exercise specialist before undertaking new, or unfamiliar, types of strenuous physical activity and exercise.

<b>Spine and Trunk Stabilization training</b>	<a href="#">Spine and Trunk Stabilization training</a>
<b>Carries</b>	<a href="#">Pinch, Farmer Walk, Bottom Up,</a>
<b>Deadlift, mid-thigh, static holds</b>	<a href="#">Dead lift with static hold</a>
<b>Sled Marches, Pushes or Pulls</b>	<a href="#">Marches, Pushes, Pulls,</a>
<b>Standing arm rows</b>	<a href="#">Standing Cable Row</a>
<b>Backward Sled Drags</b>	<a href="#">Backward Drag</a>
<b>Stairs (add a backpack rather than speed)</b>	<a href="#">Stairs</a>
<b>Step-ups</b>	<a href="#">Step-Up</a>
<b>Forceful side tosses</b>	<a href="#">Side Toss</a>

<p>You can use the <b>Rating of Perceived Exertion (RPE)</b> scale shown on the right to gauge your effort</p> <p>Expect that at the end of each interval your intensity is between 15 and 20 on this RPE scale</p>	<p><b>Borg Scale of Perceived Exertion (RPE)</b></p> <p>6</p> <p>7 Very, very light</p> <p>8</p> <p>9 Very light</p> <p>10</p> <p>11 Fairly light</p> <p>12</p> <p>13 Somewhat hard</p> <p>14</p> <p>15 Hard</p> <p>16</p> <p>17 Very hard</p> <p>18</p> <p>19 Very, very hard</p> <p>20</p>	<p>You can use the <b>thermal distress scale (TDS)</b> on the right to gauge your level of heat strain</p> <p>Expect to experience a rating between 5 and 7 on this TDS scale if your training includes wearing extra clothing</p> <p>Take appropriate recovery measures if you are at or exceed a rating of 8 on the TDS scale</p>	<p><b>Thermal Distress Scale (TDS)</b></p> <p>1 My body temperature is comfortable</p> <p>2</p> <p>3 I am starting to get hot</p> <p>4</p> <p>5 I am hot</p> <p>6</p> <p>7 I am very hot</p> <p>8</p> <p>9 The heat is unbearable</p>
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## About Stage Three– Firefighter Technical Skills Assessment

The Firefighter Technical Skills Assessments are based on occupational requirements. Each candidate will be given specific instructions and MUST perform each evolution as per evaluator instructions and in the safest manner possible. Evaluator must ask if candidate would like to read instructions or have instructions read to them. Candidate has a maximum of 5 minutes to review instructions, then candidate must start the evolution. Candidate may request one re-read of the skill instructions during the evaluation. The time clock will not be stopped during the re-read. If you choose a re-read during your evaluation, you can choose to read the skill yourself, or the evaluator can read it to you. If you choose to have the evaluator read the skill to you, they are only permitted to read the skill in full. At no time will they only read part of the skill.

It is important to note that a re-read will not be taken into consideration in a grievance (i.e., evaluator is not responsible for a failure based on a re-read). The testing grounds can be noisy, making hearing difficult and candidate comprehension can be altered due to the time sensitive nature of the evaluation.

The Firefighter Technical Skills are split into two groups of skills, **Section One** and **Section Two**. Each section contains three skills for a total of six evolutions. If a candidate fails a skill in one section, they are required to stop that section immediately and move on to challenge the skills in the other section, on the same day.

If one skill is failed in both sections, candidates will be required to re-test the entire Firefighter Technical Skills (**Section One & Two**) together. If a candidate fails a skill in only one section, then they are only required to re-book the failed section.

If a candidate is unable to pass **both** sections of the Firefighter Technical Skills within six months, the candidate is required to re-test the entire Firefighter Technical Skills (**Section One & Two**).

**Important to Note:** If you choose to withdraw during your Firefighter Technical Skills, you forfeit your testing and are responsible for paying to rebook.

The Firefighter Technical Skills are NOT completed in a particular order within each section. Candidates will be advised once on site at the test facility as to which order the skills will be completed in.

You must pass **ALL 6 EVOLUTIONS** to pass this assessment. You are issued **one** certificate when you have successfully completed Section One and Section Two of the Firefighter Technical Skills. The Stage Three, Firefighter Technical Skills Assessment certificate is valid for 12 months.

**Please Note:** *In order for candidates to be successful in the Firefighter Technical Skills Assessment, some form of formal firefighter training should be completed prior to attempting the six evolutions. This includes, but is not limited to pre-service, private institution training, and/or volunteer firefighting experience. Firefighter Technical Skills Assessments are based on occupational requirements, with many of the skills coming from NFPA 1001 Level I, Level II, and images/material found in IFSTA's Essentials of Firefighting and Fire Department Operations (Version 7). Candidates are encouraged to review these materials to ensure they are familiar with the equipment required and instructions for each skill.*

**Please Also Note:** Candidate will be required to perform the evolutions dressed properly in Personal Protective Equipment (PPE). Candidates may bring their own Personal Protective Equipment (PPE). If you do not have your own, we have many types and sizes available. It will be up to each candidate to ensure they have PPE and that it is donned properly.

It is the responsibility of the candidate to communicate with the evaluator regarding fit of all PPE. You must advise the evaluator of any concerns with your PPE or any other equipment related to your assessment **prior** to the commencement of your assessment.

You are required to partake in evolutions using SCBA. SCBA will be provided on-site. We do not test candidate knowledge on SCBA. Candidates are encouraged to be clean shaven for this assessment. Facial hair can cause the SCBA mask to have an improper seal leading to air leakage and possible failure of this assessment.

The six evolutions and descriptions are described below. Each evolution has a time limit of 10 minutes.

## **Stage Three– Firefighter Technical Skills Assessment: Section One**

### **Section One: Claustrophobia Assessment**

#### **Instructions:**

Don full Personal Protective Equipment including SCBA and a blacked-out face mask.

Approach structure, on air, and enter the structure when advised by evaluator. Navigate your way through the entire maze, passing each obstacle as they are encountered.

You must exit at the point of entry - once you've navigated the entire maze.

Remain in a crawl position. Any attempt to stand up, squat, crawl outside of, or remove obstacles while inside maze will constitute a failure.



Partial or full removal of your SCBA is not permitted and will also result in failure.

If you feel uncomfortable inside the maze, please advise your evaluator. The evaluation will end, and it will be considered a failure.

You have 10 minutes to complete this assessment.

## **Section One: Ropes and Knots**

### **Instructions:**

You must be dressed in full PPE (Personal Protective Equipment) and SCBA (not on air).

You must demonstrate the proper forming of five knots and explain the fundamental purpose (as described in IFSTA 7) of each knot to the evaluator.

The knots are as follows:

1. Overhand Safety
2. Clove Hitch
3. Figure-Eight
4. Figure-Eight on a Bight
5. Figure-Eight follow through

The evaluator will prompt you with the knot you must tie, you are not required to memorize this list. You will be advised if you are correct or incorrect after the tying of each knot. If you are incorrect, you must re-attempt creating that knot until you are successful. You must correctly tie and explain all five knots to proceed to the next part of this evaluation.

You will then be required to demonstrate the practical application of two knots in preparation for hoisting equipment. You are not required to hoist the equipment.

The knot applications are as follows:

- Hoisting a Ladder using a Figure-Eight on a Bight, Clove Hitch, and Overhand Safety.
- Hoisting a Power Saw using two Figure-Eight Follow throughs.

Due to the various sequential steps required to complete a finished knot properly, the evaluator will primarily evaluate the finished knot for accurateness compared to the IFSTA 7 Essentials Manual. The completed knots must be identical to the illustrations found in this manual.

You have 10 minutes to complete this assessment.

## **Section One: Ladder Component Identification and 10M Ladder Climb**

### **Instructions**

You must be dressed in full PPE (Personal Protective Equipment) and SCBA (not on air).

You will be required to wear a safety harness for this skill.

You must correctly identify ten components of a roof and extension ladder. These components will be indicated to you by the evaluator. You will have two attempts to correctly identify all ten components. Once you've identified all components correctly, the evaluator will allow you to proceed with the remainder of the assessment. If you do not

correctly identify all components after two attempts, you will fail the assessment.

When advised to proceed by the evaluator, climb the 10m ladder until you encounter a green taped rung. You will perform the appropriate leg lock and retrieve an axe from the ground. Once you've retrieved the axe you will continue to climb the ladder until you reach the red taped rung.

Once you've reached the red taped rung, perform a leg lock - left or right is acceptable for this rung. Remove the leg lock and continue climbing up the ladder until you reach the balcony. Place the axe on balcony, safely step off the ladder and onto the balcony, and ring the bell.

Safely climb back onto the ladder, retrieve the axe, and descend until you reach the ground.

You have 10 minutes to complete this assessment.

## **Stage Three– Firefighter Technical Skills Assessment: Section Two**

### **Section Two: Roof Operations-Inspection Hole**

#### **Instructions**

You must be dressed in full PPE (Personal Protective Equipment) and SCBA, on air, to perform this skill.

You must take the required equipment up the roof ladder to create an inspection hole on the roof. You must correctly deploy the roof ladder and demonstrate the actions required to determine the roof is safe to work on.

Once positioned on the roof, cut a square inspection hole at the spot indicated by the evaluator following the correct order of cuts. You must cut between the two painted lines and safely remove the entire inner square **ONLY**. You will advise the evaluator when you have completed cutting your hole and **ask the evaluator if you can proceed**. If the hole exceeds the outer square, you will automatically fail. If the hole size is too small, the evaluator will allow you to correct the size.

Once the evaluator advises you can proceed, safely climb down the ladder, and return to the ground.

You have 10 minutes to complete this assessment.

### **Section Two: Hose Connections and Advancing Hose line**

#### **Instructions**

You must be dressed in full PPE (Personal Protective Equipment) and SCBA (not on air).

Make all connections with the appropriate hoses and appliances provided. You must assemble hoses and appliances **safely and properly**, as you would on a fire ground.

Install the hydrant gate valve in the correct location.

Establish a water supply from the hydrant with a 100mm hose to the pump panel.

From the pump panel discharge, deploy two lengths of 65mm hose. Attach gated wye and connect two 45mm attack lines.

Connect a nozzle to each 45mm attack line.

You will advise the evaluator when you establish these connections and ask the evaluator if you can proceed.

When the connections are successfully established, the evaluator will allow you to proceed to a separate charged hose. You will fully advance this charged hose three (3) metres (following the technique used in the FPAT) and direct water through the hole in the target.

You have 10 minutes to complete this assessment.

## **Section Two: 7m One Firefighter Ladder Raise/Roof Ladder Deployment**

### **Instructions**

You must be dressed in full PPE (Personal Protective Equipment) and SCBA (not on air).

You will be required to wear a safety harness for this skill.

Using proper lifting techniques, pick up the 7m ladder and perform a one firefighter flat raise, fully extending the ladder.

Once the 7m ladder is correctly in place, the evaluator will inform you if it's safe to proceed. If the evaluator says "NO" you must make the appropriate corrections to proceed. When advised it is safe to proceed, climb the 7m ladder and deploy the roof ladder safely and correctly.

For safety reasons, you must request the assistance of the evaluation staff to butt and steady the 7m ladder before raising the fly and prior to climbing. These are the only times you can request assistance.

Time will start when the 7m ladder is picked up. Time stops when you and the roof ladder return to the ground.

You have 10 minutes to complete this assessment.

## **Stage Three– Firefighter Technical Skills Safety**

Safety during the Firefighter Technical Skills is of the utmost importance and the number one priority of the evaluators. Participating in an un-safe manner may constitute in an automatic failure. Your evaluator may give you one warning depending on the severity of the situation. If you receive a warning, there will be no second warning. You will be advised to cease your task immediately.

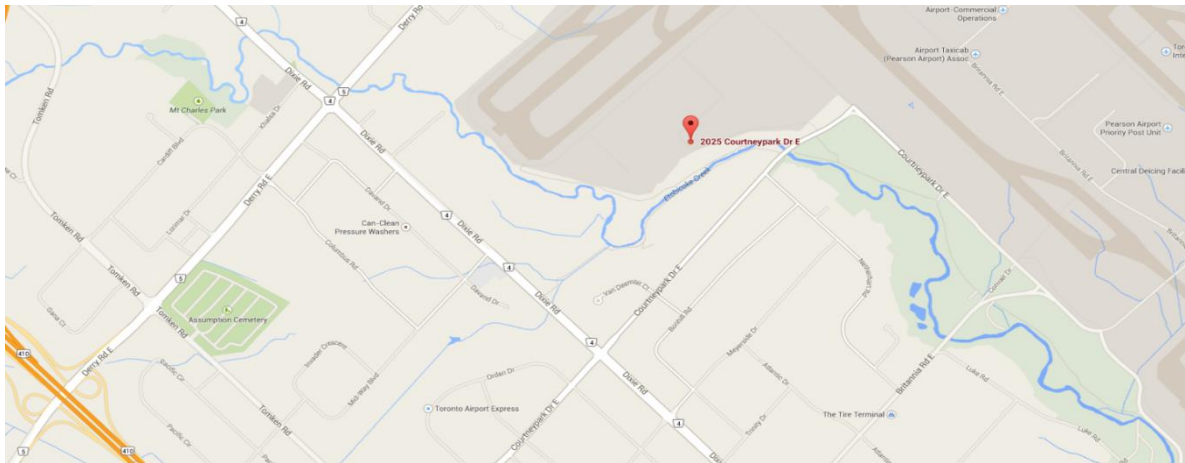
## **Testing Location**

This assessment will be proctored by:

**GTAA Fire and Emergency Training Institute (FESTI)**  
2025 Courtneypark Drive East,  
Mississauga, Ontario

**ALL QUESTIONS REGARDING YOUR ASSESSMENT SHALL BE FACILITATED THROUGH THE ONTARIO FIRE ADMINISTRATION AND NOT FESTI.**

## Map & Directions to Testing Location



### **409 Westbound**

From Hwy 409 westbound, take Airport Road exit and turn east (left) onto Carlingview Drive. Turn south (right) onto Renforth Drive. Turn west (right) onto Convair Drive. Turn south (left) onto Courtneypark Drive to 2025 Courtneypark Drive.

### **Hwy 401**

From Hwy 401, take Dixie Road exit northbound. Turn east (right) onto Courtneypark Drive to 2025 Courtneypark Drive.

### **Hwy 427 Southbound**

From Hwy 427 southbound, take Derry Road exit westbound. Turn south (left) onto Dixie Road. Turn east (left) onto Courtneypark Drive to 2025 Courtneypark Drive.

### **Hwy 427 Northbound**

From Hwy 427 northbound, merge onto Hwy 401 westbound. Take Dixie Road exit northbound. Turn east (right) onto Courtneypark Drive to 2025 Courtneypark Drive.

### **Eglinton Road/Dixie Road (Mississauga)**

From Eglinton Road, turn north onto Dixie Road. Turn east (right) onto Courtneypark Drive to 2025 Courtneypark Drive.

### **Airport Road**

From Airport Road, turn west onto Derry Road. Turn south (left) onto Dixie Road. Turn east (left) onto Courtneypark Drive turn to 2025 Courtneypark Drive.

### **Dixon Road/Carlingview Drive**

From Carlingview Drive southbound, turn south (right) onto Renforth Drive. Turn Renforth Drive south (right) to Convair Drive west (right) to Courtneypark Drive turn south (left) to 2025 Courtneypark Drive.

### **Hwy 407**

From Hwy 407, take Dixie Road exit southbound. Turn east (left) onto Courtneypark Drive to 2025 Courtneypark Drive.

### **Hwy 410**

From Hwy 410, take Courtneypark Drive exit eastbound to 2025 Courtneypark Drive.

## **Stage Three–Firefighter Physical Aptitude Job-Related Tests Validity**

Stage Three, Firefighter Physical Aptitude Job-Related Tests is valid for 12 months.

## **Stage Three– Firefighter Technical Skills Assessment Validity**

Stage Three, Firefighter Technical Skills Assessment is valid for 12 months.

## Candidate ID

All candidates are given a unique ID when registering for an assessment. This unique number will not change and will remain as your personal identifier. Do not share this number with anyone. The OFAI refers to this identification number when reviewing results, for generation of certificates and to provide municipalities with verification of validity.

## What to Bring on your Assessment Day

- Government issued identification
- Confirmation of registration
- Water and a light snack (for after the assessment)
- Comfortable clothing that maximizes movement. T-shirt, shorts/track pants, running shoes, at least two pairs of socks etc. Change of clothes.
- OFAI Medical Questionnaire and, if required, the OFAI Medical Clearance Form.
- PPE (for Firefighter Technical Skills only – not required)

## Check-In

Please ensure you arrive at least 30 minutes prior to your assessment start time. This will allow you enough time to check-in, complete the required forms and use the restrooms.

Once you arrive at FESTI, you will be required to check-in. Please sign in and have a seat in the cafeteria. Your evaluator will call your name when it is time for your assessment. You will be required to show your identification and/or registration confirmation. Please ensure you are ready to go and dressed appropriately.

It is the responsibility of the candidate to ensure they have registered for the correct date/time. **It is recommended that you confirm your appointment 24 hours in advance of your assessment.**

All forms that are required prior to your assessment(s) **must now be accessed, and completed online in your NEW Frontline Health and Performance Smartabase account at <https://frontlinehp.smartabase.com/health>** You no longer have access to the Frontline Health and Performance Kinduct platform.

If this is your first time accessing this **NEW** platform, you will receive an email from [noreply@smartabase.com](mailto:noreply@smartabase.com) 24 hours prior to your assessment to set up your account and complete the forms. Check your main inbox as well as junk/spam.

Once you have logged in, click the **My Resources** button located on the home page. Click on the resource titled **Start Here** and follow the instructions accordingly.

If you have any questions about forms, please contact the OFAI administration office at 905-426-6756 or email us at [info@ofai.ca](mailto:info@ofai.ca). **Do not contact Frontline Health and Performance/Smartabase.**

**If you have NOT received this link by the time of your scheduled test – PLEASE PROCEED TO THE TESTING SITE AT YOUR SCHEDULED TIME.** The evaluation staff will assist you with your forms onsite.

## What to Expect when you arrive for Stage Three–Firefighter Physical Aptitude Job-Related Tests

1. You will be required to check-in (as noted above). At check-in, you will be **required** to complete the following forms:
  - a. **OFAI Medical Questionnaire** –The **Medical Questionnaire** will tell you whether it is necessary for you to consult your physician before participating further in the Ontario Fire Administration Candidate Testing Program. If you answer “**Yes**” to any questions on the **Medical**

**Questionnaire**, you are not permitted to participate in candidate testing without **medical clearance**. You are required to see a physician and present your **Medical Questionnaire**, along with the **Physician Information Booklet** and **Medical Clearance Form** for the physician's review and completion. You must produce the completed **Medical Clearance Form** at the time of your Stage Three, Firefighter Physical Aptitude Job-Related Tests in order to be allowed to participate. The **Medical Questionnaire** and **Medical Clearance Form** remain valid for six months from date of completion. If your medical status changes prior to the six month expiry, you will be required to complete new a **Medical Questionnaire** and/or **Medical Clearance Form**

- b. **Informed Consent for Firefighter Physical Aptitude Job-Related Tests**—You must complete the informed consent prior to your assessment. This form is your consent to proceed with the assessment, acknowledging that you understand the test procedures and the potential risks involved.
2. Please wait in the cafeteria for an evaluator who will take you to the test location and provide direction.

Based on your assessment selection, the following may occur:

- **If you successfully pass this assessment** (Stage Three—Firefighter Physical Aptitude Job-Related Tests) and are registered for Stage Three—Firefighter Technical Skills Assessment, your evaluator will give you instructions on where to check in for your next assessment.
- **If you successfully pass this test** (Stage Three—Firefighter Physical Aptitude Job-Related Tests) and you **only** registered to take this assessment today, the evaluator will advise you to gather your belongings and you are free to leave.
- **If you are NOT successful and fail this assessment** (Stage Three—Firefighter Physical Aptitude Job-Related Tests) and you are not registered for Stage Three— Firefighter Technical Skills, the evaluator will advise you to gather your belongings and you are free to leave.
- **If you are NOT successful and fail this assessment** (Stage Three—Firefighter Physical Aptitude Job-Related Tests) and you are registered for Stage Three—Firefighter Technical Skills, you will be given the option as to whether you'd like to proceed with your Firefighter Technical Skills (FFTS). If you choose not to proceed with your Firefighter Technical Skills on your testing date, the FFTS will be refunded to you less a \$10.00 plus HST administration fee. You will not be refunded for the failed assessment. You will be required to rebook a full Stage Three as per the OFAI re-test policy.

**Questions regarding your assessment should be facilitated through the OFAI Administration office.** FESTI evaluation staff is responsible for evaluating this test ONLY. Please contact the OFAI Administration office at 905-426-6756.

## **What to Expect when you arrive for Stage Three– Firefighter Technical Skills Assessment**

1. You will be required to check-in (as noted in the “Check In” section above). At check-in, you will be **required** to complete the following forms:

**Please Note:** If you have just successfully Stage Three- Firefighter Physical Aptitude Job-Related Tests and you have already completed the **OFAI Medical Questionnaire** and **OFAI Medical Clearance Form** (if required), you will not be required to complete this form again.

- a. **OFAI Medical Questionnaire** – The **Medical Questionnaire** will tell you whether it is necessary for you to consult your physician before participating further in the Ontario Fire Administration Candidate Testing Program. If you answer “**Yes**” to any questions on the **Medical Questionnaire**, you are not permitted to participate in candidate testing without **medical clearance**. You are required to see a physician and present your **Medical Questionnaire**, along with the **Physician Information Booklet** and **Medical Clearance Form** for the physician's review and completion. You must produce the completed **Medical Clearance Form** at the time of your Stage Three—Firefighter Technical Skills Assessment to be allowed to participate. The **Medical Questionnaire** and **Medical Clearance Form** remain valid for six months from date of

completion. If your medical status changes prior to the six-month expiry, you will be required to complete new a **Medical Questionnaire** and/or **Medical Clearance Form**.

2. **If you are ONLY completing this assessment today, and have not booked** any other assessments, please have a seat in the cafeteria and the evaluator will call your name, check you in and provide instruction.
3. **If you are moving on to this assessment because you have just successfully completed your Stage Three–Firefighter Physical Aptitude Job-Related Tests**, you should have received instructions from the evaluator.
4. The Firefighter Technical Skills are split into two sections of skills, **Section One** and **Section Two**. Each section contains three skills for a total of six evolutions.

### **YOU MUST PASS ALL SIX EVOLUTIONS IN ORDER TO GET A “PASS” ON THIS ASSESSMENT**

Based on your assessment, the following may occur:

- **If you successfully pass all six evolutions of this assessment** the evaluator will advise you to gather your belongings and you are free to leave.
- If you are unsuccessful at any of the skills in **Section One**, you fail that section and will immediately move onto **Section Two**. If you are unsuccessful at any skills in **Section Two**, thereby failing both sections of skills, then you must rebook the Firefighter Technical Skills (**Section One & Two**) re-test.
- **If you are unsuccessful at just one section of skills**, you are only required to re-test that section. If you are unable to pass that section after six months, you will be required to re-take the Firefighter Technical Skills re-test (**Section One & Two**).

**Questions regarding your assessment should be facilitated through the OFAI Administration office.** FESTI evaluation staff is responsible for evaluating this test ONLY. Please contact the OFAI Administration office at 905-426-6756.

## **Important Notes and Information**

This document is a guide to assist and prepare you for your Stage Three Testing process. Some of the information contained in this guide may change once on-site. Please ensure you follow your evaluator's instructions.

In the case of a technical problem, the evaluator will handle each situation on a case-by-case basis. If there is a wide-spread error (such as a loss of power) your assessment may be required to be re-scheduled. This will be determined at the discretion of FESTI evaluators/staff.

FESTI has shower facilities that may be available for candidate use after any physical assessments (male and female facilities are available). You will have to provide your own toiletries, towels etc.

## **Certificates**

Once you have successfully completed your assessments, your certificates will be uploaded to your online account within two to four business days. All valid certificates are offered as a downloadable PDF from your online account. It is recommended that candidates download and save certificates to their personal computers. **Once a certificate has expired it is no longer available for download from your account.**

## **Re-Test Policy**

All OFAI failed assessments are subject to our re-test policy. The re-test policy identifies the wait times candidates must follow before coming back to re-test. The wait times are put in place to allow each candidate

sufficient time to prepare (and in some cases, train) in order to be successful in their assessments. The re-test policy applies to each assessment individually.

The following identifies the OFAI re-test policy wait times:

1st Failure – 15 Days

2nd Failure – 30 Days

Anything after a 2nd failure will be subject to 30-day re-test policy.

## **Inclement Weather Policy**

Safety is of the utmost consideration when we are conducting our assessments. When severe weather conditions exist, such as lightning, rain, sleet, snow or high winds, the staff at FESTI shall make an assessment of the conditions and will determine, at their discretion, if assessments will cease until conditions approve. If conditions do not improve, candidates may be required to contact the OFAI Administration office to reschedule their testing.

## **Assessment Feedback**

The evaluators are not permitted to discuss the outcome of your assessment as per Ontario Fire Administration's Terms and Conditions.

On a scheduled testing day, a Team Lead is on site to provide you with feedback regarding your evaluation. After an unsuccessful assessment, your evaluator will give you the option to speak with the Team Lead. Meeting with this representative is the best opportunity to get feedback regarding your assessment. Candidates who chose not to meet with the Team Lead on their date of their assessment, waive their opportunity for feedback.

## **Grievances**

All grievances are handled by management at the OFAI administration office. Grievances are not handled by FESTI staff. You can retrieve a grievance form from the OFAI website <https://www.ofai.ca>.

## **Terms and Conditions**

### **All fees are in Canadian Dollars.**

You are responsible for downloading the pre-assessment guides for your applicable assessment at [www.ofai.ca/pre-assessment-guides](http://www.ofai.ca/pre-assessment-guides) and completing all the applicable forms in each guide to bring with you on your assessment day.

Ontario Fire Administration Inc. (OFAI) reserves the right to cancel a scheduled assessment. In the unlikely event of an assessment cancellation, we will issue a full refund for assessment fees only. OFAI is not responsible for any statements, acts, materials, or omissions by our evaluators, proctors or participants. The use of audio and video taping devices, beepers, and cell phones by participants is not permitted at any assessment. Children and unregistered guests are not permitted in the testing facility. Cancellation of an assessment caused by any calamity, attack, or act of God, beyond the control of the OFAI and/or its third party affiliates and its agents does not constitute grounds for a refund.

**Re-Schedule Policy:** The OFAI will only re-schedule an appointment once. In order to be eligible for re-scheduling, you must provide us with a written request that states your name, candidate ID number, your testing date/time and your requested re-schedule date/time. This request must be received no later than 7 days from your appointment date. Not all re-scheduling requests are granted. There may be times where the re-scheduling policy may not be in effect. This is at the discretion of the OFAI. Candidates wishing to re-schedule are still bound to the terms and conditions of their original appointment.



**Cancellation Policy:** There will be no refunds if your assessment is cancelled within 5 business days of your assessment date/time. Any cancellation made prior to the 5 business day deadline will be refunded, less a \$50.00 plus HST administration fee. Please email [info@ofai.ca](mailto:info@ofai.ca) to request the cancellation of the booked assessment(s). It is the user's responsibility to abide by the cancellation policy of each assessment.

Candidates seeking cancellation within the 5 business day period prior to their test date will only receive a refund (less the \$50 plus HST administration fee) if they can provide evidence that their ability to complete their assessment has been affected by serious illness or cause as listed below. *This evidence must be provided no later than 7 business days following a scheduled appointment. Candidates must contact the OFAI Administration office prior to their scheduled appointment to advise OFAI they will not attend. Failure to do so will result in a forfeit of fees.*

Serious Causes:

Serious Illness - hospital admission or serious injury: this must be accompanied by a medical note from a registered Medical Doctor.

Loss or Bereavement - death of a close family member: accompanied by a death certificate.

Hardship/Trauma - victim of a crime, victim of a traffic accident.

Receipts are automatically sent by email when participants register and pay online. Please be aware spam filters can block email receipts.

If you selected cheque as your method of payment, please ensure it is certified. We will only confirm assessment dates/times that are paid in full. If your assessment is not paid in full 48 hours prior to your assessment date, the OFAI will automatically cancel your registration.

Ontario Fire Administration Inc. utilizes Moneris a third-party secure payment service provider that facilitates credit card payments. The OFAI and any third party affiliate assumes no liability for those using the registration function or payment function, and the user accepts that any dispute with regard to payment or distribution or use of information collected by Moneris - the payment service provider - will be raised directly with them.

Users of the registration function agree that, subject to the Privacy Policy posted on this site, their information can be used to contact them in connection with the assessments and any other contact deemed necessary for running its assessments, subject to the laws governing sound internet practices.

All candidates acknowledge that by registering through this website and in-person, they will be required to complete the Assumption, Waiver, Release and Indemnity Agreement, the OFAI Candidate Agreement and forms that may be required for specific assessments. Candidates are aware that if they fail to produce these required forms on or before their assessment day, that the assessment may be cancelled and re-scheduled at a later date, at the discretion of the OFAI. In addition, a fee will be charged for the re-scheduled assessment date.

Candidates acknowledge that they are willing to take part in our assessments and willingly abide by our re-test policies. All assessments are based on a pass/fail. Candidates are not given results.

Please note incorrect registrations will result in a \$25.00 plus HST administration fee.

Inclement weather: Safety is of the utmost considerations when conducting our assessments. When severe weather conditions exist, such as lightning, rain, sleet, snow or high winds, the staff at FESTI shall make an assessment of the conditions and will determine, at their discretion, if assessments will cease until conditions approve. If conditions do not improve, candidates may be required to contact the OFAI Administration office to reschedule their testing

## **OFAI Candidate Testing Services Code of Conduct**

### **Acronym Definitions**

OFAI: Ontario Fire Administration Inc.

CTS: Candidate Testing Services

FESTI: GTAA Fire and Emergency Services Training Institute

Working as a firefighter is a career founded on respect, trust, integrity and absolute professionalism. Ontario Fire Administration Inc. (OFAI) expects candidate behaviour to reflect these qualities at all times. Please be advised that if any breaches are made to the OFAI CTS Code of Conduct, swift and appropriate action will be taken in order to maintain this high standard.

1. The OFAI expects all candidates to be punctual for their assessments. Tardiness can result in cancellation of your assessment which will require a rebooking at the candidate's expense.
2. Please use appropriate language when communicating with OFAI administration staff, FESTI staff, and evaluators. Foul or abusive language is not tolerated.
3. Respect FESTI's property and the CTS testing facilities. Damage caused by inappropriate candidate behaviour will be at the candidate's expense and may warrant a permanent removal from the CTS process.
4. Treat fellow candidates, OFAI administration staff, FESTI staff, and evaluators with courtesy and respect. In addition to themselves, candidates also assume responsibility for the actions and behaviours of any guest they bring on premise. The OFAI will not tolerate any form of bullying or harassment. Any bullying or harassment exhibited by a candidate and/or their guest may result in permanent removal from the CTS process, and an investigation by the appropriate authorities, if required.

The Canadian Human Rights Commission defines harassment as a form of discrimination. It involves any unwanted physical or verbal behaviour that offends or humiliates another individual.

- Harassment occurs when someone:
  - makes unwelcome comments or jokes about the following :
    - race
    - national or ethnic origin
    - colour
    - religion
    - age
    - sex
    - sexual orientation
    - marital status
    - family status
    - disability
    - a conviction for which a pardon has been granted or a record suspended.
  - threatens or intimidates you.
  - makes unwelcome physical contact with you, such as touching, patting, pinching or punching, which can also be considered as assault.

5. Participation in CTS under the influence of alcohol or drugs is strictly prohibited and will result in permanent removal from the CTS process.

6. There is zero tolerance for cheating, impersonation, blackmail, bribery or any other fraudulent activity, real or implied. Any of these actions will result in immediate termination from the CTS process.

## Questions

If you have any additional questions not covered in this guide, please visit our Frequently Asked Questions at [www.ofai.ca/faq](http://www.ofai.ca/faq) or contact the OFAI office by email at [info@ofai.ca](mailto:info@ofai.ca) or by phone at 905-426-6756.