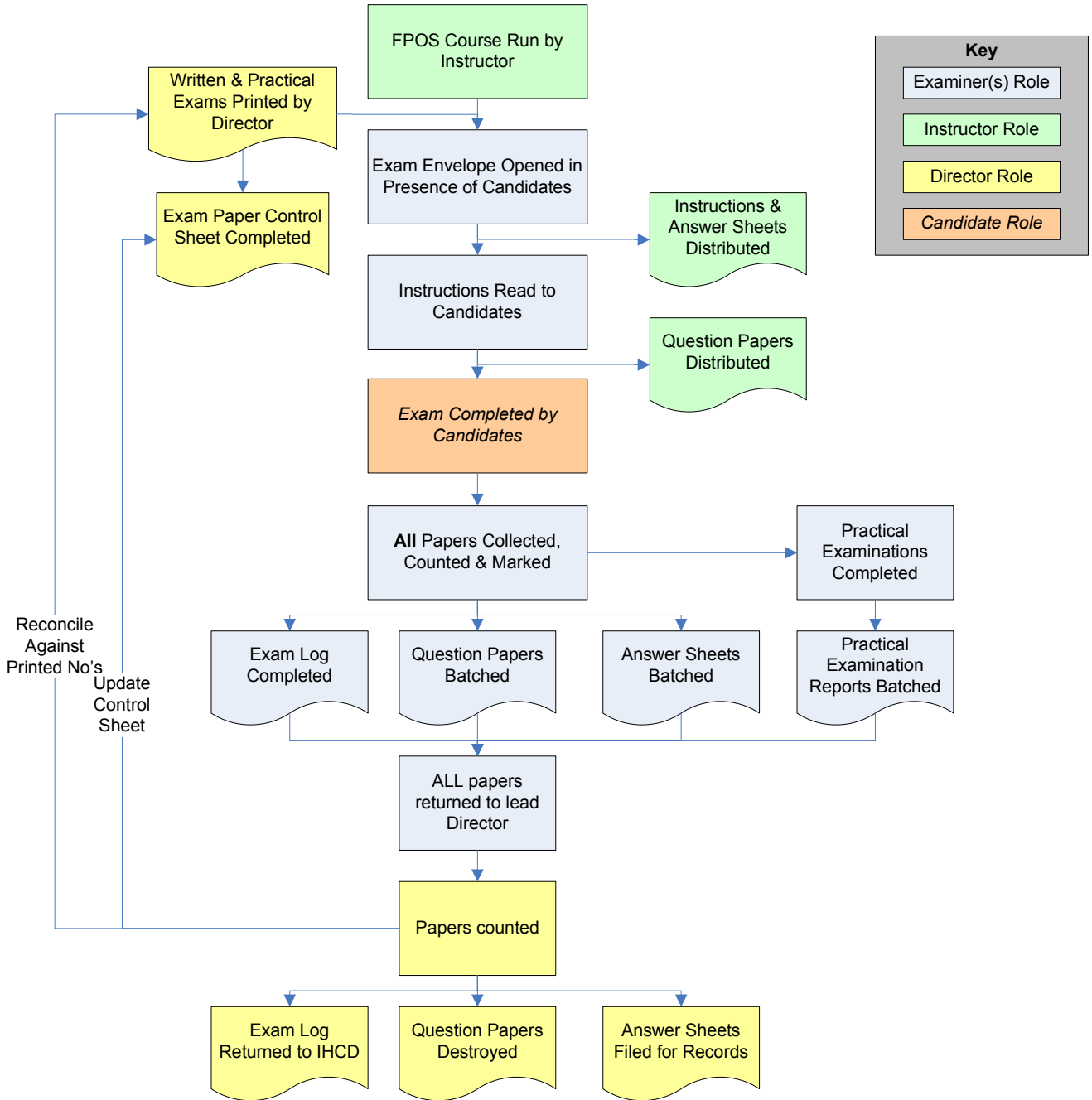


First Person on Scene Examinations Procedure



FPOS Course Run by Instructor

Written & Practical Exams Printed by Director

Exam Paper Control Sheet Completed

Exam Envelope Opened in Presence of Candidates

Instructions & Answer Sheets Distributed

Instructions Read to Candidates

Question Papers Distributed

Exam Completed by Candidates

All Papers Collected, Counted & Marked

Practical Examinations Completed

Exam Log Completed

Question Papers Batched

Answer Sheets Batched

Practical Examination Reports Batched

ALL papers returned to lead Director

Papers counted

Exam Log Returned to IHCD

Question Papers Destroyed

Answer Sheets Filed for Records

Reconcile Against Printed No's

Update Control Sheet