FORCE Evaluation Standards

Date: 12 May 2015
Time: 1400
Location/Type: C111 Telecom

Meeting chaired by: Denis Couturier

Note taker: Michelle Breton

Attendees: Denis Couturier, Ed Gagnon, Rick McKie, Michelle Cormier-Brokop

Guests: CFSU (E), Moose Jaw, Toronto, RMC, Shearwater, Meaford, CFSU (O), Goose Bay, Winnipeg, St. John's, Yellowknife, Dundurn, Gagetown, Comox, North Bay, Petawawa, Trenton, Wainwright, Cold Lake, Kingston, Esquimalt, Gander Suffield, Shilo, CANSOFCOM, Borden, Greenwood, Halifax.

Item		Action/OPI
1.	• The FORCE evaluation is an employment standard for all CAF members. • It is important to deliver the most standardized test in order to validate our credibility. • FORCE Ops manual is available online to all CAF members . • CFMWS website has the most recent updates. It is important to consult it regularly.	Denis Couture
2.	Proper protocols must be followed, including calibration in order to ensure validity, reliability, and maintaining a high standard. Three protocols have been identified as needing review: 1. **Calibrating the sandbag**. o Chap 2 para 32 of the FORCE Ops manual: "Prior to each FORCE evaluation, the lead evaluator will calibrate all FORCE sandbags to 20 kg, and if the difference is more than ± 0.2 kg, the evaluator will adjust the weight."	Michelle Cormier-Brokop

- Follow this protocol until we have made a final decision on the frequency of the calibration of the sandbags. If there is a change it will be reflected in the 2nd edition of the FORCE Operations manual.

- The sandbag can lose sand over time and with use, and the humidity of the sand can also affect its weight.

- Refer to Tool 9 for sandbag filling procedures.

- Use a calibrated floor scale and not the Heys X luggage scale to weight the sandbags.

2. **Sandbag drags surface calibration**.
   - Tool 10, para 10: “In addition to visual check of the test area, a verification test drag is required prior to each evaluation session using a Heys X luggage scale.

   - Some factors that could significantly influence the physical demand of the drag are: temperature, degradation in the sandbag or floor surface, water spills, uneven floor surface, and dust/dirt.

   - **Calibration and verification sequence from Tool 10:**
     - **i.** Para 12 “Verify that the Heys XScale is in good condition and accurately measures the weight of a 20 kg sandbag (compare values with calibrated weighing scales).”

     - **ii.** Para 14 “Hook the Heys Xscale to the red straps that connect the sandbags and drag slowly until a stable reading is obtained. Ideally, the Heys Xscale will beep once a stable signal has been detected. Measurements should be recorded while the Heys Xscale is held at waist height or 1m from ground.”

     - **iii.** It is important to practice this protocol to master the skill of calibrating the drag surface.

     - **iv.** Para 15 “The two-handed method is preferred to minimize interference with the chain and sensor.”

3. **Rest period between each component.**
   - Chap 3, para 1d: “During the performance of the FORCE evaluation, a mandatory rest period of a minimum of 5 minutes is required prior to attempting the next component.”
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3.	**Sandbag Lift** The bag may indeed go higher than the horizontal line (1 m line). Since the task objective is to ensure personnel can lift the bag to the height of a loading truck and the average elbow height of an individual, the participant must at least lift the bag this high but is permitted to lift it higher as this would not affect the operational ability of completing the task.	Denis Couturier
4.	• Each facet of the manual must be followed consistently. • The manager is responsible to ensure everything is done properly. • It is important to always record the data before each test. (date, floor surface, modifications, temperature, humidity)	Ed Gagnon