

Audit Action Plan Reference (where first quoted)	Term	Definition
APPENDIX 1		
Page 2 Ref 3.2	Community Fire Risk Management Information System (CFRMIS)	This IT system is a database used to provide premises risk profile data.
Page 3 Ref 3.3	Human Resources – Workforce Planning	This team is primarily responsible for recruitment and selection, and for policy in key work areas.
Page 4 Ref 3.5	Unofficial Funds	Unofficial funds relates to social clubs, generally station based.
Page 4 Ref 3.17	TOIL – time off in lieu	This is time accrued outside of normal working hours
Page 4 Ref 3.21	Human Resources – Workforce Support	This team is responsible for the administration of starters and leavers and salaries and allowances
Page 7 Ref 3.17	Co-responders	<p>Hampshire Fire and Rescue Service and South Central Ambulance Service started working together in 2004 to improve patient care in Hampshire.</p> <p>Co-responders are firefighters who are trained and assessed in basic life support and in the use of an automatic external defibrillator – the aim is to get to a patient within 8 minutes.</p>

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APPENDIX 2		
Page 2 Ref 3.8	SAP	The IT system that the Service uses for administering key functions such as the main accounting system, payroll, and training systems.
Page 2 Ref 3.8	VIEWS	The information system in which performance data is captured.
Page 5 Ref 3.13	Statistical Internal Order	An internal order created and maintained by a department user to accumulate and track costs and revenues for internal reporting purposes.
Page 9 Ref 3.6	Fire Damage Report	These forms were used to record data in respect to fires up until 1 st April 2009. They were a national manual form that was completed, used for risk and reporting data, and sent to the Department of Communities and Local Government (CLG). They have now been replaced by an online system called the Incident Recording System (IRS).
Page 11 Ref 3.14	ISO 27001	The International Security Standard, to which the Service complies.