

Audit Action Plan Reference (where first quoted)	Term	Definition
Appendix 1		
Page 2 Ref 3.2	Human Resources - Workforce Support	This team is responsible for the administration of starters and leavers and salaries and allowances
Page 3 Ref 3.2	Community Fire Risk Management Information System (CFRMIS)	This IT system is a database used to provide premises risk profile data.
Page 7 Ref 3.3	Human Resources – Workforce Planning	This team is primarily responsible for recruitment and selection, and for policy in key work areas.
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. They have now been replaced by an online system.
Page 11 Ref 3.14	ISO 27001	The International Security Standard, to which the Service complies.
Page 13	Unofficial Funds	Unofficial funds relates to social clubs, generally station based.
Page 14 Ref 3.17	TOIL – time off in lieu	This is time accrued outside of normal working hours
Page 19 Ref 3.13	SAP	The IT system that the Service uses for administering key functions such as the main accounting system, payroll, and training systems.

Audit Action Plan Reference (where first quoted)	Term	Definition
Page 21 Ref 3.8	VIEWS	The information system in which performance data is captured.
Appendix 2		
Page 1 Ref 3.18	Imprest	This is a reference to petty cash which is often termed as imprest as this term explains how it operates – i.e. by replenishment through spend. At any one time the imprest value should equal the amount of cash held plus the value of the receipts held for expenditure made.
Page 13 Ref 3.19	Indent	An order form used for requesting operational and non operational consumables from the Supplies department