

Annex B: Glossary of terms used in RAIB reports

The following is ORR's interpretation of the terms typically used by RAIB in its report recommendations:

Descriptor	Meaning	Response - <i>How the requirements of the recommendation has been satisfied</i>	Supporting Evidence
A comprehensive review	To look at or examine, to re-examine, thoroughly.	The response should explain who (role/post) was involved; Standards / Guidance / Procedures reviewed; The scope of the review; when it took place; the outcome including reasoning and any actions including timescales.	The findings of the review; Action plans.
A plan	A time bound detailed scheme, method, etc., for attaining an objective.	The response should explain how the undertaking is to be done. It should provide milestones for specific aspects and a date for completion.	Action plans.
Amend	To improve, alter, revise.	The response should explain what has been revised and how the amendment addresses the safety concern.	The revision.
Arrange	Make plans or preparations.	The response should include a time bound plan supported with a schedule of actions to address the safety concern.	A time bound plan supported with a schedule of actions.

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Assess	To judge the worth, importance, etc., of; evaluate.	The response should explain the scope and content of the assessment, how it was done / how it is to be done including a timescale; who (role/post) was involved; and what was the outcome, including reasoning and any further actions to be taken including timescales.	The findings of the assessment; Action plans.
Brief	Issue a condensed or short statement or written synopsis.	The response should explain the scope and content of the brief, how it was done / how it is to be done including a timescale; who (role/post) was involved; who it was briefed to.	Documents supporting the briefing.
Bring to the attention of...	To make someone aware of someone or something	The response should explain how the information was brought to the attention of others / how it is to be done including a timescale; the scope and content of the information, who (role/post) was involved; who it was sent to.	Documents supporting the update.
Change	To make or become different; alter.	The response should explain what has been changed and how the amendment addresses the safety concern and any actions taken to brief out including timescales.	The change.
Clarify	To make or become clear or easy to understand.	The response should explain what has been done to clarify the concern and any actions taken to brief out including timescales.	The Clarification.
Commission	A duty or task committed to a person or group to perform.	The response should explain who has been given the task, the scope of the task and when the task is	

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		expected to be completed by.	
Communicate	To impart (knowledge) or exchange (thoughts, feelings, or ideas)	The response should explain how the information was brought to the attention of others / how it is to be done including a timescale; the scope and content of the information, who (role/post) was involved; who it was sent to.	Documents supporting the update.
Complete	To end; finish.	The response should advise if the work is on-going and when it is expected to be completed by.	
Conduct	To do or carry out.	The response should include a time bound plan supported with a schedule of actions to address the safety concern.	
Confirm	To prove to be true or valid; corroborate; verify.	The response should include evidence that the matter in question has been fulfilled and reasoning why it satisfies the safety concern.	Evidence that the matter in question has been fulfilled.
Consider	To think carefully about.	The response should explain who (role/post) was involved; Standards / Guidance considered; when it took place; the outcome including reasoning and any actions including timescales.	Notes of meeting; Action plan.
Define	To state precisely the meaning of...	The response should include the definition of the matter in question and reasoning why it satisfies the safety concern.	The definition.

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Detailed assessment	A thorough consideration of something and make a judgment about it.	The response should 'thoroughly' explain the scope and content of the assessment, how it was done / how it is to be done including a timescale; who (role/post) was involved; and what was the outcome, including reasoning and any actions including timescales.	
Determine	To ascertain or conclude.	The response should explain who (role/post) was involved; when it took place; the outcome including reasoning and any actions including timescales.	Notes of meeting; Action plan.
Develop	To bring to a more advanced or expanded stage.	The response should explain how the matter in question was further developed to address the safety concerns. It should explain how any additions helps understanding. including reasoning and any further actions to be taken including timescales.	
Devise	To work out, contrive, or plan something.	The response should explain who (role/post) was involved; The scope of the project; when it took place; the outcome including reasoning and any actions including timescales.	
Disseminate	To distribute it so that it reaches many people or organisations.	The response should explain how the information was distributed / how it is to be distributed including a timescale; who (role/post) was involved; who it was it sent to and why.	

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Draw the attention of	To make someone aware of something.	The response should explain how the information was brought to the attention of others / how it is to be done including a timescale. The scope and content of the information, who (role/post) was involved; who it was sent to.	Documents supporting the update.
Embed	To become firmly fixed in / part of.	The response should explain how the embedding has been achieved and, where appropriate, provide evidence that supports this assertion.	Documents supporting the embedding.
Encourage	To stimulate (something or someone to do something) by approval or help; support.	The response should identify the means by which the encouragement has been delivered and explain the impact achieved and, if ineffective, the reason(s) why.	Published outcomes
Enhance	To intensify or increase in quality, value, power, etc.; improve; augment.	The response should identify all enhancements achieved or reasons why enhancements are not considered appropriate.	Documents supporting the enhancement.
Ensure that	To make certain or sure; guarantee.	The response should outline and provide evidence (if appropriate) of how the delivery of any change has been ensured.	Documents supporting the response.
Establish	To put in place on a permanent basis.	The response should clearly demonstrate that the change has been permanently implemented.	Documents supporting the implementation.
Evaluate	To judge or assess the worth of; appraise.	The response should set out the process of evaluation and the outcome of the evaluation supported by reasons for any decisions.	Notes of meetings; Action plans

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Examine	To look at, inspect, or scrutinise carefully or in detail; investigate.	The response should set out how the examination was conducted and what the outcomes were (including reasons for decisions taken). If the recommendation states specific issues to be included in the examination then the response must confirm that they were considered.	Notes of meetings; Action plans
Explain	To give details about something or describe it so that it can be understood.		
Extend	To broaden the meaning or scope of...		
Formalise	To make official.	The response should explain how this formalisation has been achieved.	Documents supporting the response.
Have in place	To possess a particular role or function on a permanent basis.	The response should explain how a particular course of action has been implemented, what the course of action was and why it was considered the most appropriate solution.	Documents supporting the response.
Identify	To be able to recognise something.		
Implement	To carry out; put into action; perform.	The response should explain how this implementation has been delivered.	Documents supporting the response.
Improve	To make better.	The response should explain how any existing processes, guidance, etc. has been considered, what improvements have been made to meet the intent of the recommendation and why.	Revised outputs

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In conjunction	To join with; together with.	The response should confirm that the parties referenced in the recommendation have been involved and provided input into any deliberations and agree with the proposed response.	Notes of meetings; Separate / joint responses
In consultation	To seek the opinion of others.	The response should confirm that the parties referenced in the recommendation have been consulted separately and what view was taken of any opinions provided.	Copies of consultation responses
In liaison with	In co-operation with.	The response should confirm that the parties referenced in the recommendation have been involved and provided input into any deliberations and agree with the proposed response.	Notes of meetings; Separate / joint responses
Include	To be part of.	The response should demonstrate how the proposed solution addresses the requirements of the recommendation, or if not, explain why.	
Incorporate	To be part of.	The response should demonstrate how the proposed solution addresses the requirements of the recommendation, or if not, explain why.	
Introduce	To present for consideration or approval. To put in place.	The response should confirm what has been introduced, what the anticipated outcome is, why that approach was decided upon and what any proposed timescales are. Reasoning should be provided behind any decision not to introduce what it deemed to be required.	Documents providing evidence to support / confirm the response.

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Investigate	To find out; examine systematically.	The response should explain how any investigation was undertaken, what the outcome of the investigation was and any plans being taken to forward to address that outcome. Any decision not to do something should be fully explained.	Documents providing evidence to support / confirm the response.
Jointly review	In co-operation with someone else examine or re-examine an issue.	The response should confirm which parties have been involved in any joint review, what the outcome of the review was and any plans being taken forward to address the findings. The response should confirm whether all parties involved are content with the outcome or whether there are any discrepancies. Any decision not to do something should be fully explained.	Notes of meetings; Separate / joint responses; Documents providing evidence to support / confirm the response.
Make available	To be readily obtainable or accessible.	The response should confirm that the information referenced in the recommendation has been made available and by how, and (if appropriate) where it can be found.	Documents supporting the response.
Modify	To change the structure, character, intent, etc., of	The response should confirm what modifications have been made and why. Any decision not to modify should be fully explained.	Documents supporting the response.
Practical improvements	To make better by being capable of being done!	The response should confirm what practical improvements have been implemented and why. Any decision not to make changes should be fully explained.	Documents supporting the response.

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Promote	To further or encourage the progress or existence of; urge the adoption of...	The response should outline and provide evidence (if appropriate) of what has been promoted and how this has been, and will continue to be, achieved.	Documents supporting the response.
Propose	To put forward (a plan, motion, etc.) for consideration or action	The response should set out any proposal, details of how the proposal was determined, how it will be implemented and to what timescales. Any decision not to do something should be fully explained.	Documents supporting the response.
Provide	To make available; to give.	The response should confirm and provided evidence to demonstrate that the information referenced in the recommendation has been provided as required.	Documents supporting the response.
Put in place	To make arrangements for a particular role or function on a permanent basis.	The response should explain what has been put in place, how it has been implemented, and (if appropriate) why it was considered the most appropriate solution.	Notes of meetings / decisions making documents
Re-brief	Re-issue a condensed or short statement or written synopsis.	The response should demonstrate what has been re-briefed, any changes made since the original briefing out, how it has been re-brief and who to, and any plans for ensuring that further briefing is carried out in future.	Documents supporting the response.
Recommend	To advise as the best course or choice.	The response should provide details of recommended approach, how it was arrived at, any other options considered and reasons for discounting them. A timebound plan should be provided if this is appropriate. Any decision not to do something should be fully explained.	Documents supporting the response.

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Redesign	To change the way something operates.	The response should provide details of the redesign agreed, how it was arrived at, how it will address the intent of the recommendation and plans for implementation.	Design drawings
Re-evaluate	To appraise again or differently.	The response should set out how the re-evaluation was carried out and what the outcomes were (including reasons for decisions taken). If the recommendation states specific issues to be included in the re-evaluation then the response must confirm that they were considered.	
Request	To ask for something or ask someone to do something.	The response should confirm that the request referred to in the recommendation has been carried out.	Documents supporting the response.
Requirements	Something demanded or imposed as an obligation.		
Review	To look at or examine, to re-examine.	The response should explain who (role/post) was involved; Standards / Guidance / Procedures reviewed; the scope of the review; when it took place; the outcome including reasoning and any actions including timescales.	The findings of the review; Action plans.
Revise	To prepare a new version or an edition of a previous version to include changes.	The response should confirm what revisions have been made and why. Any decision not to modify should be fully explained.	Documents supporting the response.

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Rewrite	Draft in a different way in order to improve.	The response should confirm what that the rewrite has been carried out and explain what changes have been made and why.	Copy of the rewritten document
Satisfy	To fulfil the requirements of; comply with...		
Systematically brief	in a thorough and efficient way, issue a condensed or short statement or written synopsis.	The response should explain the scope and content of the brief, how it was done / how it is to be done including a timescale; who (role/post) was involved; who it was briefed to.	Documents supporting the briefing.
Take actions	The process of doing something.		
Take steps to	The process of doing something.		
Time bound plan	A detailed scheme, method, etc., for attaining an objective within a timescale.		
Train (teach)	To guide or teach (to do something), as by subjecting to various exercises or experiences.		
Undertake	To commit to do something.	The response should explain how the undertaking is to be done. It should provide milestones for specific aspects and a date for completion.	Action plans.



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Descriptor	Meaning	Response - <i>How the requirements of the recommendation has been satisfied</i>	Supporting Evidence
Use	To put into service or action; employ for a given purpose.		

