



RAIL INDUSTRY SAFETY AND STANDARDS BOARD

ABN: 58 105 001 465

ADMIN 4.5 PRODUCT APPROVALS

VERSION 9

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1 Purpose

The purpose of this procedure is to outline the process associated with the approval of a RISSB product (Standard, Code of Practice, Guidelines, and Rule)

All RISSB Products are subject to consensus approval before publication.

- Development Group (DG) members' sign off on the technical content and that content satisfies 'good practice' requirements
- Standing committee (SC) assures that the correct development process was applied.
- RISSB Board approves final publication upon the assurance that DG and SC approvals are obtained and the correct development process was applied.

2 Procedure

2.1 Development Group Review

Before a product is forwarded to the SC and the RISSB Board for endorsement and approval, the DG must satisfy itself and sign off that the content of the associated document is technically correct and meets 'good practice' requirements.

Since the Product represents the collective determination, RISSB requires that all DG members vote and sign the product DG certificate.

Where a unanimous affirmative vote cannot be achieved, DG signoff may still occur, and the document is advanced to SC using the consensus voting model (section 2.3 Consensus).

If a product is advanced using the consensus voting model:

- All negative votes are required to be accompanied by technical reasons. When a DG member has cast a negative vote, the DG must consider the reason and attempt to find an acceptable solution.
- Only when consensus has been achieved can the document proceed to the SC for product endorsement.
- If the DG deems that consensus has not been achieved, the Standards development manager (SDM), in conjunction with the GM, will determine a way forward before the matter is considered by the DG again.

A nominating organisation whose objection is not resolved is given the option to withdraw the name of that nominating organisation from the published Product.

Once the consensus has been reached, the product is referred to the appropriate RISSB SC for endorsement. The product is accompanied by DG completion certificates containing the signatures of all DG members.

2.2 Standing Committee Review

On receipt of the product, the SC will assure itself that the product development process has been correctly followed and that the resulting product is worthy of promotion to the RISSB Board for publication approval. The Standing Committee review will include the following:

- For all products:
 - the developed product adequately addresses purpose and scope;
 - that the development process used followed RISSB approved process for Proposal, Development, Review & Comment, and Approval; and
 - having sufficient Development Group (DG) sign-off to progress.
- In the case of no independent review (Guidelines, Codes of Practice, and rules), the SC should also indicate if the product's content is considered good practice and appropriate for the Australian rail industry on a national basis.

The consensus voting system applies to all SC deliberations.

If the SC determines that a product did not follow the correct process, it is returned to the SDM to correct the process issue before further SC consideration.

2.3 Consensus

The SDM will make every effort to get consensus from all DG members. If the SDM has made all reasonable efforts but is still unable to resolve one or more negative votes, the consensus is deemed to have been achieved if:

- a minimum of 67% of those eligible to vote have voted,
- a minimum of 80% of votes received are affirmative, and
- no one 'major stakeholder'¹ involved has maintained a negative vote.

2.4 RISSB Board

The RISSB Board will decide on approving a RISSB product and record its decision in the Board Minutes.

The RISSB Board will ensure:

- the developed product aligns with Board expectations at project approval, and
- that all required DG and SC approvals, have been obtained.

The RISSB Board will then give its approval to publish the product.

¹ "Major Stakeholders" refers to RISSB class 1 members or equivalent.

2.5 Approval to Issue Documents

The Standard Development Manager (SDM) creates the necessary approval documentation to publish the final draft of the product, which will include:

- Product development history
- Independent Review Report
- Product Key Issues/Comments
- The final document
- SC certificates
- DG certificates

2.6 Approval Date

The approval date is the date the RISSB Board approves the product.

3 Record Requirements

The following records are retained as evidence of compliance with this procedure:

- SharePoint files
- RISSB Board Minutes