



RAIL INDUSTRY SAFETY AND STANDARDS BOARD

ABN: 58 105 001 465

# ADMIN 4.6 PRODUCT PUBLICATION

VERSION 7

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## 1 Purpose

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This procedure applies to the Publication Stage of RISSB Products (Standards, Codes of practice, Guidelines and Rules). It sets out the process to publish the approved document and progress it to completion.

## 2 Procedure

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### 2.1 Overview

After the Product has been developed, reviewed and approved, it is now fit for publication and dissemination.

### 2.2 Publication Process

RISSB products are published via RISSB's website for access by RISSB members. Prior to publication, products are subject to final checks to verify that they are complete for publication. The final verification comprises checking that the product:

- has been prepared in the correct format;
- contains no obvious deficiencies or omissions;
- is accompanied by the necessary approvals and endorsements (Development Group, Standing Committee, RISSB CEO, and RISSB Board);
- contains the correct publication date (Note the publication date is equal to the RISSB Board Approval date);
- has an ISBN applied (applies to Australian Standards).

Should any issues be identified at this stage, the product is referred to the SDM and the GM.

Upon passing final verification, the product is published on the RISSB website. All products published on the RISSB website are required to follow.

If the product is an Australian Standard, it is also provided to both SAI Global and Standards Australia (via SDAC) for library records.

It is the responsibility of RISSB to comply with Standards Australia's administrative procedures, including badging and format of Standards.

All products are published in accordance with the publishing RISSB products guideline.

## 3 Record Requirements

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

- The published files
- Board approval certificate