Rail Industry Safety and Standards Board (RISSB)

Management System

Policy Manual
## Document History

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1 Introduction

1.1 Policy Manual

This Policy Manual –

- documents the top-level Management System framework, including individual responsibilities, within which all RISSB business processes will be developed and operate;
- provides the standard against which performance will be measured for internal and external review and audit, and for assessment and periodic re-assessment by the Standards Australia Ltd. Standards Development and Accreditation Committee (SDAC); and
- specifies requirements to prevent non-conformity in Rail Industry Safety and Standards Board (RISSB) processes, products and services.

The Policy Manual is applicable to all activities performed by RISSB staff and will address all activities undertaken within RISSB.

The requirements of this manual may be tailored to meet the specific needs of a project. If tailoring is required, the details are to be recorded in a Project Plan and approved by the RISSB’s Chief Executive Officer.

1.2 RISSB - Overview

The Rail Industry Safety and Standards Board (RISSB) is wholly owned by its funding members and is responsible for the development and management of rail industry standards, rules, codes of practice and guidelines, all of which have national application.

RISSB’s objects which are set out in the Constitution are:

a) develop, manage and promote a suite of standards, rules, guidance materials and other documents, including the ACOP and ANRP, to assist the rail industry to manage rail safety, improve efficiency and achieve safety outcomes through standardisation, interoperability and harmonisation;

b) develop a risk model for the Australian rail operating environment that is based on data and other inputs that will help drive safety improvements by guiding prioritisation of standards development and regulatory activity; and for use by the rail industry participants in directing their approach to safety management;

c) provide independent technical advice; and

d) undertake initiatives to support the rail industry’s role in the co-regulatory model for rail safety in Australia.

RISSB is accredited by the Standards Australia Board, through their Standards Development and Accreditation Committee, as a Standards Development Organisation. All new standards commenced by RISSB after 31 July 2007 have been published as Australian Standards.

1.3 Management System

This manual applies to the development of rail industry standards, rules, codes of practice and guidelines/handbooks. However, from this point forward, the term ‘Product’ will be used to refer to each of these documents as a whole unless otherwise stipulated.
This manual identifies the essential elements of the RISSB Quality Management System (QMS) and is based on content of ISO9001:2015 (including the Australian Business Excellence Framework) and SDAC requirements as modified to suit the unique needs of RISSB.

This manual contains the policies necessary to establish, document, implement, maintain and improve the (QMS). The manual is supported by detailed processes, procedures and instructions.

1.4 Distribution and Maintenance

The QMS Manual is maintained through regular reviews and the document is controlled in accordance with the document control policies specified in this manual. The current released version is held on the RISSB network and published to the RISSB Web Site.

1.5 References

The publications associated with the establishment and maintenance of RISSB’s Management System are listed below:

- SDO Requirements – Requirements for Accreditation of Standards Development Organisations
- AS/NZS 31000:2009 Risk Management
- ISO 19011:2011 Guidelines for quality and/or environmental management systems auditing

1.6 Risk Management Statement

RISSB is committed to risk management as a cornerstone of its corporate governance framework. This policy outlines the principles and responsibilities for risk management across the company.

RISSB acknowledges that to achieve its purpose and strategic objectives it must ensure a suitable system of internal control and effective risk management. RISSB has, therefore committed to a risk management policy and procedure that aligns with AS/NZS ISO 31000:2009 Risk management—Principles and guidelines.

2 The Organisation

2.1 RISSB

The Rail Industry Safety and Standards Board (RISSB) is wholly owned by its funding members and is responsible for the development and management of rail industry standards, rules, codes of practice and guidelines, all of which have national application.

RISSB is a not for profit company limited by guarantee which does not have a share capital and which is required to apply the whole of its income and assets to achieving the listed objectives in its Constitution.

The RISSB is overseen by a Board comprising of:

- An independent Chair
• Up to two independent directors
• Four rail industry directors representing
  – Network managers / owners
  – Passenger operators
  – Freight operators
  – Rail suppliers and contractors

The RISSB is jointly funded by the Rail Industry and Federal and State Governments under a Memorandum of Understanding (MOU). The Rail Industry also provides significant ‘in kind’ contributions to the development of the RISSB Product. The RISSB’s strategic plan provides an overview of its corporate structure and articulates RISSB’s goals and objectives as well as the outcomes that are to be achieved.

2.2 Structure
The RISSB’s structure is as follows:

Governance

• **RISSB Board.** The RISSB Board oversees and approves RISSB’s activities as well as its governance arrangements. The Board is the final approval authority for publication of RISSB product after advice from the appropriate Development Group and RISSB Standing Committee.

Organisation

• **Chief Executive Officer (CEO).** The CEO manages RISSB and reports to the RISSB Board.

• **Company Secretary.** Administers the affairs of the company and the business of the board.

• **General Managers (GM).** The GMs manage the major workstreams / projects within RISSB. This includes supervision of Standard Development Managers and other RISSB Human resources. GMs also act as primary liaison with RISSB Standing Committees. GM positions currently consist –
  – **General Manager Business and Finance**
  – **General Manager Safety and Innovation**
  – **General Manager National Rail Programs**

• **Standard Development Managers (SDM).** The SDMs oversee the Development Groups and facilitate the development process of RISSB products.
  – **SDM Operations and Train Control**
  – **SDM Victorian Rule Book**
  – **SDM Rolling Stock**
  – **SDM Infrastructure**
  – **SDM Safety**
  – **Rail Safety Specialist**

• **Other Business Supporting Roles**
— **Accreditation and Quality Manager.** Works with the Standard Development Managers to ensure the final product is technically correct and that style, format or structure complies with the SDAC and RISSB style guides before the product is presented to the RISSB Board for publication.

— **Project Officer.** Provides high level project support to GM and SDM. Includes maintaining project records etc. on RISSB SharePoint site (DEPOT).

— **Stakeholder Engagement & Communications Manager.** Oversees RISSB’s Marketing, Stakeholder Engagement, and Communications functions.

**Committee**

- **Standing Committees (SC).** RISSB currently has five standing committees. These Standing Committees are responsible for assisting RISSB stay informed of developing issues and trends within the Australasian Rail Industry, advising where RISSB might apply effort and resources to address industry need, and assisting RISSB in its oversight of product development (e.g. recommendations of technical expertise, providing source documentation, DG recommendations, etc.) These committees are also responsible for assuring that the content of a RISSB product represents ‘good practice’ and that it is fit for purpose. The SCs report to the RISSB Board.

- **Development Groups (DG).** There is one development group for each product being developed. DGs comprise subject matter experts who are responsible for the technical content of a product. DGs work with a RISSB Standard Development Manager and an author to develop the product as well as drafting responses to public comment for SC approval.
Rail Industry Safety and Standards Board Organisation Chart

Organisation Chart 2017

With RISSB Board, Standing Committee & Development Group Relationships (Monday 7th August 2017)
2.3 Stakeholders
RISSB will make every effort to ensure that the Development Groups for a product comprise a balanced representation from all stakeholder interests.

- No stakeholder may have disproportionate representation or exercise undue influence on a development group.
- No stakeholder with a bona fide desire to participate will be excluded from the development process.
- Stakeholders will be encouraged as far as reasonably practicable to participate in RISSB’s product development process.
- As a minimum, RISSB will inform these stakeholders about the Product development activity. Where a major stakeholder does not participate, RISSB will determine whether the obstacle is due to a:
  - lack of resources,
  - lack of interest in the subject; or
  - lack of confidence in the structural or procedural aspects of the process.
- RISSB will assist ‘bona fide’ stakeholders, who do not have the resources to participate in the development of a product through the use of alternative methods such as tele or video conferencing.

2.4 Audits
At defined periods RISSB will be audited by SDAC to ensure compliance of standards against the accreditation requirements.

At defined periods RISSB will be audited by governments to ensure that it is satisfying the terms of the funding MOU.

RISSB will fully cooperate with SDAC and governments in the audit process and will make available all records required to demonstrate on-going compliance with the Requirements of Accreditation for the development of standards and other products.

2.5 International Participation
Standards Australia is the International Organization for Standardization (ISO) and the International Electrotechnical Commission (IEC). Participation in the standardization activities of these two bodies shall be through SA.

Where RISSB participates in the development of International Standards it will act in accordance with the policies set out in Standards Australia’s “Policy - SDO’s Guide No 1 International Standardisation”

In such circumstances RISSB will ensure that all ISO and IEC communications are through Standards Australia, and that accredited delegates are nominated to attend relevant meetings.

RISSB will make requests for funding assistance through Standards Australia for delegates to attend international meetings in accordance with Standards Australia guidelines.
2.6 **Existing Rights and Obligations**

RISSB will retain details of any agreements reached in relation to existing Standards within the relevant scope of accreditation.

Records demonstrating RISSB’s development processes, or on-going negotiations to reach an agreement, will be made available to SDAC during the audit process.

2.7 **Intellectual Property**

All intellectual property rights created by RISSB will be owned by RISSB (unless otherwise agreed between parties).

The Product(s) developed by RISSB, will not infringe the rights of any third parties (including without limitation any intellectual property rights).

2.7.1 **RISSB Termination as an SDO**

In the event that RISSB ceases to be accredited as a SDO, the IP attached to RISSB developed standards within its scope of its accreditation will be transferred to another like-minded accredited SDO or to Standards Australia. Where there is an intention for RISSB to cease being accredited, key stakeholders, including SDAC, Standing Committees, and Development Groups, will be notified as soon as practicable.

2.8 **Privacy**

RISSB is bound by the Australian Privacy Principles (APPs) contained in the Privacy Amendment (Enhancing Privacy Protection) Act 2012, which amends the Privacy Act 1988. The APPs are designed to protect the confidentiality of information and the privacy of individuals by regulating the way personal information is collected, used, disclosed and managed.

2.9 **Cooperation with the Standards Australia and SDAC**

RISSB maintains its accreditation as an SDO through full adoption of SDAC requirements into the RISSB Quality Management System, including:

- adoption and compliance with SDAC’s ‘Requirements for Accreditation of SDO’
  

- compliance with additional SDAC and Standards Australia Policies and other documents as required.

- facilitate auditing by SDAC to determine ongoing compliance

- submission to the SDAC’s determination where there is a conflict in the scope of areas of accreditation; and

- payment of all relevant fees to the SDAC to achieve and maintain accreditation.

RISSB will co-operate and liaise with the Standards Australia (SA) and SDAC with the intent of enhancing communication and co-ordination of development activities for standards across industry and government.

RISSB will assess the impact of organisational or Standard development process changes, and where deemed significant report such changes to SDAC. Records of these changes will also be made available for audit.
3. **RISSB Quality Management System**

To implement the QMS, RISSB will:

- identify the processes needed to control essential system and business activities where the absence of a documented process may cause RISSB not to meet SDAC requirements and industry needs and expectations;
- determine and record those Performance Indicators that will demonstrate that the process is working effectively;
- ensure that the information and resources required to support the operation and monitoring of processes are readily available;
- regularly monitor, measure and analyse all processes and their outcomes; and
- implement corrective and preventive action as necessary to continually improve processes and their outcomes.

3.1. **RISSB Quality Policy**

RISSB has developed a quality policy based on the organisation’s mission, vision and values. The quality policy is the cornerstone of the QMS and demonstrates RISSB’s commitment to the development of Australian rail industry product.

The RISSB mission, vision and values are located in the RISSB Strategic Plan, to access click on the following link: [http://www.rissb.com.au/key-documents/admin-documents/](http://www.rissb.com.au/key-documents/admin-documents/)

3.2. **RISSB Objectives**

The objectives of the QMS are to:

- prepare rail industry products that meet industry expectations and business activities;
- develop an effective, easy to navigate, cohesive process based Management System that will enable the RISSB to:
  - retain accreditation as a Standards Development Organisation, and
  - improve operational efficiency in the development of Rail Industry products.
- The QMS will provide the framework within which planning, development, monitoring and analysis will occur to produce a consistent quality of RISSB developed products.

3.3. **Business Planning**

RISSB’s CEO is responsible for the development and maintenance of the RISSB Business Plan. The Business Plan will contain the business goals and objectives and the plan for achieving these over a specified period.

The CEO will present the Business Plan to the RISSB Board for endorsement in August each year. This endorsement will signify Board approval of the plan and provide the CEO with the authority to implement. The business plan can be located here: [http://www.rissb.com.au/key-documents/business-plan/](http://www.rissb.com.au/key-documents/business-plan/)
Significant changes to the goals and objectives will require the Business Plan to be updated and re-presented to the RISSB Board for endorsement.

3.4 Management Representative

The AM is the designated RISSB Management Representative and is responsible for planning and achieving the objectives of the QMS. The AM is responsible for:

- ensuring that the QMS is established, documented, implemented, maintained and improved;
- reporting on the performance of the QMS to the CEO RISSB;
- identifying the need for improvement; and
- ensuring the promotion of awareness of SDAC and customer requirements throughout the organisation.

Note: The responsibility of the AM will include liaison with external parties on matters relating to the QMS.

3.5 RISSB Management System Model

The QMS is made up of the quality policy contained in this Manual, and individual procedures that will specify inputs, control mechanisms, and outputs for RISSB business activities. The integrity of the QMS will be controlled through a regular cycle of Internal Audits and Management Reviews.

![RISSB Management System Model](image-url)
4 Resource Management

4.1 Provision of Resources
All RISSB activities will consume resources in the form of:

- Human;
- Financial; and
- Information.

These resources will need to be managed effectively and efficiently to produce the best outcome for RISSB’s Staff and the Rail Industry.

4.2 Human Resources
All personnel working in areas affecting the quality of RISSB Product Development and Management Operations shall be competent on the basis of appropriate education, training, skills and experience, or work under the close and direct supervision of a competent supervisor.

4.2.1 Core Competencies and Capacity
The core competencies of RISSB are embodied in:

- the skills and experience of its staff and contractors;
- the organisational efficiency of its structure; and
- clear lines of accountability both internal and external.

The identification of competence requirements will be the responsibility of the CEO, who is to ensure that performance requirements are articulated in RISSB contract requirements and position descriptions and that appropriate competence based training, is provided if required.

4.2.2 Training, Qualification and Awareness
All RISSB staff whose work will affect the acceptability, quality or reliability of Rail Industry Products, are to possess the knowledge and skills necessary to perform the work to the necessary level.

4.3 Financial Resources
A RISSB financial process ensures that funds are available through the budget process. This includes staff costs as well as capital and other recurrent costs.

The CEO, will ensure that financial records are retained including all financial forecasts, and progress reports showing actual budget against the forecast.

4.3.1 Information Resources
The aim of Information Management is to:

- identify key knowledge for the organisation;
- catalogue and store this knowledge and make it available to appropriate interested parties; and
• communicate changes to interested parties who to have a requirement to utilise the information.

5 Documentation Requirements

The QMS documentation will consist of this Policy Manual, procedures and process records. These will be supported by Guidance Documents, Templates, Plans and Work Instructions. The QMS Cross-Reference provides detail of specific content against SDAC requirements.

5.1 Policy Manual

See paragraph 1.1

5.2 Procedures

Procedures describe the actual mechanism for implementing the required level of control over individual business activities. RISSB procedures will be:

• properly approved by CEO RISSB;
• define the purpose, scope, inputs and outputs;
• state individual responsibilities in terms of who does what, when and where; and
• state the process records needed to provide evidence of compliance.

5.3 Process Records

Process records are those documents and data that provide evidence of compliance, process effectiveness or efficiency.

5.4 Control of Documents

Documentation control will be applied to all QMS Content and developed standards. All such documents are to be reviewed and approved for adequacy prior to issue. The control of documents will ensure that:

• the correct documents are available to all staff where operations essential to the effective functioning of RISSB are performed;
• electronic documentation is controlled using the network security profiles;
• the QMS is available in electronic media, any printed (Hard) copy is considered uncontrolled and will not be updated; and
• a record is kept whenever hard copies of controlled documents are released and provided to a third party.

Note: Documents may be in the form of any type of media, such as hard copy or electronic media.

5.4.1 Documentation Control and Issue

The Accreditation Manager is responsible for:

• Establishing a system for the issue, control and update of all QMS documentation; and
ensuring that ready access to the current QMS documentation is available to all RISSB staff.

The Standard Development Manager is responsible for ensuring that any Project specific QMS documentation is available for use by the RISSB Development Groups.

5.4.2 Documentation Changes/Modifications

The document author is to ensure that draft changes to controlled documentation are filed separately from released documents.

The document author will also be responsible for ensuring that any changes and/or modifications are properly reviewed and approved in accordance with the appropriate Document Control Process before release.

5.4.3 Retention of Superseded Documentation

Where required for traceability, a hard or soft copy of a superseded document may be kept for reference purposes. Such documents will be clearly identified as ‘Superseded’ and will be filed separately from the current documents to prevent their unintended use.

Note: Superseded document identification may be a separate storage area in the case of electronic documents.

5.5 Control of Records

Process records will be maintained:

- where the absence of such records would reduce confidence in the quality of the product and/or service supplied by RISSB; and

- to demonstrate compliance to SDAC Requirements (for standards).

Process Records are to be legible and identifiable, clear in intention and are to be self-explanatory or supported by documentation that provides precise descriptions of each entry contained on the record.

Records are to be stored and maintained in such a way that they are readily retrievable in facilities that provide a suitable environment to prevent damage or deterioration and to prevent loss.

Retention times of Process Records are to be established and recorded. Process Records will be made available for evaluation by the SDAC Auditor and other interested parties.

Managers at all levels will, however, ensure that a paper copy is retained on an appropriate file of all records that require an original signature.

Note: Records may be in the form of any type of media, such as hard copy or electronic media.

6 Documented Processes

6.1 General

RISSB will document processes to ensure all aspects of the organisation are controlled and managed. Processes will be documented (in procedures, work instructions and process flows as appropriate).
Where the absence of a documented process would mean that the objectives of RISSB would be at risk of not being met the AM will ensure that the appropriate document is developed.

6.2 **Product Development**

For all product developments, the CEO will undertake the following to ensure that there is minimal risk to the business objectives of RISSB. The CEO will:

- ensure that the scope of the proposed product development activity is within the area of RISSB expertise;
- undertake a financial analysis of the proposed product development activity to ensure that the project is financed to a level that promotes a successful outcome; and
- assess the requirement for a new technical committee, identifying potential interested parties.

RISSB’s Product Development processes address:

- the evaluation of new products (including evaluating the need and benefits of proposed Standards);
- submission of new standards (not codes, rules or guidelines) to SDAC/SAI Global;
- establishing a balanced Development Group;
- planning and management of the Product development process;
- public reviews (except guidance documents such as guidelines which are reviewed by Industry), including reviews of stakeholder feedback;
- achieving and demonstrating consensus; and
- regularly reviewing and maintaining RISSB’s product.

6.3 **Product Maintenance**

RISSB products are regularly reviewed to ensure that they are up-to-date and current. This includes revising Standards, codes of practice, guidelines, and handbooks at intervals no greater than seven years in accordance with RISSB’s accredited process. Rules are living documents and will be continuously reviewed. There may be occasions when a standard, code of practice, guideline or handbook needs to be reviewed earlier than seven years because:

- technology has developed to a point where the standard, code of practice, guideline or handbook no longer satisfies requirements;
- a legal or other requirement has changed for a standard or code of practice; and
- a deficiency has been detected within the technical content of a product.

When a change has been identified, RISSB will assess the significance of the change and take appropriate action to correct the change within a period of time related to the risk. For safety-related changes this period will not exceed six months.
7 Continual Improvement

Continual improvement depends on RISSB applying the principles of “Organisational Learning and Continuous Improvement” which is a key component of the “Australian Business Excellence Framework”. The cycle of improvement uses the ISO 9001 Plan, Do, Check, Act approach to underpin the RISSB Improvement Process.

7.1 Improvement action

The Accreditation Manager will identify improvement activities, based upon:

- the outcomes from a number of processes [e.g. Internal Audit] identifying areas where there is a potential for improvement in the system; and
- major initiatives initiated requiring the coordination of a number of resources.

Note: Minor improvements tasks that are identified as the outcome of another process are documented and controlled using an Action Request. Major initiatives are usually of a significant size and will be undertaken as Business Improvement Projects.
7.2 Measurement Analysis and Improvement Processes

A number of processes are defined as part of the overall Measurement Analysis and Improvement Processes. These are defined in the following paragraphs.

The interaction between the Measurement, Analysis and Improvement Processes with the overall QMS is shown in the Continual Improvement Operation Model.

Continual Improvement Operation Model

7.2.1 Monitoring and measurement

The performance of the QMS will be measured and reviewed against performance objectives, documented in the current year’s Business Management Plan.

The Accreditation Manager will undertake the annual review of the actual achievements against planned activities; this review will be documented in the annual QMS Review Report.

The outcomes of this review will be used as the input for the following years QMS Plan.

7.2.2 Corrective and preventive action

Corrective actions are those applied to eliminate the cause of nonconformities in order to prevent recurrence. The Accreditation Manager is responsible for establishing, documenting and maintaining a process for corrective action. Corrective action shall be appropriate to the effect of the nonconformities encountered and will be initiated as soon as possible after detection of any deficiency in a process or conduct of work.

Preventive actions are those applied to prevent the causes of potential nonconformities in order to prevent recurrence. The Accreditation Manager is responsible for establishing,
documenting and maintaining a process for Preventive Action. Preventive action shall be appropriate to the effect of the potential deficiencies and will be initiated to deal with deficiencies only to a level corresponding to the risk encountered.

### 7.2.3 Internal Audit

The Accreditation Manager is responsible for monitoring and reporting on the effectiveness of the Quality Management System.

The Accreditation Manager will establish a program of internal audits designed to:

- monitor the compliance to SDAC Requirements, and
- monitor the effectiveness of the QMS.

The frequency of these audits may be varied at the discretion of the Accreditation Manager where experience dictates that additional or less frequent audits are required.

Audits will be undertaken by a suitably qualified auditor and resulting audit reports provided to the Accreditation Manager. Any issues or potential improvements to the QMS, identified by audit, will be clearly documented in the Audit Report.

The Accreditation Manager will review and action all internal audit findings and outstanding issues and report the outcome of this review at the Management Reviews as necessary.

### 7.2.4 Management Review

Management Review will be undertaken at a number of levels. The purpose of these reviews is to review and assess the:

- continuing suitability of the QMS;
- customer feedback, including:
  - effectiveness in meeting the needs and expectations of the Rail Industry, and
  - complaints received;
- internal Audit program outcomes;
- external (SDAC) Audit outcomes;
- corrective, preventive and improvement action review;
- effectiveness in satisfying the SDAC requirements; and
- effectiveness in meeting RISSB business objectives.

### 7.2.5 Stakeholder Feedback

The success of RISSB will depend on understanding and satisfying the needs and expectations of present and potential stakeholders.

The primary measure of stakeholder satisfaction will be the extent to which the stakeholder needs and expectations have been met.

RISSB will ensure that stakeholder feedback is recorded and where necessary recorded for analysis.
7.2.6 Complaints Process

All complaints received by RISSB will be recorded and actioned in accordance with the RISSB Complaints Process.

The RISSB complaints procedure:

- is fair, unbiased, accessible and does not impose any undue burden on the complainant;
- provides for the timely hearing of complaints, and attempts to fully address each complaint; and
- is reviewed regularly to ensure its effectiveness.

A copy of the complaints procedure, all records related to the complaint and the outcome of each complaint is available for SDAC to audit, and for any other interested party.

Details of complaints and actions taken to resolve will be reviewed by the CEO and included in the Board Report.

8 RISSB Development Process

![RISSB Development Process Diagram]
8.1 RISSB’s Development Process - Stages

RISSB’s development consists of seven parts which relate to the major stages of a product’s development.

(a) Proposal (ADMIN 4.1)
   i. Project Request
      *Industry requests for the development of a rail industry document are made in writing to the CEO RISSB or via Standing Committee suggestion.*
   ii. Request Processing
      *RISSB CEO will determine whether the type of document to be developed should be a Standard, Code of Practice, Rule or Guideline. The product must address a hazard in RISSB Hazard Register; provide a value or benefit to the Australian community.*
   iii. Prioritisation
      *General Manager and Standing Committee review proposals and rank in order of perceived benefit and cost considerations. Industry reviews proposals at PPF and prioritises based on net benefit to Australia Rail industry*
   iv. RISSB Board Approval (Budget and Work Plan)

(b) Product Development (ADMIN 4.2)
   i. Standard Development Manager assigned
   ii. Project Initiation
      *SDM engages author from RISSB Panel of Service or via Request for Service (CEO approval required). CEO contracts Author*
   iii. Development Group Convened
      *DG participation sought from stakeholders (SC and Industry communique)*
   iv. Drafting
      *The author creates the preliminary draft of the product using industry source information and available technical content expertise (personal, DG, and industry research) to address the stated scope and purpose.*

(c) Product Review and Comment (ADMIN 4.3)
   *Product drafts are subjected to a range of reviews; Internal, Open (public) review, and Product Workshops (optional).*

(d) Validation (ADMIN 4.4)
   *Products are validated through Independent party (Standards, CoP, & Rules) or SC (guidelines) to ensure identified hazards are addressed, and that the correct development process was followed.*

(e) Product Approval (ADMIN 4.5)
   *All RISSB Products are subject to consensus approval prior to publication.
   - DG members’ signoff on the technical content and that content satisfies ‘good practice’ requirements*
- SC assures that identified risks have been addressed, and correct development process was applied.
- RISSB Board approves final publication upon assurance DG and SC approvals are obtained, and correct development process was applied.

(f) Publication (ADMIN 4.6)

The finalised and approved Product is posted on the RISSB website. Final copy Standards are also provided to SAI Global and Standards Australia.

(g) Product Servicing (ADMIN 4.7)

All RISSB products are subject to aged review at least every 7 years. Stakeholders are informed of review and invited to participate as per RISSB’s usual Product Development process.