Completing the RISSB Product Proposal (and Prioritisation) form

This document provides guidance on completing a RISSB Product Proposal (and Prioritisation) form.

Correctly completed forms will help ensure your proposal is well understood and will assist in gaining wide industry / public support for your proposed product's development.

The more thorough your submission is, the better the decision-making process in prioritising new ideas.

Primary information

Type of product being suggested:

The Rail Industry Safety and Standards Board is responsible for the development and management of Australian Standards, rules, codes of practice and guidelines, all of which have national application. It is important that you consider which type of product would deliver the best outcome to industry.

A Standard provides industry with a set of requirements (usually performance based). A Standard is normative in so much that it details what "shall" be done to claim compliance to the Standard. A Standard might also contain recommendations, permissions, and additional guidance.

A Code of Practice is a document that complements laws & regulations, rule books, and/or Standards. Codes of Practice provide practical guidance on how to comply with the higher-level document's requirements. This might include multiple options for achieving the desired outcomes, as well as providing general guidance. A Code of Practice will usually provide what the industry (by consensus) considers 'good' or 'best' practice.

A Guideline is non-normative. Although Guidelines might sometimes provide practical guidance on achieving outcomes they will do so in an informative only format. Guidelines might also be for information sharing and/or as a repository of useful information for industry.

Title of product being suggested:

The title is a clear, concise description of the subject matter covered by the document. It is limited to subject and should not contain too much detail or any unnecessary information.

Reason for the suggestion:

This field is provided for you to tell us about your observed deficiency or identified opportunity. Please provide a brief 'what / why' format which focuses on your or your organisation's reasons.
Please note: The Objective field and Benefits fields later in this form are where you might expand this to provide wider industry benefits.

Railway discipline area:

Please select from either 'infrastructure', 'rolling stock', 'train control', 'operations', 'safety'. As well as being sufficiently broad to capture most railway activities, RISSB facilitates most of its product development activities grouped into these disciplines.

Objective:

The objective states the purpose the product is intended to serve within industry and is presented in a brief 'what/for whom/why' format. The objective is kept deliberately brief, you will have opportunity in the 'Benefits' section later to provide further details.

Scope:

The scope clearly defines the subject of the document and the aspects covered. It also indicates any limits of applicability. The scope is written as if referring to the developed product e.g. 'This Standard/ Code of Practice / Guideline … specifies requirements for / gives guidance on / establishes general principles for, " etc. The applicability of the scope is similarly introduced "This document is applicable to …, This document does not apply to …".

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Hazard Identification:

Where a product proposal would impact safety risk, the identification of related hazards will help focus the development of the product, ensure greater understanding and support adopters in understanding their quantum of risk.

Please indicate which hazards you believe might be addressed by this development. RISSB funding members are recommended to review the RISSB Hazard Register (*https://www.rissb.com.au/safety/hazard-register/*) to determine appropriate and likely hazards.