RISSB

RAIL INDUSTRY SAFETY AND STANDARDS BOARD

ADMIN 4.6

Product Publication

- Version 6

Paul Daly

CEO RISSB

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DOCUMENT CONTROL
Identification

Document Title	Number	Version	Date
Procedure for Publishing a Standard	ADMIN 4.6	1	20/07/2007
Procedure for Publishing a Standard	ADMIN 4.6	2	14/01/2010
Procedure for Publishing a Standard	ADMIN 4.6	3	03/05/2010
Procedure for Publishing a Standard	ADMIN 4.6	4	28/08/2012
Procedure for Publishing a Standard	ADMIN 4.6	5	18/11/2014
Product Publication	ADMIN 4.6	6	10/12/2016

Document History

Publication Version	Effective Date	Page(s) Affected	Changes
1	20/07/2007	All	Document Creation
2	14/01/2010	All	publication of products through SAI Global
3	03/05/2010	All	Update of entire document following review
4	28/08/2012	All	Review and update
5	18/11/2014	All	Review and Update
6	10/12/2016	All	Minor update, change to new format

Product Approval

1   Purpose

This procedure applies to the Publication Stage of RISSB Products.

2   Process

2.1   Overview

To set out the process to publish the approved document and to progress to the final phase.

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. RISSB's Australian Standards these are also provided for publication by via the SAI Global web site.

Prior to publication, products are subject to final quality assessment to verify they are complete and adequate for publication. Final quality assessment comprises checking that the product:

- Has been prepared to the correct format

- Contains no obvious deficiencies or omissions

- Is accompanied with 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 number applied (applies to Australian Standards)

Should any issues be identified at the stage the product is referred to RISSB CEO.

Upon passing final quality assessment the product is promoted to the RISSB web site.

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

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

3   Record Requirements

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

- SharePoint files