*RISSB will use the information in this form to identify priorities for development of products. Priority will be given to proposals which will assist industry to achieve greater levels of safety and productivity.*

*Please make your submission as thorough as possible to assist good decision making.
We also strongly encourage you to discuss the proposal with RISSB managers prior to final submission.*

# Proposers Details:

**Name:** *Enter your name here.*

**Position / Title:** *Enter your position / title here.*

**Organisation:** *Enter your employer organisation here.*

# Primary information:

**Title of product being suggested:** *Enter product title here.*

**Type of product being suggested:** *Choose a product type from the dropdown list.*

**Product Type Definitions**

A ***Guideline*** is a set of informative guidance. It is not normative but informative.

A ***Code of Practice*** is a set of descriptions. It is the “how” one can meet a higher-level requirement (either of a Standard, or a piece of Legislation). It is normative, but by its nature can contain several options about how to achieve compliance with the higher-level requirement. It can also have some informative guidance within it if it is more practical than writing a separate guideline.

A ***Standard*** is a set of requirements only. It is the “what” must be done to claim compliance to the standard. It is normative. It can also contain optional and/or supplementary requirements, but they still should be worded as requirements.

**Primary reason for suggestion:**  *Enter reasons for suggestion here.*

**Provide any other comments on why you believe the product is needed:** *Other comment here.*

**Railway discipline area:** *Select a Railways discipline from dropdown list.*

**Objective:** *Enter product objective here.*

(The objective states the purpose the product is intended to serve. The objective shall be presented in a brief ‘what/for whom/why’ format.)

**Scope:** *Enter product scope here.*

(Define without ambiguity the subject of the product and the aspects covered, thereby indicating the limits of applicability of the product or parts of it.)

(Within the scope describe the full extent of the subject matter the product would deal with or is relevant to. It may be necessary for you also to describe items that you intend to be out of scope. Be as descriptive/clear as possible. Aim for at least 300 words.)

### RISSB use only:

|  |
| --- |
| *Confirm product type is appropriate for this proposed development (relative to hazard / risk, proposed controls, etc.)*  |[ ]
| *Confirm Objective and Scope meet RISSB and SDAC requirements*  |[ ]
| Comments. *Enter comments here* |

# Consultation:

**Who have you consulted on this proposal?**

|  |  |
| --- | --- |
| Internally in my organisation  |[ ]  With other organisations associated with the rail industry |[ ]
| With a RISSB Standing Committee |[ ]  With other rail companies of similar operations |[ ]

If you have consulted with other organisations, could you describe the extent of that consultation and what their support was based on.
If it was a Standing Committee, did they support the proposal?

**Details of consultations:**  *Add detail / description of consultation here.*

Are you aware of any **International Standards** covering similar subject matter as this proposal ?

*Add international standards here.*

Are you aware of any **Australian Standards®** covering similar subject or related subject matter ?

*Add Australian Standards® here.*

### RISSB use only:

|  |
| --- |
| *Review and confirm International and Australia Standards requirements* |[ ]
| Comments: *Enter comments here* |

# Hazard / Risk Identification:

What are the key hazards / risks that this proposal will address; proposers are invited to consult RISSB’s ARRM – the Australian Rail Risk Model. (The Australian Rail Risk Model - <https://arrm.org.au/>)

|  |  |
| --- | --- |
| Hazard / Risk |  |
| *Add list of hazards / risks here* |

### RISSB use only:

|  |
| --- |
| *Review and confirm hazard / risks identified are complete* |[ ]
| Comments. *Enter comments here* |

# Benefits:

Enter wherever applicable in below categories.

**Safety**

Describe how the product could contribute **benefits to safety** risks within your organisation and the wider industry. (Where possible be quantitative).

This could include benefits in terms of one or more of the following:

• measurable improvements in safety (reduced risk, fewer safety failings)

• advancement of the health, safety, and wellbeing of the industry / community

• reduce safety risk so far as is reasonably practicable.

*Enter safety benefits here.*

|  |  |  |
| --- | --- | --- |
| Is this proposal dealing with a risk identified as part of an internal investigation? | Yes |[ ]  No |[ ]
| Is this proposal dealing with a risk identified in an external investigation? | Yes |[ ]  No |[ ]
| Is this proposal looking to enable the use of new technology to control a risk? | Yes |[ ]  No |[ ]

**Interoperability / harmonisation**

Describe how the product could support interoperability / harmonisation. How wide would you expect adoption to be – RISSB products are for national application. Would your organisation be able to adopt the product? Where possible be quantitative.

*Enter interoperability / harmonisation benefits here.*

**Financial**

Describe how the product would increase efficiency/productivity/affordability within your organisation.

* How it would drive out cost. What would it cost to implement the product – change systems/training etc.
* How it might support innovation, trade, and economic benefits, or increase competitiveness

Where possible be quantitative.

*Enter financial benefits here.*

**Environmental**

Which area of environmental management is it targeting?

|  |  |
| --- | --- |
| Noise  |[ ]  Emissions |[ ]
| Energy (use or source) |[ ]  Protection of water or vegetation |[ ]

Describe how the product might contribute to protection of the natural environment.

*Enter environmental benefits here.*

### RISSB use only:

|  |
| --- |
| *Review and confirm safety, interoperability, financial, and/or environmental benefits are complete* |[ ]
| Comments. *Enter comments here* |

# Implementation and Impacts:

**Implementation**

Please describe whether the changes that arise from the proposal will require major implementation plans and/or costs; or whether they can be phased in over time as assets or systems are replaced; and your view of the attractiveness of the proposal to organisations other than your own.

Will this require training to implement? Y [ ]  N [ ]

A small number of technical people (e.g. technicians)? Y ☐ N ☐

A larger number of people in a single discipline (e.g. all rolling stock maintainers)? Y ☐ N ☐

Many employees across multiple disciplines (e.g. a major rule change)? Y ☐ N ☐

Will it require the use of new technology that will give rise variation to accreditation requirements? Y [ ]  N [ ]

**Impacts**

Describe any foreseeable impacts, constraints, problems, etc. which might impact development or implementation of this product?
This could include size / difficulty of task, legacy issues, need for specialist resources, etc.
We are especially interested in your views of the likelihood other industry participants will join the development group.

### RISSB use only:

|  |  |
| --- | --- |
| *Implementation and impacts reviewed.*  | ☐ |
| *Confirm benefits outweigh impacts (development net benefit)*  | ☐ |
| Comments. *Enter comments here* |

# Reference / source materials:

Providing any references and source materials is very important as it will directly impact the tone, style, and flavour of the product. Providing these materials will also have an impact on the research we undertake and assist timescales & cost.
(It may also be useful to identify reference / source materials that should be avoided.)

|  |  |
| --- | --- |
| Reference / Source material | Available from |
| *Add list of references and source materials here* |

### RISSB use only:

|  |  |
| --- | --- |
| *Implementation and impacts reviewed.*  | ☐ |
| *Confirm benefits outweigh impacts (development net benefit)*  | ☐ |
| Comments. *Enter comments here* |

*Proposal review*

|  |  |
| --- | --- |
| Reviewers name. | *Enter reviewer’s name* |
| *Confirm development proposal meets SDAC and RISSB requirements* | ☐ |
| *Development proposal endorsed by Standing Committee*  | ☐ |
| *Standing Committee : Choose an item.* |  |
| *Development proposal to proceed to exec and Board approvals*  | ☐ |
| Comments. *Enter comments here* |