1.   Purpose

RISSB is accredited by the Standards Australia Board, through their Standards Development and Accreditation Committee, as a Standards Development Organisation.

The procedure provides an overview RISSB and its Product development process and specifies the Governance requirements and broader responsibilities as part of RISSB's Accreditation as a Standard Development Organisation (SDO).

This procedure applies to the development of rail industry Standards, Rules, Codes of Practice, and Guidelines. Within this procedure, the generic term 'Product' is used for these document types unless otherwise stipulated.

2.   RISSB

2.1.   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.

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 Standards Australia through their Standards Development and Accreditation Committee, as a Standards Development Organisation (SDO).

2.2.   Governance

The RISSB Product development process is overseen by several bodies, each of whom provide checks and balances to ensure correct process is followed and that the developed product meets the needs of the Australasian Rail Industry.

Role	Description
RISSB Board	The activities of RISSB are overseen by the Board. The Board approves projects for development and their subsequent approval to Issue.
CEO RISSB	Manages RISSB operations and reports to the Board.
RISSB General Managers	Supervise RISSB Standards Development Managers and the Development Process. Liaise between SC and RISSB CEO on industry significant issues.
RISSB Standards Development Managers	Facilitate the Development process. Run assigned projects; co-ordinate resourcing, ensure project outcomes comply with project planning.
Standing Committees (SC)	Oversee Development groups and endorse the content of RISSB products. The SC reviews RISSB products and advises adherence of accredited process for the RISSB Board.
Development Groups (DG)	Contribute technical expertise and resource to allow RISSB to develop Product. DG are responsible for the Technical Content of RISSB Developed Product
Accreditation and Quality	The Accreditation Manager and the Business Support Officer work with the GM and SDM to ensure product development meets SDAC and RISSB requirements. Accreditation and Quality oversee the product publication process.

2.3.   Organisational Structure

Rail Industry Safety and Standards Board (RISSB) Organisation Chart
With RISSB Board, Standing Committee & Development Group Relationships (March 2021)
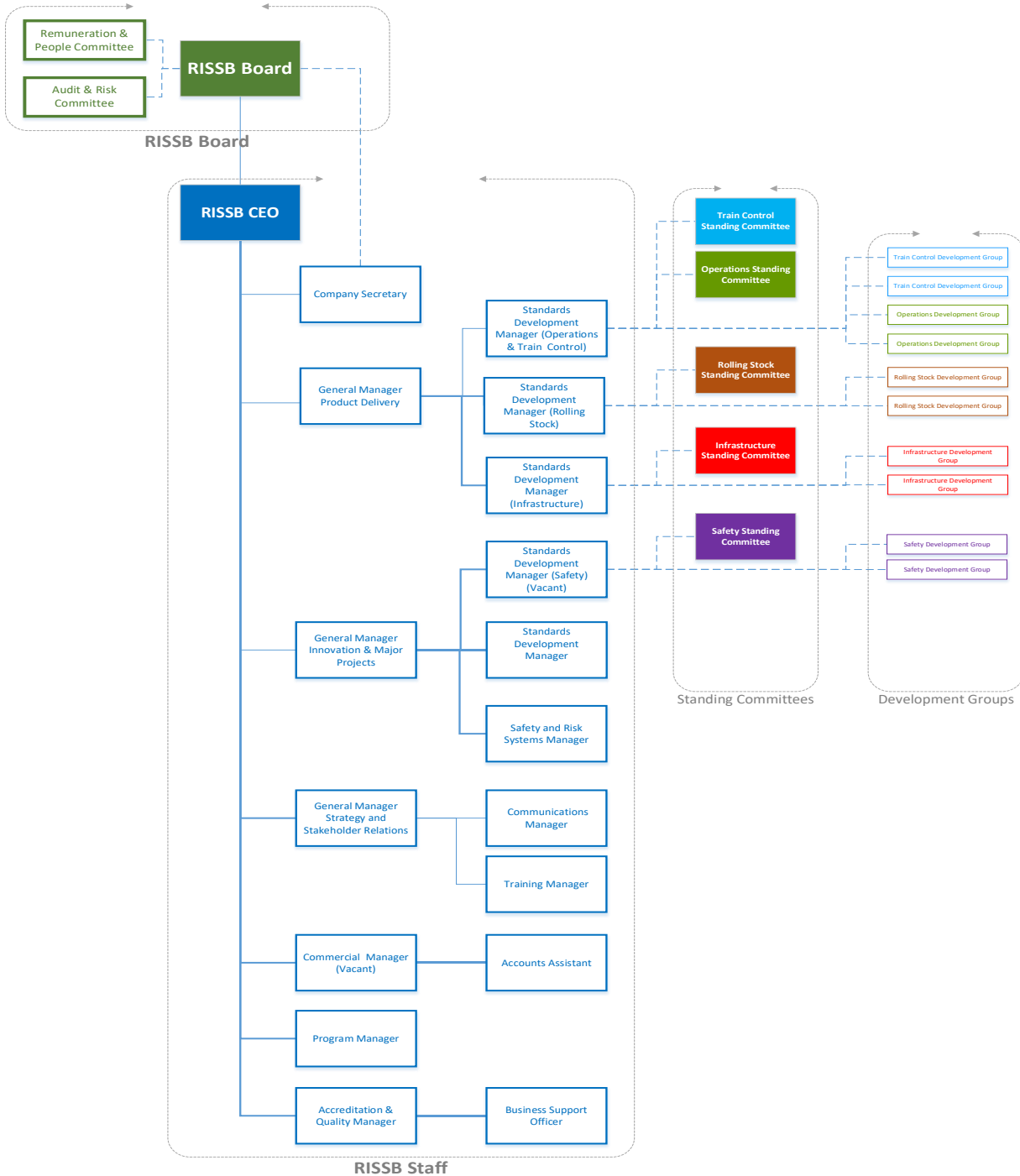
3. Product Development

3.1. Objectives of the Product Development Process

The objective of the RISSB Product development process is to ensure a rigorous and consultative process from which high-quality rail standards, codes, rules and guidelines can be produced.

The outcome sought through RISSB's development process is:

- production of products that represent 'good' practice, and
- delivery of stakeholder requirements.

NOTE: The Standards Development Process encapsulates Australian Standards as well as Codes of Practice (ACOP) and Rules. But only Standards are submitted to Standards Australia.

3.2. Overview of the Development Process

The RISSB Standards Development Process comprises seven stages, as illustrated in Figure 1.
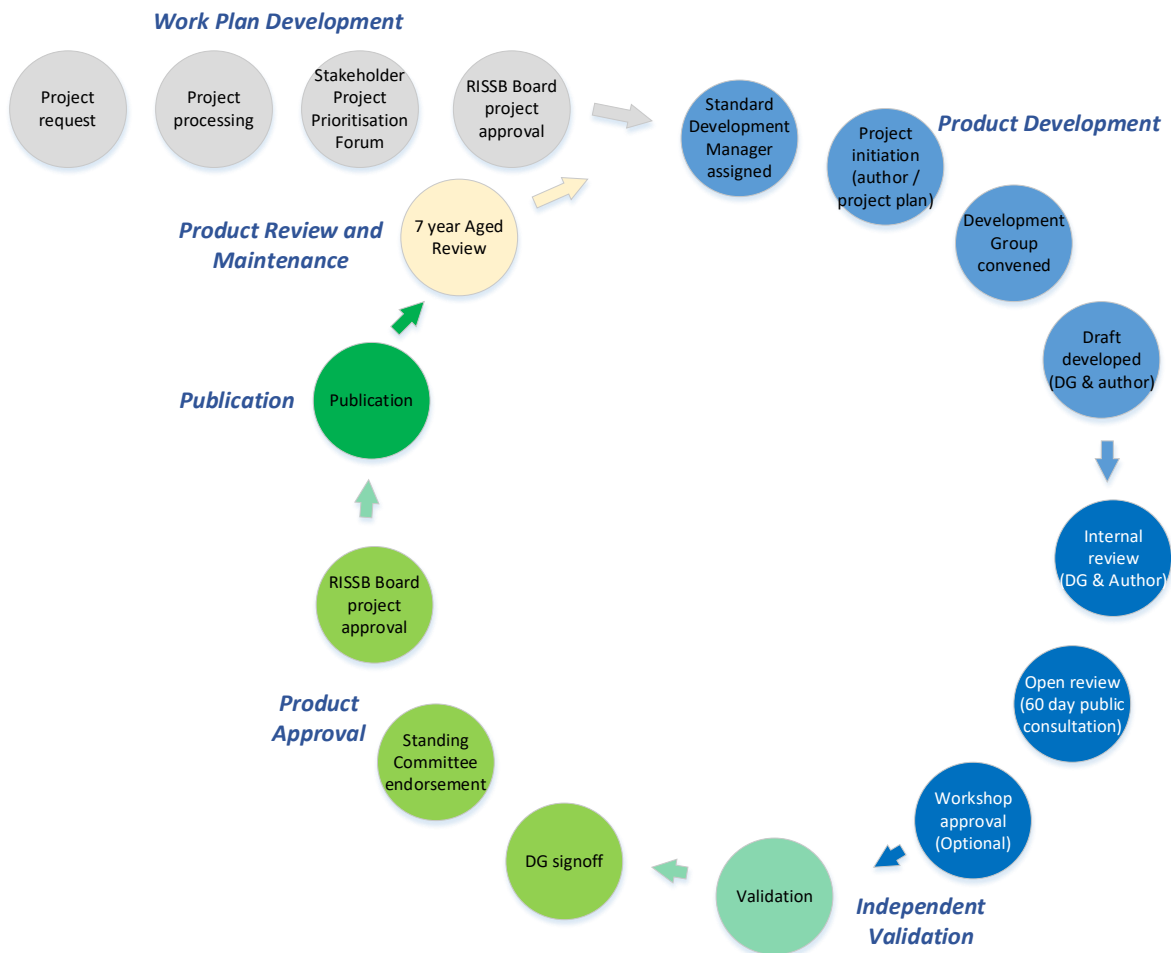
Work Plan Development (ADMIN 4.1)

- Project Request
- Request Processing
- Prioritisation
- RISSB Board Approval (Budget and Work Plan)

Product Development (ADMIN 4.2)

- Standard Development Manager assigned
- Project Initiation
- Development Group Convened
- Drafting

Product Review and Comment (ADMIN 4.3)

Product drafts are subjected to a range of reviews; Internal, Open (public) review, and Product Workshops (optional).

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.

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.

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.

Product Review and Maintenance (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.

3.3. Accreditation Requirements

3.3.1 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' http://www.standards.org.au/StandardsDevelopment/accreditation/Documents/SDAC-001_Requirements_for_Accreditation_of_SD_Organisations.pdf
- 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 significant, report such changes to SDAC. Records of these changes will also be made available for audit.

3.3.2 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.

3.3.3 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.

3.3.4   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).

3.3.5   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.

3.3.6   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.

3.3.7   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 expectations have been met.

RISSB will ensure that stakeholder feedback is recorded and where necessary recorded for analysis. Stakeholder feedback is managed in accord with RISSB Complaints and Appeals Procedure (RISSB website)

3.3.8   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.

RISSB's Complaints process is detailed in:

- Policy 06-01 External Complaints management (Internal distribution)
- RISSB Complaints and Appeals Procedure (RISSB website)

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.

3.3.9   Product Development Appeals

Where a stakeholder believes a RISSB outcome or decision in relation to a Product development was procedurally in error and/or did not follow correct process; stakeholders may seek a decision be reviewed and/or overturned by way of appeal.

All appeals received by RISSB will be managed in accordance with the RISSB Product Appeals process

RISSB's Complaints process is detailed in:

- RISSB Complaints and Appeals Procedure (RISSB website)
- ADMIN 3.1 Product Appeals Process

3.3.10   RISSB Termination as an SDO

Should RISSB cease to be accredited as an SDO there will be no transfer of IP:

- RISSB will continue to own, the copyright in each Standard; and
- Standards Australia (SA) will remain the owner of the AS Marks and all materials provided by SA.

    (In accord with RISSB / SA Commercial Agreement)

Where there is an intention or likelihood for RISSB to cease being accredited, key stakeholders, including SDAC, Standing Committees, and Development Groups, will be notified as soon as practicable.

In the event RISSB ceases to be accredited, disposition of RISSB published Australian Standard brand Standards will be negotiated with SA and with consideration of relevant commercial agreements.