ADMIN 4.5

Product Approval

- Version 8

Paul Daly

CEO RISSB

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DOCUMENT CONTROL

Identification

Document Title	Number	Version	Date
Procedure for Product Approval	ADMIN 4.5	1	20/07/2007
Procedure for Product Approval	ADMIN 4.5	2	14/01/2010
Procedure for Product Approval	ADMIN 4.5	3	03/05/2010
Procedure for Product Approval	ADMIN 4.5	4	28/08/2012
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Document History

Publication Version	Effective Date	Page(s) Affected	Changes
1	20/07/2007	All	Document Creation
2	14/01/2010	All	QMS System update of document
3	03/05/2010	All	Update of entire document following review
4	28/08/2012	All	Review and Update
5	21/05/2013	2	Insertion of sentence at end 3.1.1
6	04/02/2016	2	Update 3.1.2
7	20/07/2007	2	Removal of DAB from 3.1. Previous DAB responsibilities moved to SC Review.
8	10/12/2017	All	GM / SDM Update

Product Approval

1   Purpose

The purpose of this procedure is to outline the process associated with the approval of a RISSB product.

A product is defined as a RISSB developed Standard, Code of Practice, Rule, as well as guidelines and any other guidance material.

2   Process

2.1   Development Group Review

Prior to a RISSB product being forwarded to the Standing Committee (SC), and RISSB Board for endorsement and approval, the Development Group (DG) must be satisfied and signoff that the content of the associated document is technically correct and satisfies 'good practice' requirements.

On the basis that the Product represents the collective content of the DG, it is the preferred position that all active DG members accept content of the document and vote affirmatively.

Where a unanimous affirmative vote cannot be achieved, DG signoff may still occur and the document be advanced to SC using the consensus voting model (section 3.3 Consensus).

If a Product is advanced using the consensus voting model:

- All negative votes are required to be accompanied by technical reasons. Where a DG member has cast a negative vote, the committee is obliged to consider the reasons and attempt to find a solution that is acceptable.

- Only when consensus has been achieved can the document proceed to the RISSB Standing Committee for product endorsement.

- If the DG deems that consensus has not been achieved, the Chairman of the SC in conjunction with the RISSB CEO and GM will determine a way forward before the matter is considered by the DG again.

A nominating organisation whose objection is not resolved is given the option to withdraw the name of that nominating organisation from the published Product.

Once the DG has agreed the content of a product, it is referred to the appropriate RISSB SC for endorsement. The product is accompanied by an approval certificate containing the signatures of all DG members.

2.2   Stranding Committee Review

On receipt of the product the SC will assure itself that the product development process has been correctly followed and that the resulting product is worthy of promotion to the RISSB Board for publication approval. The Standing Committee review will include:

- for all products:

  - the developed product adequately addresses purpose and scope

- that the development process used followed RISSB approved process for Proposal, Development, Review & Comment, and Approval, and

- that DG signoff has been obtained.

- In the case where there has been no independent validation (Guidelines, Codes of Practice, and rules), the SC should also indicate if the content in the product is considered as good practice and appropriate for the Australian rail industry on a national basis.

The consensus voting system applies for all SC deliberations.

The SC will not refer any document to the RISSB Board without attempt to obtain all DG members' signoff certificates (affirmative or negative).

If the SC determines that a product did not follow correct process, it is returned to the SDM to correct the process issue before further SC consideration.

2.3   Consensus

Consensus is achieved when General agreement, characterised by the absence of sustained opposition to substantial issues by any important part of the concerned interests and by a process that involves seeking to take into account the views of all parties concerned and to reconcile any conflicting arguments.

Consensus need not imply unanimity.

If the voting committee has made all reasonable efforts, but is still unable to resolve one or more negative votes, consensus may be deemed to have been achieved if:

- a minimum 67% of those eligible to vote have voted,

- a minimum 80% of votes received are affirmative, and

- no 'major stakeholder'2 involved has collectively maintained a negative vote.

2.4   RISSB Board

The RISSB Board will decide on the approval of a RISSB product and record its decision in the Board Minutes.

The RISSB Board will ensure:

- the developed product aligns with Board expectations at project approval

- that all required DG and SC approvals have been obtained.

The RISSB Board will then give its approval to publish the product.

2.5   Approval to Issue Documents

The Standard Development Manager (SDM) creates the necessary approval documentation to publish the final draft of the product which will include:

- Product Issues Log Comments

- Validation Report

2.6   Approval Date

The approval date is the date on which the product is approved by the RISSB Board.

3   Record Requirements

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

- SharePoint files
- RISSB Board Minutes