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**RISSB Product Proposal Form (PPF)**

*The PPF defines the product and forms the basis for RISSB management to assess the merits of the project. The information is also used to identify priorities for the development of products and assist the rail industry in achieving desired levels of safety and productivity.*

*Please make your submission as thorough as possible to assist in the decision-making. If you require assistance completing this form, please contact any RISSB Managers at* [*info@rissb.com.au*](mailto:info@rissb.com.au)*.*

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Proposers Details** | | | | | | | | |
| Name and Position: | | | | | | | | |
| Organisation: | | | | | | Date: | | |
|  | |  | | | | | | |
| **Primary information:** | | | | | | | | |
| Title of the product proposed: | |  | | | | | | |
| Type of product: | | *(Standard / Code of Practice / Guideline)[[1]](#footnote-2)* | | | | | | |
| Primary reason for the proposal: | | Identified risk | | | | | | |
| Significant change in technology | | | | | | |
| New or emerging technology/ies | | | | | | |
| Increased Regulatory or stakeholder focus | | | | | | |
| Observed deficiency (e.g. from an investigation) | | | | | | |
| Provide any other detail on why you believe the product is needed: | |  | | | | | | |
| Railway discipline area: | | *(Infrastructure, Rolling Stock, Train Control, Operations, Safety)* | | | | | | |
| **Objective:** | | | | | | | | |
| *(The objective states the purpose the product is intended to serve. It shall be presented in brief ‘what/for whom/why’ format.)* | | | | | | | | |
| **Scope:** | | | | | | | | |
| *(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.)*  *(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.)* | | | | | | | | |
| **Consultation:** | | | | | | | | |
| Whom have you consulted on this proposal? | | Only internally in my organisation | | | | | | |
| With other rail companies of similar operations | | | | | | |
| With other organisations associated with the rail industry | | | | | | |
| With a RISSB Standing Committee | | | | | | |
| If you have consulted with other organisations, describe the extent of that consultation and the reason for their support. If it was a Standing Committee, please provide additional information, such as the meeting dates and discussion. | |  | | | | | | |
| Are you aware of any international standards covering this proposal? | |  | | | | | | |
| **Hazard / Risk Identification:** *(e.g. refer to ARRM[[2]](#footnote-3) or RISSB hazard register where relevant)*  *(What are the key hazards/risks that this proposal will address)* | | | | | | | | |
| 1 |  | | 6 |  | | | | |
| 2 |  | | 7 |  | | | | |
| 3 |  | | 8 |  | | | | |
| 4 |  | | 9 |  | | | | |
| 5 |  | | 10 |  | | | | |
| **Benefits:** *(provide information in the relevant categories below.)* | | | | | | | | |
| **Safety**  *Describe how the product could contribute benefits to safety risk. 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 well-being of the industry/community* * *reduce safety risk so far as is reasonably practicable.*   *Where possible, be quantitative.* | | | | | | | | |
| Is this proposal dealing with a risk identified as part of an internal investigation? | | | | | | | Y  N | |
| Is this proposal dealing with a risk identified in an external investigation? | | | | | | | Y  N | |
| Is this proposal looking to enable a new technology to control risk? | | | | | | | Y  N | |
| **Interoperability/harmonisation[[3]](#footnote-4)**  *Describe how the product could support interoperability/harmonisation.* | | | | | | | | |
| **Financial**  *Describe how the product would increase efficiency/productivity/affordability.*   * *How it would drive down 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.* | | | | | | | | |
| **Environmental**  *Describe how the product might contribute to the protection of the natural environment.* | | | | | | | | |
| Which area of environmental management is it targeting?: | | Noise | | | Energy use or source | | | |
| Emissions | | | Protection of water and vegetation | | | |
| **Adoption**  *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.* | | | | | | | | |
| **Impacts:** *(provide information in the relevant categories below.)* | | | | | | | | |
| **Implementation**  *Please describe whether the changes that arise from the proposal will require major implementation plans and 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 product introduce additional training requirements?  If so, will the training be required for: | | | | | | | 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 | |
| **Other**  *Describe any foreseeable impacts, constraints, problems, etc., which might impact the development/implementation of this product. This could include the size/difficulty of the task, legacy issues, the need for specialist resources, etc.* | | | | | | | | |
| **Reference/source materials:** *(List the relevant reference materials that should be considered in developing this product. Identifying reference/source materials that should be avoided may also be useful.)* | | | | | | | | |
| Reference/source material | | | | | Available from | | |
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1. **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 be 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. [↑](#footnote-ref-2)
2. The Australian Rail Risk Model ( <https://arrm.org.au/>) [↑](#footnote-ref-3)
3. **Definitions**

   ***Interoperability*** is the ability of a process, system or a product to work with other process, systems or products (aka compatible systems through managed interfaces).

   ***Harmonisation*** - the act of bringing into agreement so as to work effectively together (aka uniformity of systems). [↑](#footnote-ref-4)