



RAIL INDUSTRY SAFETY AND STANDARDS BOARD

ABN: 58 105 001 465

# ADMIN 4.0 PRODUCT DEVELOPMENT AND ACCREDITATION

VERSION 3

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## 1 Purpose

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The Rail Industry Safety and Standards Board (RISSB) is accredited by the Standards Australia Board through their Standards Development and Accreditation Committee as a Standards Development Organisation (SDO).

This procedure outlines RISSB's and product development process, including governance requirements and broader responsibilities related to its accreditation as an SDO.

It applies to the development of all rail industry Standards, rules, codes of practice, and guidelines. In this procedure, the term 'Product' is used generically to refer to these document types unless specified otherwise.

## 2 RISSB

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### 2.1 Overview

RISSB, wholly owned by its members, is responsible for developing and managing rail industry Standards, rules, codes of practice, and guidelines.

RISSB's objectives, as outlined in its Constitution, are to:

- develop, manage, and promote the RISSB Catalogue of Products (RCoP) which includes a suite of Standards, rules, guidance materials, and other documents, to assist the rail industry in managing rail safety, improving efficiency, and achieving safety outcomes through standardisation, interoperability, and harmonisation;
- develop a risk model for the Australian rail operating environment based on data and other inputs, to drive safety improvements by guiding prioritisation of standards development and regulatory activity, and to aid rail industry participants in their approach to safety management;
- provide independent technical advice; and
- 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 the Standards Development and Accreditation Committee as an SDO.

### 2.2 Governance

The RISSB product development process is supervised by various bodies, each providing checks and balances to ensure that the process is correctly 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 endorses the Workplan and the subsequent product approval to Issue.
RISSB CEO	Manages RISSB operations, approves the Workplan and reports to the Board.
RISSB General Manager Products and Innovation	Supervise RISSB Standards Development Managers (SDM) and the development process. Liaise between SDM and RISSB CEO on significant issues.
RISSB Standards Development Managers	Facilitate the development process. Manage assigned projects; author the nominated projects; coordinate resourcing; ensure project outcomes comply with project planning, and liaise between the Standing Committee (SC) and the Development Group (DG).
Standing Committees (SC)	Oversee the development process and provide advice to the SDM and DG. The SC reviews RISSB products and ensures adherence to the development process, advising the RISSB Board accordingly.
Development Groups (DG)	Provide technical expertise and resources to support the development of RISSB products. DG is responsible for the technical contents of RISSB developed product.
Quality Assurance Lead	The QA Lead responsible for accreditation collaborates with the GM and SDMs to ensure that product development meets SDAC and RISSB requirements. The QA Lead also oversees the product publication process.

The organisation chart is provided in Section 4.

## 3 Product Development

### 3.1 Objectives of the Product Development Process

The objective of the RISSB product development process is to ensure a thorough and consultative approach, resulting in high-quality rail Standards, codes, rules, and guidelines.

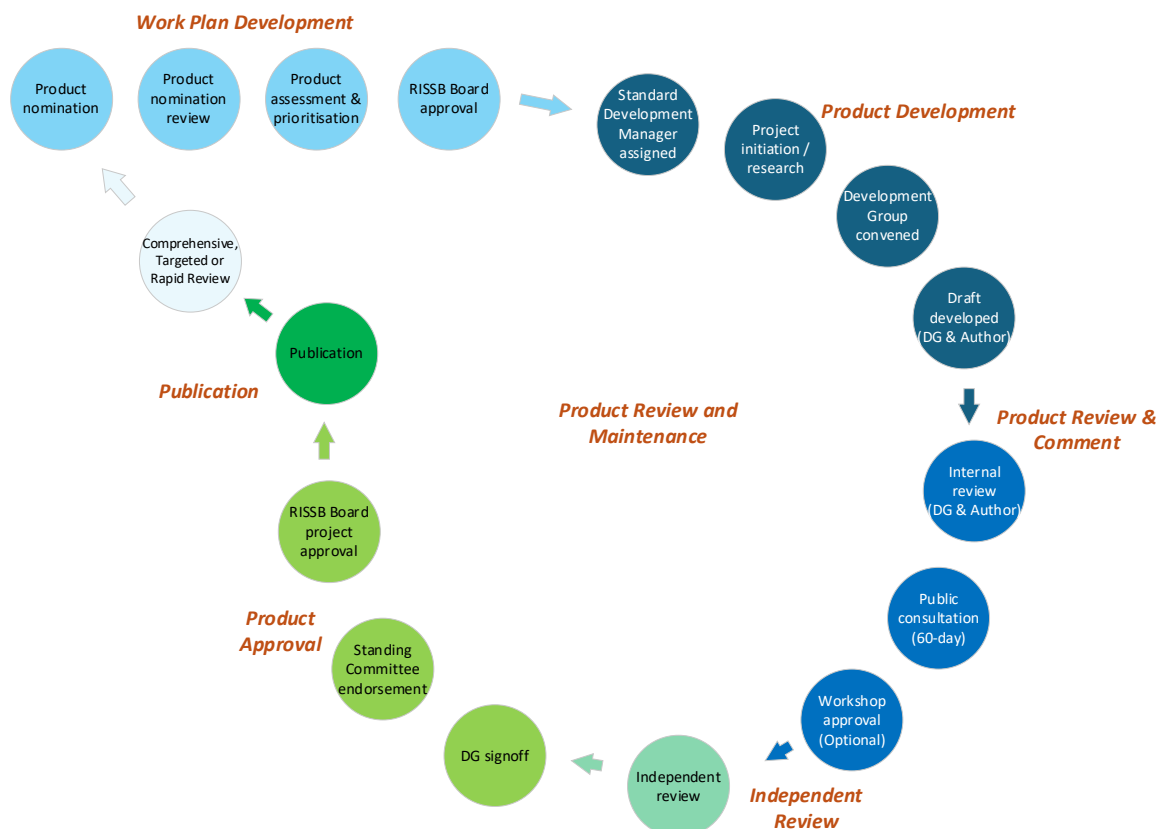
The outcomes sought through RISSB's development process are:

- the production of products that represent 'good' practice; and
- the fulfilment of stakeholder requirements.

NOTE: The Standards Development Process includes Australian Standards as well as the RCoP; however, only Standards are submitted to Standards Australia.

### 3.2 Overview of the Development Process

The RISSB Standards Development Process consists of seven stages, as shown in Figure 1.



### 3.2.1 Workplan Development (ADMIN 4.1)

- Product nomination
- Project proposal review
- Assessment & prioritisation
- RISSB Board Approval (Budget and Workplan)

### 3.2.2 Product Development (ADMIN 4.2)

- Standard Development Manager assigned
- Project proposal review
- Project initiation and research
- Development Group convened
- Drafting

### 3.2.3 Product Review and Comment (ADMIN 4.3)

Product drafts undergo various reviews, including internal review, public consultation, peer review, and, optionally, product workshops.

### 3.2.4 Independent Review (ADMIN 4.4)

Products are reviewed by a subject matter expert who is independent of the development process. This independent review critically assesses the draft RISSB product to identify potential deficiencies and recommend improvements for consideration by the Development Group.

### **3.2.5 Product Approval (ADMIN 4.5)**

All RISSB Products require consensus approval before publication.

- Development Group members' sign off on the technical content, ensuring it meets 'good practice' requirements
- Standing Committee confirms that the correct development process was followed with the use of the "approval to issue" document.
- The RISSB Board approves the final publication after verifying that both DG and SC approvals have been obtained and the development process was correctly applied.

### **3.2.6 Publication (ADMIN 4.6)**

The finalised and approved product is published on the RISSB website and submitted to Standards Australia for distribution (Standards only).

### **3.2.7 Product Review and Maintenance (ADMIN 4.7)**

All RISSB products undergo a review every seven years. Stakeholders are notified of the review and invited to participate according to RISSB's usual product development process.

The review period may be amended where approved by the GM Products and Innovation.

## **3.3 Accreditation requirements**

### **3.3.1 Cooperation with Standards Australia and SDAC**

RISSB maintains its accreditation as an SDO through adherence to SDAC requirements, including:

- compliance with SDAC's 'Requirements for Accreditation of SDO' *SDAC 001 Requirements for Accreditation of SD Organisations (standards.org.au)*;
- adherence to additional SDAC and Standards Australia Policies and documents as required;
- facilitation of audits by SDAC to ensure ongoing compliance;
- submission to SDAC's determination in cases of scope conflicts in accreditation areas; and
- payment of all relevant fees to SDAC to achieve and maintain accreditation.

RISSB will cooperate with Standards Australia (SA) and SDAC to enhance communication and coordination of Standards development activities across industry and government.

RISSB will also assess the impact of any significant changes to its organisational or Standard development processes and report these changes to SDAC. Records of such changes will be made available for audit.

### 3.3.2 Audits

RISSB will undergo audits by SDAC to ensure compliance with accreditation requirements.

Additional audits may be conducted as needed by RISSB to verify that systems are in place for effective product development processes.

RISSB will fully cooperate with SDAC during audits and will provide all necessary records to demonstrate ongoing compliance with accreditation requirements for the development of Standards and other products.

### 3.3.3 International Participation

Standards Australia represents the International Organization for Standardization (ISO) and the International Electrotechnical Commission (IEC). Participation in the standardisation activities of these bodies shall be through Standards Australia.

When RISSB engages in the development of International Standards, it will adhere to the policies outlined in Standards Australia's *"SG 001 Preparing Standards."*

RISSB will ensure that all ISO and IEC communications are conducted through Standards Australia and that accredited delegates are nominated to attend relevant meetings.

Requests for funding assistance for delegates to attend international meetings will be submitted to Standards Australia in accordance with its guidelines.

### 3.3.4 Intellectual Property

RISSB's products and services aim to foster innovation, fair trading, competition, and continuous improvement in the rail sector by focussing on harmonised performance requirements rather than specific technical requirements.

RISSB recognises that the content of its standards, codes of practice, guidelines and rules should be "agnostic" with respect to technology so far as reasonably practicable.

In certain cases where RISSB has referenced international standards, it may be possible that those standards mandate the use of particular technologies or interfaces, which (potentially) may themselves be proprietary (i.e. subject to patents). Such situations will be avoided where practicable.

All intellectual property rights created by RISSB will be owned by RISSB unless otherwise agreed. RISSB ensures that its products do not infringe on the rights of any third parties, including any intellectual property rights.

### **3.3.5 Existing Rights and Obligations**

RISSB will retain details of any agreements related to existing Standards within the scope of its accreditation.

Records demonstrating RISSB's development processes or ongoing negotiations will be made available to SDAC during the audit process.

RISSB has assumed responsibility for AS 1085 series of products that Standards Australia developed, with rights and obligations agreed upon.

### **3.3.6 Privacy**

RISSB is bound by the Australian Privacy Principles (APPs) as outlined in the Privacy Amendment (Enhancing Privacy Protection) Act 2012, which amends the Privacy Act 1988. The APPs are designed to protect the confidentiality of the information and the privacy of individuals by regulating the collection, use, disclosure, and management of personal information.

### **3.3.7 Stakeholder Feedback**

The success of RISSB will depend on understanding and meeting the needs and expectations of both current and potential stakeholders.

The primary measure of stakeholder satisfaction will be the extent to which the stakeholder expectations have been met.

RISSB will record and, where necessary, analyse stakeholder feedback. This feedback is managed in accordance with RISSB Complaints and Appeals Procedure, available on the RISSB website.

### **3.3.8 Complaints Process**

All complaints received by RISSB will be recorded and addressed according to the RISSB Complaints Process.

The RISSB complaints procedure:

- is fair, unbiased, accessible and does not impose any undue burden on the complainant;
- ensures complaints are heard in a timely manner and fully addressed; 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)

Records related to the complaints and their outcomes are available for SDAC audit and any interested parties.

Details of complaints and the actions taken to resolve them will be reviewed by the CEO and included in the Board Report.

### **3.3.9 Product Development Appeals**

If a stakeholder believes a RISSB outcome or decision related to product development was procedurally incorrect and/or did not follow the proper process, they may request a review and/or overturning of the situation through an appeal.

All appeals will be managed according to the RISSB Product Appeals Process.

RISSB's complaints process is detailed in:

- RISSB Complaints and Appeals Procedure (available on the RISSB website); and
- ADMIN 3.1 Product Appeals Process

### **3.3.10 RISSB Termination as an SDO**

If RISSB ceases to be accredited as an SDO, there will be no transfer of intellectual property (IP).

- RISSB will retain the ownership of the copyright for each Standard; and
- Standards Australia (SA) will continue to own the AS Marks and all materials provided by SA, as outlined in the RISSB/SA Commercial Agreement.

Where there is an intention or likelihood that RISSB will cease to be 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.



## 4 Organisational Structure

