ADMIN 4.5 PRODUCT APPROVALS

VERSION 10

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1   Purpose

This procedure outlines the process associated with the approval of the RISSB Catalogue of products (RCOP), including Standards, codes of practice, guidelines, and rules.

All RISSB Products must undergo consensus approval before publication.

> The Development Group (DG) members approve that the technical content is correct and that the content satisfies 'good practice' requirements

> The Standing committee (SC) endorse that the correct development process was applied.

> The RISSB Board then grants approval for publication, provided that both the DG and SC approvals have been obtained and the correct development process has been applied.

2   Procedure

2.1   Development Group Review

Before a product is forwarded to the SC and the RISSB Board for endorsement and approval, the DG must sign off that the content of the associated document is technically correct and meets 'good practice' requirements.

As the product represents a collective determination, RISSB requires all DG members to vote and sign the product DG certificate.

Where a unanimous affirmative vote cannot be achieved, the DG sign-off may still occur, and the document may be advanced to the SC using the consensus voting model outlined in section 2.3 (Consensus).

If a product is advanced using the consensus voting model:

> All negative votes must be accompanied by technical reasons. When a DG member casts a negative vote, the DG must consider the reasons provided and attempt to find an acceptable solution.

> The document can only proceed to the SC for product endorsement when consensus has been achieved.

> If the DG deems that consensus has not been achieved, the Standards Development Manager (SDM), in conjunction with the GM, will determine a way forward before the matter is considered by the DG again.

If an objection from a nominating organisation is not resolved, that organisation may withdraw its name from the published product. When consensus has been reached, the product is referred to the appropriate RISSB SC for endorsement, accompanied by DG completion certificates containing the signatures of all DG members.

The SDM will prepare the "approval to issue" document, highlighting the process followed and the key issues during the development, for consideration by the SC and the board.

2.2 Standing 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 SC review will consider whether the developed product adequately addresses its intended purpose and scope, whether the development process followed the RISSB-approved stages of Proposal, Development, Review & Comment, and Approval, and whether there is sufficient DG sign-off to allow progression.

For products amended through the Rapid Review process, the SC will be advised of the change and the evidence supporting the change, such as the Product Review Form, any applicable change request, and any technical or research information that the change was based on.

For products without an Independent Review, such as guidelines, codes of practice, and rules, the SC must also assess whether the product's content represents good practice and is appropriate for the Australian rail industry on a national basis. The consensus voting system is applied to all SC deliberations.

If the SC determines that the correct process has not been followed, the product will be returned to the SDM to address the process issues before and further consideration by the SC.

2.3 Consensus

The SDM will make every effort to get consensus from all DG members. If the SDM has made all reasonable efforts but is still unable to resolve one or more negative votes, the consensus is deemed to have been achieved if:

- a minimum of 67% of those eligible to vote have voted, and
- a minimum of 80% of votes received are affirmative.

2.4 RISSB Board

The RISSB Board will make the final decision on the approval of a RISSB product and will record this decision in the Board Minutes.

The RISSB Board will ensure:

- the developed product aligns with Board expectations as set at the project's approval, and
- that all necessary approvals from the DG and SC, have been obtained.

Upon confirming these requirements, the RISSB Board will grant its approval for the product to be published.

2.5 Approval to Issue Documents

The SDM creates the necessary approval documentation to publish the final draft of the product, which will include:

- Product development history
- Independent Review Report
- Product Key Issues/Comments
- The final document
- SC certificates
- DG certificates

2.6 Approval Date

The approval date is the date the RISSB Board approves the product.

3 Record Requirements

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

- SharePoint files
- RISSB Board Minutes