ADMIN 4.2 DEVELOPING A PRODUCT

VERSION 18

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13 November 2025

1 Purpose

This procedure applies to the development of Standards, codes of practice, and guidelines collectively referred to as "products" in this document. Other products, such as rules, frameworks, and concept documents, should also consider this procedure to demonstrate good practice.

2 Procedure

RISSB's development comprises of seven parts that relate to the major stages of a product's development.

- Workplan Development (ADMIN 4.1)
- Developing a Product (ADMIN 4.2)
- Product Review and Comment (ADMIN 4.3)
- Validation (ADMIN 4.4)
- Product Approval (ADMIN 4.5)
- Publication (ADMIN 4.6)
- Product Review and Maintenance (ADMIN 4.7)

This procedure outlines the development of a RISSB product from the initial project phase through to the creation of a preliminary draft and the development of a final draft for approval.

2.1 Product Development

All projects approved through the Workplan Development procedure will be incorporated into RISSB's workplan. The Developing a Product procedure applies to products that have been approved by the RISSB Board, as outlined in ADMIN 4.1 Workplan Development.

2.2 Assigned Standard Development Manager

All approved proposals added to RISSB's workplan will be assigned by the RISSB General Manager – Products and Innovation (GM) to a Standard Development Manager (SDM).

The assignment will typically be based on the project subject matter and the relevant Standing Committee (SC). However, alternative assignments may be made at the discretion of the RISSB GM Products and Innovation.

2.3 Project Initiation

The SDM will oversee the development of the assigned project, including the following activities:

- Project setup: Initiate and organise the project framework.
- Research and investigation: Conduct the necessary research and gather relevant information.

- Hazard identification: List the hazards the product aims to address.
- Service Requests: Requests for any additional services required for the project.

2.3.1 Project setup

The SDM oversees the setup of the project in the approved project management software (ASANA).

The following information will be recorded during setup:

- Scope and Objective: Define the project's scope and objectives.
- Development Group Members: List all members of the DG.
- Product Proposal Form (PPF)/Product Review Form (PRF): Upload the PPF/PRF.

A document library will be created in SharePoint for each project and linked to ASANA. The SDM will oversee the project, ensuring that all documents are stored in SharePoint and that project information is monitored and updated.

If the product is a Standard, the QA Lead will assign an AS number to that product.

The SDMs will oversee the project, ensuring that the project information is regularly updated and providing status updates every fortnightly.

2.3.2 Research

The SDM, in collaboration with the author, will investigate the topic to gain a comprehensive understanding. The research will encompass:

- technical documents relevant to the industry;
- existing industry Standards and those available internationally;
- emerging technologies and innovative solutions implemented both nationally and internationally;
- related incident data and relevant investigations; and
- safety alerts, advice and ONRSR priorities.

The information gathering process should aim to cover a broad range of available materials.

2.3.3 Hazard Register

All new RISSB projects are intended to address specific hazards outlined in RISSB's hazard guidelines. These relevant hazards will be made provided to the author, who must consider them when preparing the preliminary draft.

During the product development process, the author and the SDM are responsible for reviewing and updating the existing RISSB Hazard Register. This may involve identifying new hazards that the developed product aims to control.

2.3.4 Assigning an Author

The SDM will select and assign a suitable author for the project, potentially seeking input from the SC on an author's nominations.

The author may be the allocated SDM or through a contract with an external author. Contracting of an external author will follow RISSB's procedure ADMIN 3.0 Obtaining a Contractor. When a suitable author is selected, the respective SCs are advised of the selection.

2.4 Development Groups

RISSB will inform stakeholders about the product development activity, and stakeholders are encouraged, as far as reasonably practicable, to participate in the development process. Creation and administration of Development Groups will follow ADMIN 3.7 Development Groups.

2.5 Standard Development Principles

When developing a Standard, the SDM shall ensure that both the author and DG members are aware of the following general requirements and principles:

- Duplication: there must be a single set of requirements for each subject. Alternative solutions or assessment methods to achieve the same performance outcome are permissible.
  - Efforts should be made to avoid conflicts with other Standards (Australian or International) on the same or similar subjects.
- National Compatibility: RISSB products shall incorporate or be compatible with existing widely used Standards where possible, and all reasonable attempts to achieve harmonisation with existing national Standards.
- Impartial Facilitation: The product development process shall be conducted with impartiality and neutrality to ensure compliance with Australian Standards.
- Consultation: RISSB shall publish communiqués about the products being developed and allow sufficient time for industry feedback in accordance with Standards Australia Standardization Guides. Drafts achieved through consensus will be made available for comment and review.
- Compliance: Standards, including conformity assessment activities such as testing, inspection, and certification, must adhere to the principles outlined in ISO/IEC 1700.

2.5.1 Transparency and Consensus

In accordance with its status as an accredited SDO, RISSB is committed to the principles of consensus and transparency in the development of its products.

- Consensus – RISSB products comprise a 'general agreement' of all parties interested in and involved with their development and ongoing maintenance.
- Transparency – information on RISSB product development is available to all interested parties. RISSB is committed to ensuring 'open', non-discriminatory involvement, impartiality, and balanced participation throughout the product development phase

This commitment to consensus and transparency means that RISSB will periodically make their development records (contributor lists, project scope and objectives, etc.) publicly

available through the RISSB website or directly to interested parties. These releases may be initiated as part of the product development process, or on occasion, through direct external requests for information.

In all instances where RISSB records are made available publicly, RISSB will do so in strict accordance with the RISSB Privacy Policy and the National Privacy Provisions.

2.6 Drafting a Product

The SDM provides the author with all relevant material to commence the authoring of the product, including:

- the purpose and scope of the product,
- available relevant industry source documentation,
- the latest version of the hazard register,
- RISSB document templates and guidelines.

The author creates the preliminary draft of the product using industry source information and available technical content expertise (personal, DG, and industry) to address the stated scope and purpose. Where relevant, SDM may purchase international Standards or request access to such information from Standards Australia.

2.6.1 Source material

Authors of RISSB Products may have access to a range of industry-sourced documents to assist with the development of RISSB products. Where such source material is available, the author and/or SDM shall ensure that any material included in the product does not infringe a third party's copyright. In such cases, material may only be included in the product if permission has been obtained from the copyright holder.

Source material used within a product shall be recorded in the Copyright Record spreadsheet, clearly articulating what material was used and the permission to use it. The record shall be maintained in the project folders and reference made in the Approval to Issue documentation.

2.7 Development Process Governance

2.7.1 Impartiality and Neutrality

Throughout the product development process, SC and DG members shall act objectively and impartially.

RISSB SDMs shall oversee the development process and actively safeguard the objectivity and impartiality of the individuals or groups involved.

2.7.2 Editorial Control

While the authors are responsible for compiling the drafts of RISSB Standards, guidelines, and other products, the DGs have the overall responsibility for all technical input.

DG members comprise the subject matter experts. As such, they will be asked to sign off on the product when it has been completed to confirm that the product demonstrates good practice and is suitable for the rail industry. DG members participating as "observers" are not required to sign off on the product.

SDMs facilitate and manage the development process. They interface between RISSB, its authors, and the various SCs, DGs, and sub-committees.

The SDM and the external author are not considered part of the DG and remain separate from the technical representation.

SCs are responsible for providing governance over the development of the RISSB products.

SCs, in special circumstances, may seek input in a DG's decisions in line with the project's overall goals and objectives. In such cases, all deliberations shall be fully documented. The DG consensus signoff requirements will remain applicable.

As an accredited Standards Development Organisation (SDO), RISSB will have no direct influence or direct the DG on the final technical content of developed Standards.

2.8   Review

The author (via the SDM) will issue the preliminary draft of the product to DG members for review. This is undertaken in accordance with ADMIN 4.3 – Review and Comment.

A preliminary draft may go through several internal iterations before it is ready for public consultation to ensure that the preliminary draft product is suitable for progression.

If necessary, the SDM and the author will revise the Hazard Register as a result of the various changes made to the draft product.

2.9   Independent Review

All new Standards, codes, and rules, or those that are developed as part of a Comprehensive Review are then reviewed by an independent subject matter expert (SME). The process used for Independent Review is described in ADMIN 4.4 Independent Review.

After the independent reviewer has reviewed the draft Standard, the SDM and the DG (including the author) will consider each issue raised by the independent reviewer and take the appropriate action. The independent reviewer shall be consulted if there is a disagreement over any of the findings.

The aim is to reach a mutually agreed outcome, but where there is disagreement, the DG will determine the way forward. If the independent reviewer's comment is not accepted, the associated reasons shall be documented.

A summary of these comments shall be reflected in the 'approval to issue' document provided to the SC and the RISSB Board during the approval process.

2.10 Approval and Publication

Approvals are issued in accordance with ADMIN 4.5, and publication is in accordance with ADMIN 4.6.

3   Record Management

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

- Draft version of the product (preliminary through to finals).
- Notes on the DG meeting discussions.
- Minutes of all SC Meetings.
- Development Group – Code of Conduct.
- RFS documentation (authors).
- All other relevant project correspondence.

Document libraries are created for each approved product on the RISSB Workplan to store all the relevant information.

SDMs are responsible for uploading relevant project-related records to the project record libraries in SharePoint.