Disposition Table – Standards Manual, Issue 4

Revisions made throughout	Type of change
Equivalent changes to the Code have also been made to the Manual throughout for consistency, for example, making terms gender neutral or replacing references to legislation. They are not listed separately here.	All
Improved consistency in referencing, using 'Chapters' for main headings (e.g. 1), 'Sections' for subheadings (e.g. 1.1) and 'Points' for individual requirements (e.g. 1.1.1.)	Editorial
Changing 'Support' to 'Supporting' standards committees.	Editorial

From Manual Issue 3	To Manual Issue 4	Section title (in Issue 4)	Comments	Type of change
Cover sheet			Updating details e.g. Issue number, dates of publication, adding to the issue record, email contact details, removing physical address/phone number.	Editorial
Foreword			Reflecting the changed name of the 'Railway Standards Code'	Editorial
Foreword			Removing explanation for gender specific terminology as there are no longer examples of this in the document.	Diversity and Inclusion
1		Background		
1.1		Purpose of the Manual	Updating the purpose and scope of the manual to align with the Code, and including reference to NTSNs and RSSB Technical Notes	Scope
2		Definitions		
2.1		Additional definitions for the Manual	Updating definitions. Specifically: • Adding definitions for 'RSSB Technical Note', 'Specific Case' (moved from Code and	Editorial

From Manual Issue 3	To Manual Issue 4	Section title (in Issue 4)	Comments	Type of change
			amended) and 'Structural subsystem' (moved from Code). • Removing definition of 'Project Entity' (for consistency with changes to deviation section) • Moving the definition of RIS and NOP to the Code. • Amending definitions for 'Open point' and 'Supporting Standards Committee' for clarity.	
3		**Responsibilities of transport operators**	No changes	N/A
4		**The Board of RSSB**	Minor editorial changes	Editorial
5		**Industry Standards Co-ordination Committee**		
5.1		Purpose of the Industry Standards Co-ordination Committee	Expanding ISCC role to consider issues related to international, as well as European, standards and influence processes for managing these (where possible).	Scope
5.2		Operation of ISCC	Adding requirement for the ISCC chair to ensure the minutes form an accurate record of the meeting	Clarity
5.3		ISCC chair's annual report to the Board	Making the annual report to the Board align with the financial year rather than the calendar year.	N/A
5.4		Oversight of the standards committees	No changes	N/A
6		**Standards committees**		
6.1		Purpose of standards committees	Minor editorial changes	Editorial
6.2		Operation of standards committees	Minor editorial changes	Editorial
6.3		Duties of standards committee chairs	Adding requirement for the SC chairs to oversee the compilation of meeting packs and ensure the minutes form an accurate record of the meeting	Clarity

From Manual Issue 3	To Manual Issue 4	Section title (in Issue 4)	Comments	Type of change
6.4		Standards involving more than one standards committee	Allowing the SC chairs (rather than only the SC) to determine the need for their SC to be supporting committees for NTSN, RGS or RIS changes to reflect that this may not always be tabled at the committee, but may be done through discussion with the SC chair.	Process
			Not allowing multifunctional SC to be the lead SC for an NTSN or RIS (same as RGSs)	Scope
6.5		Multifunctional standards committees	Expanding the function of multifunctional standards committees to also cover NTSNs and RISs	Scope
7		**Sub-committees**	No changes	N/A
8		**Membership of committees**		
8.1		Applicability of chapter 8	Minor editorial change	Editorial
8.2		Conflicts of interest	No changes	N/A
8.3		Disclosure of interests	No changes	N/A
9		**Consensus**	Extending the requirement for SC chairs deciding the approach where consensus cannot be achieved to consult with all committee members, as opposed to only operators which may not be appropriate depending on the relevant requirements.	Process
10		**RSSB support to the committees**		
10.1		RSSB administrative support	Updating admin support to include making arrangements for virtual meetings instead of providing a physical venue	Process
10.2		Committee meeting minutes	Adding requirement for SC chairs to ensure the minutes form an accurate record of the meeting	Process
10.3		RSSB actions in relation to ISCC	Progress reports for ISCC to include all proposals for changes to NTSNs	Scope
10.4		RSSB actions in relation to standards committees	No changes	N/A

From Manual Issue 3	To Manual Issue 4	Section title (in Issue 4)	Comments	Type of change
11		**Scope, decision taking principles and content of railway standards**		
11.1		Scope of RGSs, RISs and NOPs	Clearer statement of the cases where an NTR is permitted (a specific case, open point in an NTSN or where necessary for technical compatibility between NTSN and non-NTSN compliant subsystems).	Legislation
			Improved description of 'technical compatibility' between NTSN and non-NTSN compliant subsystems to support justification of requirements being in an RGS	Application
			Adding the description of the scope of a NOP	Scope
14.2	11.1	Scope of RGSs, RISs and NOPs	Moving the existing definition of the scope of RIS requirements from 14.2 into 11.1 (to reflect changed scope of the Code)	Scope
11.2		Decision taking principles	Extending the decision taking principles to NTSNs, RISs and NOPs, as all are applicable, and minor editorial changes	Scope
			Moving decision taking principle of considering the value of having a common standard from the RIS section (previously 14.2.2b) as applicable to all standards (14.2.2a) and c) are already covered here)	Scope
11.3		Legislation	Clarification that requirements may support compliance with legislation rather than necessarily implying compliance	Clarity
11.4		Assessment of the impacts	Extending requirement for an assessment of impacts to also apply to NTSNs, RISs and NOPs	Scope
12		**Changes to railway standards**		
12	12 and 13		Extending all requirements in this section (Changes to RGSs) to RISs, NOPs and recommendations for NTSN revisions unless otherwise specified by using the term 'railway standards' to cover this. This means separating publication requirements into section 13 (specific to RGSs and RISs) and moving or removing current section 14.2 regarding RISs	Scope

From Manual Issue 3	To Manual Issue 4	Section title (in Issue 4)	Comments	Type of change
12.1		Proposals for changes to railway standards	Clearer requirement on RSSB to publish a proposal form (i.e. the Request for Help form)	Clarity
12.2		Register of proposals	No changes	N/A
12.3		Consideration of proposals for changes to railway standards by standards committees	Clarifying that the SC chair decision is whether their committee needs to see a particular proposal, not whether the proposal is seen at all.	Clarity
12.4		Keeping proposals for changes to railway standards under review	No changes	N/A
12.5		The standards programme	Keeping requirements to maintain a monthly standards programme but removing the requirement to publish this.	Process
12.6		Consultation requirements	Clarifying that consultation comments received on parts of the standard that are not part of the consultation may be considered by the SC but do not necessarily have to be considered.	Process
12.11	12.7	Consultation register	Consultation register requirements moved from 12.11 to a new section 12.7 (to follow consultation requirements).	Editorial
			Clarifying that stakeholders may sign up to receive notification of changes by areas of interest rather than just for specific RGSs	Process
12.8		Consultation comments	No changes	N/A
12.9		Publication of consultation information when consultation is carried out in accordance with 6.6 of the Code	No changes	N/A
12.9	12.10	Approval and authorisation	Clarifying that if modifications are made in the SC, there needs to be consideration of the need for further consultation beyond the SC	Process
			Clarifying that the SC chair does not sign a specific certificate to approve a standards change	Process

From Manual Issue 3	To Manual Issue 4	Section title (in Issue 4)	Comments	Type of change
13		**Publication and monitoring of RGSs and RISs**		
12.10	13.1	Publication	Removing redundant option to publish a change to a NOP in an RGS	Process
13.1	13.2	Monitoring and reviewing the effectiveness of RGSs and RISs	Extended all requirements for monitoring to cover RISs	Scope
13.2	13.3	Review of deviations to improve standards	Requiring any alternatives to RIS requirements that RSSB has been informed of to be reviewed when RISs are being updated to improve the RIS (in the same way deviations are for RGSs)	Scope
13.3	13.4	Proposals for the closing out of open points not addressed by RGSs – standards committee observations and comments	Clarifying that any party, not just a project entity, may provide proposals to address an open point where a requirement does not exist	Clarity
14		**Further procedures for changes to documents other than RGSs and RISs**		
14.1		Application of the procedure for change to documents other than RGSs and RISs	Minor editorial changes	Editorial
N/A	14.2	National Technical Specification Notices (NTSNs)	New section to add processes for NTSN recommendations where this differs from RGS/RIS process (including ISCC endorsement, DfT consideration, consultation with Northern Ireland)	Scope
14.3	14.3	Rail Industry Guidance Notes (GN)	Minor editorial changes and deleting point 14.3.3 as this is explicitly clear from section 11.4	Editorial
N/A	14.4	RSSB Technical Notes (TN)	New section to add processes for production of RSSB Technical Notes	Scope
15		**Standards catalogue**		

From Manual Issue 3	To Manual Issue 4	Section title (in Issue 4)	Comments	Type of change
15.1		The standards catalogue	Clarifying that the standards catalogue can be updated more often than every 3 months	Process
15.2		Amendments and clarifications	Minor changes for consistency with the rest of the document	Editorial
16		**Deviations from an NTR contained in an RGS**		
N/A	16.1	Deviation requirements	Adding a new section on the requirements for projects seeking a deviation i.e. whether the work is in scope of RIR and the requirement is an applicable NTR	Application
16.1	16.2	Deviation applications	Minor clarifications	Clarity
16.2	16.3	Consideration of deviation applications by standards committees	Requiring deviation applicants to have completed consultation prior to submitting their application	Process
16.3	16.4	Approval and authorisation	Minor changes for consistency with the rest of the document	Editorial
16.4	16.5	Renewal of deviations with a specified duration	Minor clarification	Editorial
16.5	16.6	Register of deviations	No changes	N/A
17		**Deviation procedures for other requirements in railway standards**		
N/A	17.1	Exemptions from NTSNs	New section clarifying the process for exemptions from NTSNs (as a reference to RIR)	Application
N/A	17.2	Deviations from NOPs	New section clarifying the process for deviations from NOPs (i.e. using the RGS deviations process)	Application
N/A	17.3	Alternatives to a requirement in a RIS	New section clarifying the process for 'an alternative to a requirement in a RIS'	Application
17.1	17.4	Other documents	Clarifying that there is no deviations process for other documents such as Technical Notes	Clarity

From Manual Issue 3	To Manual Issue 4	Section title (in Issue 4)	Comments	Type of change
18		**RSSB support for other industry documents**		
18.1		Seeking RSSB support	No changes	N/A
18.2		Suitability of the body requesting support	Minor editorial changes	Editorial
18.3		Nature of the support provided by RSSB	No changes	N/A
19		**Intervention and appeals**	Combining points 19.2 and 19.3 into 19.1 to avoid repetition since there are no relevant requirements in the Manual	Editorial
20		**Administration of the Code and the Standards Manual**		
20.1		Manual implementation and transition arrangements	Updating Manual issue numbers and publication dates and removing reference to directives	Editorial
20.2	N/A	[References in the Manual]	Deleting clarification in 20.2.1 of Issue 3, as directly repeating 20.1.3	Editorial
21		**Publication**	Removing the requirement to publish how paper copies of documents may be obtained	Process
22		**Costs**	No changes	N/A
Appendix A		**Chairing and membership of ISCC and standards committees**		
A1		ISCC chair	Only minor changes for consistency with the rest of the document	Editorial
A2		Membership of standards committees	Adding requirement for SCs to encourage observers to attend to gain experience of the workings of SCs, with a view to becoming members in the future	Diversity and Inclusion
A3		Standards committee chairs	Clarifying that if an RSSB member of an SC is made chair, another RSSB member is appointed	Clarity

From Manual Issue 3	To Manual Issue 4	Section title (in Issue 4)	Comments	Type of change
A4		Alternate members	Suggesting alternates who may not have the same level of experience or seniority as the SC member may be appointed	Diversity and Inclusion
A5		Co-opted members	Clarifying that co-opted members do not contribute to the quoracy of meetings	Clarity
A6		Observers	Clarifying that observers do not contribute to the quoracy of meetings	Clarity
			Suggesting committee members may invite colleagues to observe to gain experience of the workings of SCs	Diversity and Inclusion
A7		Election of committee members	Clarifying that 'equivalent' to the Chief Exec means any appropriate person from that organisation in relation to invitations for SC elections/the ballot paper	Clarity
A8		Annual review of membership	No changes	N/A
A9		Removal of an elected committee member	No changes	N/A