



Railway Industry Supplier Approval Scheme

RISAS Committee Arrangements

Submitted by

Authorised by

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Part A

Issue Record

This document will be updated when necessary by distribution of a complete replacement.

| Issue | Date | Comments |
|-------|-------------|---|
| One | 07 Apr 2006 | Original document |
| Two | 12 May 2006 | Replaces issue one |
| Three | 15 Mar 2012 | Replaces issue two |
| Four | 10 Jul 2012 | New section B 3.7 added |
| Five | 14 Aug 2014 | Update to status of RSSB's representative |
| Six | 31 Jan 2017 | Update to address |
| Seven | 07 Sep 2018 | Board becomes Committee |

Technical Content

Approved by:

The RISAS Committee on 07/09/2018

Suggestions to improve the contents of this document should be directed to the Scheme Manager at the following address:

risas.admin@rssb.co.uk

Application

This is not a Railway Group standard and is therefore not mandatory. However, for participants in the RISAS Scheme, the relevant requirements detailed in this document shall be regarded as mandatory and will be identified as obligations within the relevant contracts.

This document comes into force and is to be complied with from 01 September 2018

Supply

Copies of this document may be obtained from: www.risas.co.uk

Definitions / references / related documents

Definitions of the terms used throughout the RISAS documents are given in the Scheme Definitions Document. A list of related documents is given in RISAS/001 Appendix A

Part B

1 Introduction

1.1

This document describes the main arrangements for the Committee of the Railway Industry Supplier Approval Scheme (RISAS).

1.2

This document should be read in conjunction with document RISAS/001 'Principles of the Railway Industry Supplier Approval Scheme'.

2 Purpose of the RISAS Committee

2.1

The RISAS Committee acts on behalf of the railway industry. Its main purpose is to promote the use of RISAS and provide guidance and advice on the operations and strategy for the scheme.

In addition, a sub-committee of the RISAS Committee, including two co-opted independent members, shall act as the Impartiality Committee for the purposes of ensuring the Accreditation Agency acts in accordance with the impartiality requirements set out in ISO 17021.

2.2

The main responsibilities of the RISAS Committee are given below:

- Advice and guidance on Policy and strategy.
- Communications and promotion.
- Appeals
- Advising on Scheme Operations, including performance measures.
- Committee operating protocols,
- Acting as Impartiality Committee for RISAS Accreditation Agency.

Within each of the main responsibilities there are a number of specific requirements.

Policy and strategy

- provide professional advice to RSSBs two executive officers.
- Oversee RISAS policy and scope, and advise upon any changes.
- Ensure RISAS documents are reviewed and amended on a regular basis.

Communications and promotion

- Promote the take up of RISAS throughout the rail industry for critical products and services.
- Brief industry parties on progress and decisions made regarding RISAS.

Appeals

- Hear and determine appeals against accreditation decisions.
- Hear and determine appeals against assessment decisions, each in accordance with the appeals procedure.

Impartiality committee

The RISAS Committee may act as the Impartiality Committee for the Accreditation Agency if the Accreditation Agency decides to be accredited by UKAS under ISO17021. Details of the requirements for the Impartiality Committee are detailed in this document. These may be implemented when the Accreditation Agency formally asks UKAS for accreditation.

Scheme Operations

- Review and provide feedback on significant issues raised, for example NIR's involving RISAS approved suppliers.
- Oversee development and circulation of indicators demonstrating effectiveness of the scheme.

Authorisation

- Provide guidance before and support to the RSSB Executive when seeking approval from RSSB Board for any material expansion in RISAS where RSSB's liabilities may be materially affected.

Protocols

- Determine its own operating procedures as a Committee.

3

RISAS Committee members

3.1

Each industry category shall have the right to have one member on the RISAS Committee. Industry categories are:

- Infrastructure Managers
- Train operating companies.
- Freight operating companies.
- Suppliers.
- ROSCOs.
- Infrastructure companies.
- Rail Safety and Standards Board.

Observers and guests may be asked to attend meetings, if considered appropriate by the chair.

3.2

All RISAS Committee members shall be nominated by a transparent process by the members of their industry category. Candidates for membership of the RISAS Committee shall:

- Demonstrate competence in the area.
- Have a minimum of ten years relevant experience.
- Occupy senior positions in the industry.
- Be chartered members (or equivalent) of an appropriate professional institution.
- Have a broad understanding of RISAS and be familiar with the requirements for membership.
- If appointed, exercise their personal judgement in a professional manner.

3.3

The RISAS Committee can co-opt further persons to be members if it is believed that the additional members would improve the operation of the scheme for example the addition of a procurement specialist if there are none amongst the elected Committee members.

3.4

When such a person is co-opted onto the RISAS Committee they shall not be able to vote.

3.5

The RISAS Committee can withdraw a co-opted person's membership of the RISAS Committee at any time.

3.6

Each industry RISAS Committee member must be willing to act as deputy chairman of the RISAS Committee if so requested.

3.7

Each RISAS Committee member, except the chairman, may appoint a person, who is willing, to act as an alternate representative. The RISAS Committee representative may also remove the alternate representative from office. Any alternate shall comply with the requirements of part B3.2 (competence). Any such appointment, or removal, shall be advised to the Scheme Manager in writing. An alternate representative shall automatically become a full member if the member for whom they are the alternate ceases to be a member of the RISAS Committee. In such cases they should assist the committee in finding a replacement member, or alternate. An alternate representative shall be entitled to:

- Receive notice of and all correspondence relating to all RISAS Committee meetings to which their appointer is entitled to attend;
- Attend and take full part in those RISAS Committee meetings which their appointer does not attend
- Perform all the functions of their appointer in their absence.

3.8

If the RISAS Committee so decides, RISAS Committee members shall be removed from the RISAS Committee and replaced if:

- They cease to meet the qualifications required for their selection as a RISAS Committee member.
- They are absent from at least three out of six consecutive RISAS Committee meetings, without the acceptance of the Committee.
- They resign their office by notice to the RISAS Committee chairman.

3.9

With the exception of RSSB's representative who retains permanent member status, membership of the RISAS Committee shall be for a period of three years. Members can stand for two successive periods of three years each provided that their nomination is supported by the members of their industry category.

3.10

Retiring members of the RISAS Committee shall step down by rotation with one third of the Committee stepping down each year.

3.11

The RISAS Committee shall co-opt persons onto the Impartiality Committee. When acting as the Impartiality Committee, all members of the committee, including the co-opted members, may vote, if necessary, to ensure the process of monitoring the Accreditation Agency's impartiality is robust. This monitoring shall be done in accordance with the requirements of ISO 17021. The members of the Impartiality Committee may agree to withdraw a co-opted person's membership of the Impartiality Committee at any time, if they feel that this would improve the operation of the Impartiality Committee. A replacement member, who complies with the requirements of part B3.2, may be co-opted.

4

RISAS Committee chairman

4.1

The RISAS Committee chairman shall only be elected by RISAS Committee members. A candidate does not need to be an existing Committee member.

4.2

The process for the election of the RISAS Committee chairman shall be as follows:

- Nominations shall be sought from the RISAS Committee Members.
- Nominations shall only be accepted if the nominee consents.
- If there is more than one nomination for a Committee chairman, an election shall be held by secret ballot to select the RISAS Committee chairman using the single transferable vote system.

4.3

The RISAS Committee chairman shall act as an independent chairman. Following election, if the successful candidate was already a Committee member, a new election for a representative from the relevant industry category shall take place and the successful candidate shall become a Committee member. This person shall only retain their place on the Committee, whilst the Committee chairman continues in that role. If the Committee chairman steps down as chairman, but retains a Committee position, the replacement representative shall stand down from the Committee.

4.4

Notwithstanding part B3.8, the RISAS Committee chairman shall be elected for a three year term. At the end of the term the RISAS Committee chairman shall stand down. Committee chairmen can offer themselves for re-election if they haven't already served two consecutive terms of three years.

4.5

The RISAS Committee chairman shall be immediately removed from office if a simple majority of all of the members of the RISAS Committee so resolves. An election shall then be held for RISAS Committee chairman in accordance with Section B4, in which the former RISAS Committee chairman can stand if they so wish.

5

Operation

5.1

The RISAS Committee may regulate its proceedings as it sees fit, subject to the overall agreement of the RSSB board, as defined in RISAS001.

5.2

The RISAS Committee shall meet at least once every three months, unless it determines otherwise.

5.3

RISAS Committee meetings shall be quorate only if members or alternates representing at least 3 different membership categories are present, unless the RISAS Committee otherwise decides, and, in so deciding, it must consider whether, for any decisions, those most likely to be affected are present. If the chairman is not present, one of the members present shall act as deputy on that day

5.4

The RISAS Committee chairman shall approve the agenda for each RISAS Committee meeting and ensure that appropriate papers adequately support each agenda item. The secretary (see B6.1) shall send the agenda and supporting papers to the RISAS Committee members so they are received not less than five business days before the meeting.

5.5

As soon as reasonably possible after each RISAS Committee meeting:

- The secretary shall prepare draft minutes of that meeting.
- The draft minutes shall be sent to the Scheme Manager within five working days of the meeting.
- The RISAS Scheme Manager shall review and comment on the draft minutes within five working days after receiving the draft minutes and then send them to the Chairman of the RISAS Committee for approval. After this, the minutes are to be sent to Committee Members and the relevant parts of the draft minutes shall be sent to any other persons who submitted items for consideration at the RISAS Committee meeting.
- The draft minutes shall be formally approved at the next full meeting of the RISAS Committee.

6

Support

6.1

RSSB shall administer the RISAS Committee and provide the resources, support and information necessary for their operation. This shall be the responsibility of the RSSB appointed Committee member. This includes the:

- Provision of a secretary (who shall not be a RISAS Committee member).
- Circulation of papers at least five days before meetings.
- Production and circulation of minutes within 12 working days of the meeting.
- Provision of a schedule of RISAS Committee meetings for a period of at least six months, or a minimum of 3 meetings in advance.
- Provision of a venue for meetings.

7

Consensus

7.1

The RISAS Committee shall use all reasonable endeavours to agree a consensus on the matters it discusses.

7.2

The RISAS Committee chairman shall seek to ensure that each agenda item is given sufficient time for consideration.

7.3

When a consensus cannot be achieved the RISAS Committee chairman shall decide, taking into account the weight of opinion on the RISAS Committee, the views of members contributing sustained objections on the issue and members who are substantially affected by the decision.

7.4

If a RISAS Committee member has a conflict of interest over any issue they should declare it and take no part in the discussion, unless asked to provide any clarification. There shall be a standing agenda item at Committee meetings for any such conflict to be identified. For example, if the issue under consideration concerns accreditation, the RSSB representative shall declare a conflict of interest as RSSB operates the Accreditation Agency. Consensus would then be reached amongst the remaining Committee members.