It is not possible to state how long the change will take. Timescales for change depend on a number of factors such as the urgency of the change, the scale and complexity of change, if the project needs to link to other projects and the availability of suitable resources to carry out the work.

Standards committees set the priority for the change, taking into account the factors listed above and the implications for other change proposals that are already in the RSSB Standards Programme.

What about changes to documents other than Railway Group Standards?

Other documents (Rail Industry Standards and Rail Industry Guidance Notes – see the Standards Manual) are produced for industry and changed under the same arrangements for RGSs.

Further information

You can find more information on items mentioned in this leaflet at:
- The RGS Code and Standards Manual - The RSSB website (www.rssb.co.uk)
- The process for changing RGSs – the RSSB website (www.rssb.co.uk)
- Publication of RGSs - RGS Online website (www.rgsonline.co.uk)
- Consultation – the Consultation and Stakeholder Register website (www.consultation.rssb.co.uk)
- In other leaflets in the ‘Tell me about …’ series on:
  - Standards and the rail industry
  - Railway Group Standards
  - Rail Industry Standards
  - National Technical Rules for the GB Mainline Railway
  - National Safety Rules for the GB Mainline Railway
  - Industry Committees dealing with standards

These and other leaflets are available on the RSSB website.

Any feedback on this leaflet? Please let us know at: standardsleaflets@rssb.co.uk
Introduction

This leaflet is about how to change Railway Group Standards (RGSs).

It may be of particular interest to:

- People who manage projects or who oversee a number of projects in the rail industry.
- Rail industry staff who operate or manage processes set out in the Rule Book.
- Suppliers and manufacturers of rail industry parts, assets and vehicles.

Who can suggest a change to a Railway Group Standard?

Any interested party can suggest a change to an RGS.

In practice, most suggestions come from infrastructure managers (including Network Rail), railway undertakings (passenger and freight) and RSSB. But industry groups, such as the Freight Technical Committee, or members of other industry sectors, such as rolling stock companies, routinely submit proposals.

If a person suggesting a change works for a company associated with the railway, that person would be expected to have the support of the person in their company having professional responsibility for the subject area concerned.

Why might I want to change a Railway Group Standard?

It may be appropriate to change an RGS where there is a need to do something differently as a result of, for example, changing technology or commercial requirements.

How do I submit a proposal to change a Railway Group Standard?

The arrangements for changing an RGS are agreed by industry and are set out in the RGS Code and Standards Manual. You can find a summary of what you need to do on the RSSB website.

You can submit a proposal to change an RGS at any time. However, it is best to submit a proposal as soon as you become aware of the need for change.

All proposals need to be submitted to RSSB on the form that you can find on the RSSB website. So that standards committees and RSSB can fully understand your suggestion, the form asks a number of questions. If you are not quite sure how to complete the form, please contact RSSB to ask for advice.

Requirements in RGSs define what must be done to achieve technical compatibility on the GB mainline network, therefore you must consider how the change would affect other parties. For example, if the proposed change is to the infrastructure, you would need to consider the effect on rail vehicles. Your proposal for change should therefore set out clearly why the change is needed, the impacts of change (including safety, cost and service performance) and how they would affect you and other affected parties.

RSSB may need to contact you to clarify aspects of the proposal.

What happens after I have submitted my proposal?

Once the form is complete, RSSB will pass your proposal to the relevant standards committee to consider. You may be invited to attend the standards committee meeting if it would be helpful to discuss the proposal with you.

If you are not at the standards committee meeting, RSSB will contact you after the meeting to let you know if the proposal has been approved.

If the proposal is approved, the project will be added to the RSSB Standards Programme. This programme, which you can see on the RSSB website (see the page on ‘Submitting a change proposal for a Railway Group Standard’), lists all projects to change RGSs and shows the project plan for each one.

RSSB will then produce a draft RGS that reflects the proposed change.

RSSB may need to get in touch with you as the RGS is drafted to discuss options, proposed solutions or other matters.

How does industry get to know about the proposed change?

A key stage in the change process is formal consultation with industry on the proposed change.

Once the standards committee considers that the draft RGS is suitable for consultation, RSSB will place the relevant documents (including the amended RGS and an assessment of the expected impact of the change) on the Consultation and Stakeholder Register (CSR) and seek industry comment. As a proposer of the change, you