

TOPAS

Traffic Open Products and Specifications

TOPAS 0601A *TOPAS Specification Review Process*

Revision	Date	Scope
v3	27 November 2015	Final

© Traffic Open Products And Specifications Limited 2015.

This document is the property of Traffic Open Products And Specifications Limited and shall not be reproduced in any media in part or in full without the prior written permission of Traffic Open Products And Specifications Limited unless this copyright statement is attached.

Contains public sector information licensed under the Open Government Licence v3.0

Limitation of Liability

Traffic Open Products And Specifications Limited does not accept any liability for any losses damages injury or death or other adverse consequence arising from the use or application of this document and the information therein.

1. Purpose of this document

- 1.1. To define the processes undertaken, information required, means for challenging, reviewing, and discontinuing TOPAS specifications for traffic control, VMS and related equipment.

2. TOPAS specifications

- 2.1 TOPAS provides a product registration process for applicable products against a series of specifications initially derived from the last published Highways Agency TR25xx series and subsequently developed according to the processes defined in this document. Until TSRGD 2002 and amendments are withdrawn, Type Approval remains the mandatory process. TOPAS may run in parallel and will provide a level of continuity after TSRGD 2002 is revoked.

3. Review Process

- 3.1 This section describes the timing and sequence of events associated with a specification review and the possible outcomes of a review.

Schedule of Specification Reviews

- 3.2 It is an objective of TOPAS that specifications shall be considered for review no less often than every five years.
- 3.3 The TOPAS Management Board will maintain a schedule of specifications and review dates.
- 3.4 This schedule shall be published on the TOPAS website.
- 3.5 The schedule may be altered by the Management Board in response to a high level of notification of concerns or the need for changes (see 3.7 below).
- 3.6 The schedule shall be set to coincide with forthcoming Management Board meetings (see section 3.10).

Receipt of Information Relating to Specifications

- 3.7 At any time any interested party can submit a query, challenge or question about the scope, interpretation or need for change of any existing specification or the need for a new specification to be created (see section 4 below for the process for new specifications) or an old one obsoleted. Any such request should be made to enquiries@topasgroup.org.uk or via the TOPAS website www.topasgroup.org.uk

Revision Process

- 3.8 Three months prior to the review date the specification entry on the TOPAS website will be altered to show it as under review and a note added inviting comments or input.
- 3.9 All manufacturers with a product registered against the specification and the main points of contact of interested organisations, e.g. TSG, ARTSM, IHE, etc. (hereinafter 'Interested Parties') will be emailed a notification of the forthcoming review and invited to submit their comments. They shall also be asked whether they think any changes are needed.
- 3.10 As soon as reasonably possible after the review date TOPAS administration shall collate all comments received by section into a commentary on the specification.
- 3.11 At the first Management Board meeting following the review date the comments shall be reviewed and a decision made about whether to accept, reject (with reasons) each comment. Where substantial changes are requested a separate meeting will be convened where those requesting substantial change will be invited to present their case for such change.
- 3.12 The review shall bear in mind technology, cost, interoperability, compliance with legislation and any other factors that apply. It shall also consider the number of 'no change required' responses.
- 3.13 If the consensus is that no change is required then the specification shall continue in force

without change. The entry in the specification register shall have a note added stating the null review. Interested Parties shall be emailed advising of no change.

- 3.14 If revisions are required then a revised draft shall be posted on the TOPAS website for final public review. Those parties who were notified at the original invitation for comment will be notified of the draft by email and a period of six weeks allowed for response.
- 3.15 Comments received shall be considered at the next Management Board meeting and if there is no outstanding issue then the specification shall be issued and Interested Parties notified by email.
- 3.16 If any particular issues remain these shall be summarised by the Management Board and circulated to those parties who were notified at the original invitation. Those originally notified and those who have subsequently responded will be notified by email for their specific input and explanations on these issues.
- 3.17 Any issues that cannot be resolved shall be voted on by the Management Board according to the TOPAS Terms of Reference.
- 3.18 Following the Management Board vote a final version shall be implemented by TOPAS administration, checked by the Management Board and sent to Interested Parties by email within four weeks of the Management Board vote.

4. New Specifications

- 4.1 Any party may suggest a new specification.
- 4.2 Any party wishing to raise a new specification is strongly advised to submit an outline case to the Management Board explaining the reasons why the existing specifications do not address the function, product or facility for which they are proposing a new specification. This will ensure that the proposed specification will be within the scope of TOPAS and reduce the risk of abortive costs. Such parties should consider

whether an existing specification might be developed to address their concerns.

- 4.3 Any party wishing to raise a new specification is strongly advised to confirm the prevailing mandated position, government policy and guidance that may have a bearing on the proposed specification.
- 4.4 The party proposing a new specification is expected to prepare a draft of their specification, based as closely as reasonably possible on the structure and level of content of a similar existing TOPAS specification. Consideration should be given to how the product or function provided will integrate smoothly with the existing TOPAS specifications.
- 4.5 The TOPAS Management Board will review the draft specification and either advise the applicant of any concerns or issues, inviting the applicant to explain, modify or otherwise address the items raised, or that the draft will be circulated for comment.
- 4.6 The TOPAS Management Board will notify and copy all Interested Parties (in this case being all companies with registered products and all supporting organisations) and place a notice of the new draft specification on the specification page of the TOPAS website.
- 4.7 Comments will be sought and these will be managed as described above from section 3.10 onwards.

5. Data Protection

- 5.1 The processes described in this procedure may entail individuals acting either on their own account or on behalf of organisations to submit information that may be traceable to those individuals. TOPAS will only retain such information on record for as long as it serves a useful purpose and data will be made anonymous when specifications are updated. However TOPAS does not accept any liability for the consequences of any comments information or data submitted.

