GLOBAL WIND ORGANISATION

REQUIREMENTS FOR CERTIFICATION BODIES

VERSION 7 - DRAFT

APRIL 2020

Section 1 - Content

SECTION 1 - CONTENT **2**
SECTION 2 - LIST OF ABBREVIATIONS **3**
SECTION 3 - TERMS AND DEFINITIONS **3**
SECTION 4 - LATEST REVISION **4**
SECTION 5 - FOREWORD **6**
5.1 - EDITORIAL AND APPROVAL 6
SECTION 6 - INTRODUCTION TO THE DOCUMENT **7**
SECTION 7 - REQUIREMENTS FOR CERTIFICATION BODIES **7**
7.1 - GENERAL REQUIREMENTS FOR CERTIFICATION BODIES 7
7.2 - CRITERIA FOR AUDIT TEAM MEMBERS CERTIFYING A TRAINING PROVIDER 8
SECTION 8 - THE CERTIFICATION PROCESS **9**
8.1 - INTRODUCTION 9
8.2 - NON-CONFORMANCE DEFINITION 9
8.3 - OBSERVATION OF TRAINING 9
8.4 - REQUEST FOR CERTIFICATION 10
8.5 - PRE-AUDIT 10
8.6 - CERTIFICATION AUDIT 11
STAGE 1 AUDIT 11
STAGE 2 AUDIT 11
CERTIFICATE 12
8.7 - CERTIFICATION MAINTENANCE 12
SURVEILLANCE 12
8.8 - EXTENSION OF THE CERTIFICATION 13
8.9 - MULTI-SITE OFFERS 14
8.10 - TRANSFER OF CERTIFICATES BETWEEN CERTIFICATION BODIES 14
8.11 - ESTIMATE FOR MAN-DAY ALLOCATION FOR CERTIFICATION PROCESS 14
8.12 - REQUEST FOR REVIEW OF DOCUMENTATION OF AUDITS BY GWO TO CERTIFYING BODY 15
8.13 - REQUEST BY GWO FOR EXTRAORDINARY AUDIT OF TRAINING PROVIDER BY CERTIFICATION BODY 15
8.14 - AUDIT BY GWO OF APPROVED CERTIFICATION BODY 15
8.15 - REQUIREMENTS TO INFORM GWO 15
ANNEX 1 - NEW CERTIFICATE / RE-CERTIFICATION FORM **17**
ANNEX 2 - **19**
VERSION HISTORY **19**

Section 2 - List of Abbreviations

FTF	Fixed training facility
MTF	Mobile training facility. A mobile, physical training set-up, that can be reconstructed in a new location to re-create the training environment demonstrated during audit.
OT	Onsite training. Refers to training taking place on a site that is normally not used for GWO training, and where additional risk mitigation and other measures must be undertaken prior to delivery by the training provider to ensure a consistent, compliant and safe delivery of learning objectives to course participants (course participants (course participant (course participant (delegate))s)).

Section 3 - Terms and definitions[1]

Term	**Definition**
Shall	Indicates a requirement
Must	For clarity where the word must is used in requirements it shall have the same meaning as shall
Should	Indicates a recommendation
May	Indicates a permission
Can	Indicates a possibility or a capability.

[1] Ref: ISO 9001/2005

Section 4 - Latest Revision

Amendment Date	01.04.2020	Approved by & date	
Version	**07**	**Description of changes**	

Name of document changed from "Criteria for the Certification Body" to "Requirements for the Certification Body"
Version changed to 07
Format aligned with other GWO Documents. Including numbering of sections and paragraphs.
Inserted section 3 – Terms and Definitions
Change log renamed – latest revision and containing only last revisions
Previous revisions moved to Annex 1 – Version history
Section 1 is now table of contents
Previous section 1 is now section 2 list of abbreviations
Section 3 is new and includes Terms & Definitions
Previous section 3 is now Section 4 latest revision
Previous section 4 is now Section 5 Foreword to the document
Previous section 5 is now Section 6 Introduction to the document
Previous section 6 is now Section 7 Requirements for Certification Bodies
Previous section 7 is now Section 8 the certification process
Section 8.3 (New) Observation of training
Documented updated with correct wording and spelling errors as well as documentation numbering and dates in the foreword
Section 7.2 specified ISO/OHSAS version year
Section 7.2.3 – 7.2.5 included requirement that Auditor Qualification Training replaces the pre-requisite of having witnessed or participated in the specific training module from April 1, 2021 and validity of same.
Section 8.2 (New) Non-conformance definition when performing GWO audits
Section 8.2 (New) Observation of training when performing an audit.
Section 8.4 Included information on publicizing information on certification body
Section 8.6.1 included introduction to section
Section 8.6.3 – 8.6.13 updated with wording from Terms & Definitions section
Section 8.6.17 included requirement to include relation of Mobile or Onsite training top Fixed location
Section 8.7.1 – 8.7.6 updated with wording from Terms & Definitions section
Section 8.7.5 updated requirements for sampling
Section 8.7.6 Included requirement for Onsite training
Section 8.7.7 Clarified requirement on recertification
Section 8.7.8 Changed certificate lifecycle to two years to align with sampling cycle
Section 8.8.2 Included clarification on extension of scope with additional training site
Section 8.11.2 Section clarified on estimated time needed for audit and training assessment removed from stage 1.
Section 8.11.3 updated with requirement for surveillance and recertification audits and reference to IAF MD 1 removed
Section 8.12 (New) Request for review of documentation of audits by GWO to certifying body
Section 8.13 (New) Request by GWO for extraordinary audit of training provider by certification body
Section 8.14 (New) Audit by GWO of approved certification body

Section 8.15.3 included requirement to provide all audit reports in English for initial, surveillance and re-certification audits to GWO.

Section 5 - Foreword

This document version 7 has been approved by Global Wind Organisation's (GWO) Audit & Compliance Committee March 2020.

The Global Wind Organisation (GWO) is an association of Wind Turbine owners and manufacturers with the aim of supporting an injury-free work environment in the wind industry. An objective of GWO is to develop common industry training and best practice standards for health and safety related training.

This document has been developed in response to the demand for recognizable Safety Training in the wind industry and has been prepared in co-operation between the members of GWO and a number of internationally accredited certification bodies.

This document constitutes version 7 of the GWO Requirements for the Certification Body and describes the expectations and requirements for certification bodies auditing training providers wishing to offer training in accordance with (a) GWO Training Standard(s).

Where national legislation sets higher requirements for the specific training, the training provider shall incorporate these requirements into the training program. Additional training may be required for company or country specific reasons.

Version 7 replaces all previous versions and becomes a mandatory requirement as of October 1, 2020 to be applied by certification bodies to all audits, including surveillance audits, of GWO training providers, both new and existing.

Until October 1, 2020, version 6 remains valid. However, Version 7 may be used at the discretion of the certification body from the date of approval if so agreed with the training provider.

This document has been developed by the GWO Audit & Compliance Committee. Disputes and potential non-conformities should be brought to the attention of the GWO Audit and Compliance Committee through the GWO secretariat. Any disputes must be provided in writing with all concerned parties included to feedback@globalwindsafety.org.

5.1 - Editorial and approval

The final editorial and approval of this document has been made by the GWO Executive Committee.

Section 6 - Introduction to the document

6.1.1 The purpose of this document is to describe the requirements to certification bodies auditing and certifying GWO training providers according to the GWO Requirements for Training Providers and the GWO Training Standards.

6.1.2 Additionally, it can be used as reference for organisations currently holding a certificate.

6.1.3 Being a certified GWO training provider can vary in scope, depending on how many training modules the training provider is certified to conduct.

6.1.4 Each module is certified on an individual basis to ensure that the right competencies, systems, equipment and facilities are in place for that specific module. Equally important is the attention to training delivery, instructor competencies, use of taxonomy and learning transfer.

6.1.5 The certification process for GWO training providers differs from a simple management system audit in the attention to the delivery of GWO training and compliance with the GWO Requirements for Training Providers. The main objective is to ensure that all course participants (delegates) are taught the learning objectives in a safe and consistent manner.

Section 7 - Requirements for Certification Bodies

7.1 - General requirements for certification bodies

7.1.1 As of April 1, 2019, it is a mandatory requirement for the certification body to document conformity with the requirements in this document for the certification body itself, and the audit team members specifically, **prior** to performing an audit. The certification body will be listed on the GWO website as an approved certification body.

7.1.2 Prior to initiating initial audit of new training providers and re-certification audits for existing training providers the certification body must inform GWO of name and location of the training provider by sending an email to info@globalwindsafety.org.

7.1.3 The certification must be carried out against the GWO Requirements for Training Providers and the GWO Training Standards.

7.1.4 The certification body must be accredited by a signatory of the IAF MLA.

7.1.5 The certification body must be accredited to ISO/IEC 17021: Conformity Assessment - Requirements for bodies providing audit and certification of

management systems and/or ISO/IEC 17065: Conformity assessment - Requirements for bodies certifying products, processes and services.

7.2 - Criteria for audit team members certifying a Training Provider

7.2.1 The qualifications of team members shall follow the general rules for accreditation regarding auditor qualifications and relevant sector codes.

7.2.2 An ISO 9001:2015 or similar lead auditor can cover the audit of the Quality Management System of a Training Provider.

7.2.3 An OHSAS 18001:2007/ISO45001:2018 or similar lead auditor must cover the audit of a training session on-site.

The lead auditor must have completed and/or witnessed the GWO module(s) equivalent to the training standard module(s) the audit is performed against. If there is no GWO training provider offering this module within reasonable travel distance (e.g. in the same country), then the requirement may be met by the OHSAS 18001:2007/ISO 45001:2018 auditor having completed and/or witnessed a similar training module aimed at the wind industry.

From April 1, 2021, the requirement to having witnessed or participated in the specific training module no longer applies and is replaced by 6.2.4.

7.2.4 From April 1, 2021, auditors who wish to perform GWO audits must have successfully completed the GWO Auditor Qualification Training.

7.2.5 The Auditor Qualification Training is valid for 3 years before needing to be refreshed and under the condition that the auditor remains active by performing at least 2 audits under the GWO scheme every year.

7.2.6 If the auditor does not conduct at least 2 audits within a 12-month interval, the auditor must complete the Auditor Qualification Training again.

7.2.7 Certificates provided to GWO from auditors that have not documented conformance and passed the Auditor Qualification Training will not be accepted.

Section 8 - The certification process

8.1 - Introduction

8.1.1 This section describes the whole 3-year certification process, from request of proposal to obtaining a certificate and continuing with annual surveillance audits and recertification:

8.2 - Non-conformance definition

The GWO definition of a non-conformance is defined below:

Major non-conformances:

• Failure to fulfil a requirement

• If the described process is not performed according to the description

• If there are several minor non-conformities related to the same process/requirement

• Failure for the instructor to achieve a learning objective in the standard

• If a minor non-conformity has not been resolved within the deadline

• If the GWO brand is misused or misrepresented; for instance, claiming endorsement where none exists or training in modules where certification has not been achieved.

Minor non-conformances:

• A non-conformance that is not a major non-conformance and which does not meet the GWO requirements but does not have any major consequences which will not result in a failure or weaken the QMS or safety of those being trained.

8.3 - Observation of training

8.3.1 As part of the audit, the auditor must observe and assess an instructor under regular employment with the training provider delivering a training session to course participants (delegates). The training session can either be an actual full training course or a mock training.

8.3.2 The duration of the training assessment is described in section 8.11.2 - Estimate for man-day allocation for certification process.

8.3.3 During the observation of training delivery, the auditor must pay special attention to the instructor delivering the correct level of taxonomy i.e.

demonstrate the described quality of training delivery knowledge transfer at the described level in the applicable training standard.

8.3.4 The observation of training delivery does not require an actual training course to be run. If there is no planned training, the training provider can arrange a so-called mock training.

8.3.5 During the audit for mock training, the auditor shall request the training provider to demonstrate different theoretical and practical learning elements from the module as part of the audit.

8.3.6 Each of the demonstrated elements in the mock training must comply with the requirements for the man-day estimation table for practical training.

8.3.7 Course participants (delegates) attending the mock training must be fit and capable to participate in the training and hold necessary pre-requisites if required by the module.

8.3.8 The number of participants in the mock training must be the maximum number able to participate according to the instructor to course participant (delegate) ratio in the relevant training module.

8.4 - Request for certification

8.4.1 The training provider supplies information about the size and scope (training modules) of their operations to a certification body that has demonstrated compliance with these requirements and is listed on www.globalwindsafety.org as an approved certification body.

8.5 - Pre-audit

8.5.1 The pre-audit is an optional chargeable audit, which is designed to review the training provider's management system for areas of the specifications against which the training provider asks for certification.

8.5.2 The certification body shall issue a report to the training provider detailing the findings of this audit in due time including any appropriate actions.

8.5.3 GWO recommends first-time training providers to invest in this pre-audit.

8.6 - Certification audit

8.6.1 Audits of GWO training providers are divided into a stage 1 and stage 2 audit as described below. GWO recommends to plan for sufficient time between stage 1 and 2 audits in order to properly implement corrective actions for identified areas of concern in stage 1 that may lead to non-conformances in stage 2.

Stage 1 audit

8.6.2 Stage 1 is a readiness review of the 4 processes described in the Requirements for Training Providers performed by the auditor to determine the preparedness of the training provider for stage 2.

8.6.3 Stage 1 processes can be conducted through physical or online presence of the auditor and must, through a dialogue with the training provider, include the following:

1) The auditor must ensure that the training provider understands the requirements as described in the Requirements for Training Providers and applicable training standard module(s),
2) Ensure that the scope of the management system, facilities, equipment, lessons plan, teaching materials and staff resources supports the delivery of training at least equivalent to the quality described in the standard
3) identify areas of concern, potentially leading to non-conformity
4) reviewing the allocation of resources for stage 2;
5) planning for stage 2,

8.6.4 Stage 1 can be repeated until it produces satisfactory results to proceed with Stage 2.

Stage 2 audit

8.6.5 The audit team shall provide an audit program to the training provider based on the GWO Requirements for Training Providers prior to the audit.

8.6.6 All sites and modules shall be covered in the initial audit.

8.6.7 During the audit, the audit team shall meet with the training provider's management and staff to discuss the details of the process and consider possible issues relating to the performance of the audit.

8.6.8 The audit team shall discuss any non-conformities, observations and opportunities for improvement if and when they are identified during the audit.

8.6.9 The auditor shall follow either an actual or mock training session in each training module included in the scope to see if it applies to the training provider's own procedures and comply with the relevant GWO Training Standard.

8.6.10 During the training portion of the audit, the auditor must evaluate the instructor's use of correct taxonomy as described in the relevant training standard module as well as the instructor's focus on learning transfer and assessment of course participants (delegates).

8.6.11 The auditor's evaluation of the instructor must include theory and training as described in the standard.

8.6.12 After the audit, the audit team shall prepare and present a report of the audit to the training provider's management and a send a copy to Global Wind Organisation as described in 8.15.

8.6.13 The audit report shall include the audit findings.

Certificate

8.6.14 When all corrective actions agreed have been completed and the training provider is found to be in compliance with the GWO Criteria for Training Providers and the applicable GWO Training Standard, the certification body shall issue a certificate of conformity.

8.6.15 The certificate of conformity shall detail the specification to which the training provider has been found to be in compliance with at the time of the audit and the scope of the management system.

8.6.16 A certificate must be issued in English for each training facility audited and certified.

8.6.17 The certificate shall as a minimum contain the following:

1) Training provider's name (name of company)
2) Site of training facility (Name and address)
3) Applicable GWO Standard Training Module title(s)
4) Audited for Fixed, Mobile or Onsite Training (if included in the scope and from where the mobile or onsite training belongs if multisite certificate)
5) Certification Body name
6) Certification date and expiry date
7) Certification body's own unique certificate number

8.7 - Certification maintenance

Surveillance

8.7.1 The purpose of the surveillance visit shall be to record whether the training providers' certification is found to be maintained.

8.7.2 The process shall be identical to the stage 2 audit. It means that both the management system and a training session shall be audited on a sample basis.

8.7.3 Surveillance audits must be conducted on an annual basis throughout the certificate life cycle and no more than 12 (+/-2 months apart).

8.7.4 The date of the first surveillance audit following initial certification shall not be more than 12 months from the last day of the stage 2 audit.

8.7.5 The surveillance visits must be carried out in an equal manner for Fixed Training Facilities and Mobile Training Facilities. However, for multi-site certifications, sampling is allowed though no more than 2 years must pass between witnessing each module at each site.

8.7.6 For On-site training certificates, the onsite training must undergo a stage 2 audit every 12 months.

Recertification

8.7.7 The recertification process is identical to the stage 2 audit. It means that both the management system and training sessions shall be audited on a sample basis. However, for On-site training, sampling is not allowed, and a stage 2 audit for all modules must be conducted.

8.7.8 Certificates of conformity shall be issued with a validity of two years.

8.7.9 A training provider can be re-certified within 2 months before expiry of current valid certificate and maintain the original certification date.

8.7.10 If a certificate is expired, the training provider must undergo an initial audit.

8.8 - Extension of the certification

8.8.1 If an already certified training provider wants to be approved for additional training modules this can be done in two ways:

1) a witnessed audit of each of the new Training Module (s)on an extra-ordinary visit, or
2) during the ordinary surveillance visit where extra time is allocated.

If an already certified training provider wants to expand the scope adding a new training site, the site's equipment and facilities must be audited and training according to the man-day estimate must be witnessed while using the equipment at the additional facility. If the QMS is already established under a certified site, the QMS portion can be covered in a surveillance audit of the existing site.

8.9 - Multi-site offers

8.9.1 GWO training can be conducted in the following specified settings:

1) Fixed training facilities
2) Mobile training facilities
3) On-site

8.9.2 Each type of facility and their specific requirements for audit and certification are detailed in the Criteria for Training Providers section 8.7 "Training Settings".

8.9.3 The training provider who wish to offer training regularly at a facility must have obtained certification to do so at the specific facility.

8.9.4 If different training providers use the same facility, each training provider must individually be certified to perform training in accordance with the requirements in the Criteria for Training Providers.

8.10 - Transfer of certificates between Certification Bodies

8.10.1 A certificate can be transferred from one certification body to another in the certificate life cycle in accordance with the current revision of IAF MD 2: "IAF Mandatory Document for the Transfer of Accredited Certification of Management Systems".

8.10.2 Both certification bodies are required to adhere to point 8.15 in these criteria "Requirements to inform GWO".

8.11 - Estimate for man-day allocation for certification process

8.11.1 Table 6.9 gives a guidance of minimum auditor time estimated for the certification process including surveillance and recertification for a single site audit.

8.11.2 The auditor can determine that actual time needed to conduct a proper audit as described by the requirement may differ depending on e.g. location, jurisdiction and complexity of the combined audit.

Audit stage	QMS (pillar 1)	Training assessment (pillar 2, 3 and 4)
Stage 1	1 man-day	N/A
Stage 2	1 man-day	At least 1 hour of theory that contains variation in training delivery and 2 hours of a practical training scenario must be observed per module included in the scope.

Table 6.9 - Man-day allocation estimation table

8.11.3 Surveillance and re-certification audit are considered same as stage 2. Sampling during the surveillance and re-certification audits is allowed for Fixed and Mobile Training Facilities, however, no more than two years must pass between witnessing each module at each site.

8.12 - Request for review of documentation of audits by GWO to certifying body

8.12.1 The GWO Audit & Compliance Committee can instruct the certification body to provide all documents related to the GWO audit and certification for review by GWO.

8.13 - Request by GWO for extraordinary audit of training provider by certification body

8.13.1 If any doubt as to the quality of the delivery of training is raised or an incident occurs, the GWO Audit & Compliance Committee may instruct the certification body to carry out an extraordinary audit a the training provider in general and for the issue raised in particular.

8.14 - Audit by GWO of approved certification body

8.14.1 The GWO Audit & Compliance Committee can request for an audit of the certification body issuing certificates based on the GWO requirements if there is any doubt that the certification body has the required capabilities to carry out GWO certification or if doubts have been raised regarding the audit completion according to the GWO requirements.

8.15 - Requirements to inform GWO

8.15.1 Certification bodies shall inform the Global Wind Organisation (info@globalwindsafety.org) of new certificates issued and of any changes to the certification status of an audited training provider as soon as possible and no later than within 10 working days.

8.15.2 This includes in particular

1) new certificates
2) extension of certificates

3) re-certification
4) withdrawals and termination of certificates

8.15.3 Alongside the certificate, the certification body must also complete and forward annex 1 and the audit report including all subsequent surveillance and recertification reports in English to info@globalwindsafety.org.

8.15.4 For each of the mentioned cases, copies of all relevant certificates for all concerned sites must be forwarded.

8.15.5 The certification body shall keep records of the audit team, and of the audit performed, for at least the validity period of the certification plus three months. If requested by Global Wind Organisation, the certification body shall provide copies of these records.

ANNEX 1 - New Certificate / Re-certification form

New certificate/re-certification: Copy the table and mark the appropriate boxes below.

Please fill in with the info requested in the first 3 groups of boxes and mark with an (x) which modules have been audited and included in the scope. Send the info to info@globalwindsafety.org using as subject tag line "New certificate (Name of Training provider)", "Re-certification (Name of Training provider)" or "Certificate Extension (Name of Training provider)".

General information			
Certificate number:		Re-certification Yes	No
Training provider name:			
Training Provider Address:			
Address of the site where the audit is performed:			
Training provider Website:			

Training Provider contact information	
Contact person at training provider – full name:	
Contact TP email:	
Contact TP phone number:	

Information on Certification Body contact	
Name of lead auditor:	
Contact person at CB in case of issues with non-compliance:	
Contact phone number	
Contact email	

STANDARDS	MODULES	FIXED Training Facility	MOBILE Training Facility	ONSITE Training Facility
Basic Safety Training Standard (BST)	First Aid			
	Manual Handling			
	Fire Awareness			

	Working at Height			
	Sea Survival			
Basic Technical Training Standard (BTT)	Mechanical			
	Electrical			
	Hydraulics			
	Installation			
Advanced Rescue Training Standard (ART)	Hub, Spinner & Inside Blade Rescue			
	Nacelle, Tower & Basement Rescue			
	Single Rescuer - Hub, Spinner & Inside Blade			
	Single Rescuer - Nacelle, Tower, Basement			
Enhanced First Aid Standard (EFA)	N/A			
Blade Repair training standard	N/A			
Rigger signal person	N/A			

ANNEX 2 - Version history

Amendment Date		Approved by & date	GWO SC
Version	**06**	**Description of changes**	

- Section 2: states that with this edition of the criteria it is now a requirement for the certification body to document conformity to GWO prior to commencing audit.
- Section 2.1: clarified requirement for witnessing/participating in a similar training course. Included option to participate in the Auditor Qualification Training as alternative to witness or participate in the training.
- Section 3.4: Included reference to the 4 pillars of the audit as specified in the Criteria for Training Providers.
- Included "areas of concern" to the process.
  Requirement to include certificate number in the certificate.
  Section 4: Replaced the wording "estimated auditor time" to "minimum auditor time".
  Changed Man-day calculation to specific auditor time for theory and practical assessment per module.
  Section 5: requirements to inform GWO now refers to annex 1 to be completed and submitted following and audit.

Entire document revised for wording and correction of spelling errors.

Amendment Date	18.09.2018	Approved by & date	GWO SC 18.9.2018.
Version	**05**	**Description of changes**	

- Document template updated to align with the Criteria for Training Providers
- Foreword aligned with GWO Criteria for Training Providers.
- Introduction updated to clarify purpose of document.
- Section 2: ISO standard requirement updated to the latest edition and include ISO 17021 and/or ISO 17065 as required accreditation.
- Section 3: This section has been included in section 2 as section 2.1. Updated requirement for ISO 9001 or similar lead auditor and OHSAS 18001/ISO 45001 or similar lead auditor. Specified wording on witnessing or participating in a GWO course and requirement for OHSAS 18001/ISO 45001 auditor to witness training.
- Section 3.8 (new): Specify transfer of certificates between Certification Bodies.
- Section 4: Section changed to section 3.
- Section 4.1: Now 3.1, specified that annual surveillance audits must be carried out.
- Section 4.2: Now 3.2, wording updated
- Section 4.3: Now 3.3, wording updated
- Section 4.4: Now 3.4, included reference to the Criteria for Training Providers and GWO training standards. Updated requirements to include audit of onsite training in the certificate and applied version of criteria. Removed redundancy. Section on mobile training facility moved to section 3.7.
- Section 4.5: Now 3.5, specified requirements for surveillance audits.
- Section 4.6: Now 3.6.
- Section 4.7: Updated to align with Criteria for Training Providers on multi-site offers including mobile training facilities and audit of onsite training referenced to the Criteria for Training Providers.
- Section 4.8: Section deleted and option to issue a provisional certificate removed.
- Section 5: Now 4, section updated to clarify estimated man-days for audit.

Section 6: Now 5, requirement included to provide copy of re-certification certificate, audit report and contact information in case of non-compliance.			
Amendment Date	**21.06.2017**	**Approved by & date**	**GWO SC 21.06.2017**
Version	**04**	**Description of changes**	
• Foreword aligned with scope of GWO Training Standards • Section 2: updated wording on accreditation and conformity assessment • Section 3: Removed text covered in section 2 and changed requirement for audit team members • Section 4.4: Change of wording and specified certificate must be in English. • Removal of requirement to include training facility management and auditor signatures in the certificate • Section 4.5 Included the option to perform re-certification within two months of expiry of current valid certificate and maintain the original certification date. • Section 4.7 Included requirement to audit and certify all locations • Section 6. Requirement to inform GWO of contact details of lead auditor and of alternative contact persons added. Entire document: Certification process graphic removed.			
Amendment Date		**Approved by & date**	**GWO SC**
Version	**3.1**	**Description of changes**	
Front page: Updated to new logo Section 6: updated email address to info@globalwindsafety.org			
Amendment Date	**30.10.2015**	**Approved by & date**	**GWO SC 30.10.2015**
Version	**03**	**Description of changes**	
Section 4.7: Additional requirements for audit of multi-site and on-site certification. Section 6: Additional requirement for Certification Bodies when informing GWO of certification			
Amendment Date	**24.07.2015**	**Approved by & date**	**GWO SC 24.7.2015**
Version	**02**	**Description of changes**	
Section 3: Additional requirements to competence level of audit team members. Section 4.5: Re-certification for multisite will allow spot check verification. Section 4.7: All audits must include on-site inspection of training equipment and a witnessed audit of training for all facilities certified. The multisite criteria of the accreditation rules to IAF no longer apply. Section 4.8: New section – former section 4.7. Section 6: New section – requirements for Certification Bodies to inform GWO of certificates issued and for record keeping.			
Amendment Date	**12.02.2012**	**Approved by & date**	**GWO SC 12.02.2012**
Version	**01**	**Description of changes**	
First release			