GLOBAL WIND ORGANISATION

REQUIREMENTS FOR TRAINING PROVIDERS

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VERSION 9 - DRAFT

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Section 1 - Contents

SECTION 1 - CONTENTS 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 - PURPOSE AND TERMS OF CERTIFICATION 8
7.1 Purpose of the certification process 8
7.2 General terms of use for GWO certified training providers 8

SECTION 8 - CERTIFICATION CRITERIA 9
8.1 - General Certification Criteria 9
8.2 Management systems and supporting processes 9
a) Policy and objectives 10
b) Organisation incl. responsibilities 10
c) Documentation processes 10
d) GWO training records 10
e) Data storage setup 11
f) Internal audit 11
g) Handling of NCR's incl. customer complaints 11
8.3 Physical resources 12
Facilities and equipment 12
Theory training facilities 13
Practical training facilities 13
8.4 Staff resources 13
Competencies 14
8.5 Instructor qualification process 14
Training Standard specifics 16
Code of conduct 16
8.6 Training and assessment 16
Documentation 16
Course participant (delegate) Performance Assessment 17
Course participant (delegate) conditions 17
Delivery of training 18
Contact time 19
Validity periods 19
Physical demands of GWO training 20
Course participant (delegate) prerequisites 20
Instructor to course participant (delegate) ratio 21
Training during audits or training standard development 21
8.7 Training settings 21
Fixed Training Facility (FTF) 21

DRAFT

Mobile Training Facility (MTF) 22
Onsite Training (OT) 23

ANNEX 1 - DELEGATE PERFORMANCE ASSESSMENT FORM 25

ANNEX 2 - MEDICAL SELF-ASSESSMENT FORM 27

ANNEX 3 - VERSION HISTORY 28

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 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

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Section 4 - Latest Revision

Amendment Date		Approved by & date	
Version	**09**	**Description of changes**	

Version changed to 09
Format aligned with other GWO Documents. Including numbering of sections and paragraphs.
Renamed document from "Criteria" to Requirements"
Inserted section 3 – Terms and Definitions
Change log renamed – latest revision and containing only last revisions
Previous revisions moved to Annex 3 – Version history
Section 1 is now contents instead of Introduction to Document
Section 2 is now List of abbreviations instead of Purpose and terms of Certification
Section 3 is now Latest revisions instead of Certification criteria
Section
Changed the name "delegate" to "course participant" throughout the document
Section 8.1 changed the certification term "4 pillars" to "4 processes"
Section 8.2 (a-d) updated wording on training providers' management system to align with Terms & Definitions section
Section 8.2 point G included a requirement to provide complaints and procedure to GWO upon request
Section 8.2 point H updated Incident reporting requirements including new list of incidenr definitions included requirement for duration of document storage.
Section 8.3 updated and included requirements from the training standards into the section on physical resources
Section 8.3.3 included requirement a,b and d
Section 8.3.5 included requirement for theoretical training facilities
Section 8.3.6 – 8.3.10 included requirement for practical training facilities
Section 8.4 staff resources updated requirement for staff
Section 8.4.1 Included requirement from the standards that staff must be included in an ongoing program to visit a wind turbine or alternative ways of familiarization with a wind turbine working environment
Section 8.4.2 Updated the section on competencies and teaching skills
Section 8.5 – 8.5.5 updated and clarified the instructor qualification process including assessment of delivery under observation
Section 8.5.6 clarified that assessment of instructor competencies must be through a documented process
Section 8.5.7 clarified requirement on training standard specifics
Section 8.6 updated and now includes requirements from the training standards on enrolment and assessment
Section 8.6.3 – 8.6.5 includes requirement on course participant assessment tool
Section 8.6.7 updated with wording, aim of satisfaction program, assessment of course participants and requirement to upload training records to WINDA
Section 8.6.8 included requirement from the standards on maintaining own records and the option to issue other certificates of training alongside the required training record upload to WINDA
Section 8.6.10 – 8.6.13 included and updated requirement from the training standards on delivery of training

DRAFT

Section 8.6.14 – 8.6.20 included requirement for contact time from the training standards Section 8.6.21 – 8.6.27 Included specification of validity periods and requirements of valid training records to attend refresher training. Section 8.2.28 – 8.6.30 included section on physical demands of GWO training from the training standards Section 8.6.31 -8.6.36 Included requirement from the standards on Medical self-assessment form for course participants Section 8.36.37 included requirement to ensure course participant pre-requisites are in place before attending training Section 8.6.38 – 8.6.39 included requirement from the standards on Instructor to delegate ration during training Section 8.6.40 – 8.6.43 include requirement for training during audits or training standard development Section 8.7 updated requirements on training settings Added annex 1 – Course participant performance assessment form Added annex 2 – Medical self-assessment form

DRAFT

Section 5 - Foreword

The Global Wind Organisation (GWO) is an association of wind turbine owners and manufacturers established in 2009 with the aim of supporting an injury free work environment in the wind industry through cooperation among its members in setting common industry best practice standards for health and safety related training.

This document constitutes version 9 of the GWO Requirements for Training Providers wishing to offer training in accordance with a GWO Training Standard(s). The requirements have been updated and approved by the Global Wind Organisation's (GWO) Audit & Compliance Committee as of March 2020 and released on April 1, 2020.

Version 9 replaces all previous versions. It may, at the request of the training provider, be used from the date of approval.

Version 9 is considered the mandatory requirement as of 1 October 2020 to be applied by certification bodies to all audits of GWO training providers, both new and existing. For training providers with a current certificate, compliance must be demonstrated at the latest by the time of the first scheduled annual surveillance audit after 1 October 2020.

The certification body is required to provide documentation to GWO when completing an audit in the form of a certificate of approval as described in the Requirements for the Certification Body.

5.1 Editorial and approval

The final editorial and approval of these requirements have been made by the GWO Audit & Compliance Committee and GWO Executive Committee.

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Section 6 - Introduction to the document

6.1.1 The purpose of this document is to provide information and guidance on fulfilling the requirements for obtaining approval as a GWO certified training provider with the right to offer training courses following a GWO Training Standard.

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 shall be certified on an individual basis to ensure that the right instructors, competencies, management system, equipment and facilities are in place to support delivery of that specific module.

DRAFT

Section 7 - Purpose and terms of certification

7.1 Purpose of the certification process

7.1.1 The purpose of the certification process is to verify that the training provider as an organisation can consistently deliver training that produces the agreed learning objectives as detailed in each of the GWO Standards (training modules), and that course participant (delegate) learning is supported by the prerequisite management systems, physical resources and instructor competencies.

7.1.2 To obtain approval as a GWO certified training provider, training provider organisations are subject to an audit process performed by an accredited certification body that fulfils the requirements of the "GWO – Requirements for the Certification Body" document and is listed as an approved certification body on the GWO website "www.globalwindsafety.org".

7.1.3 The process itself and requirements for the certification body can be examined in the aforementioned document.

7.2 General terms of use for GWO certified training providers

7.2.1 GWO is a non-profit organisation, and all fees applicable to training providers are re-invested in support of the mission statement "to strive for an injury free working environment in the global wind industry". Activities include scheme governance, development and maintenance of training standards, communication and various outreach, as well as general operations.

7.2.2 Notably, GWO operates a global training records database, WINDA, which enables training partners, operators and individuals to verify training, and provides industry wide transparency regarding training status of personnel. Records of all GWO training delivered and successfully completed must be uploaded to WINDA within 10 working days by the training provider.

7.2.3 The fee structure for use of the GWO Safety Training Standards, the GWO Certified Training Provider logo, and the GWO WINDA training records database will be reviewed annually and updated by the GWO Executive Committee.

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7.2.4 The full fee structure and other applicable Terms and Conditions are accessible on www.winda.globalwindsafety.org.

Section 8 - Certification CriteriaGeneral Certification Criteria

8.1.1 Training providers seeking certification to offer GWO training shall be audited to demonstrate compliance within the following four processes:

a) Management systems and supporting processes

b) Physical resources

c) Staff resources

d) Training and assessment

8.1.2 Each process is a vital component required for adherence to the GWO Requirements for Training Providers and must therefore be treated with equal attention, as they are cornerstones in providing training that supports a higher safety in the wind industry.

8.1.3 The certification process differs from a simple management systems audit in the attention to the delivery of training, taxonomy and learning transfer.

8.2 Management systems and supporting processes

8.2.1 The training provider must have a formally documented, effective system for assuring the quality, content and safety of training and assessment and compliance with the GWO approval criteria. The system must also comply with international and national regulation on data storage and IT systems security.

8.2.2 Management systems shall include the following:

a) Policy and objectives

b) Organisation incl. responsibilities

c) Documentation processes

d) GWO training records

e) Data storage setup

f) Internal audit

g) Handling of NCR’s incl. customer complaints

h) Procedure for incidents during training

DRAFT

i) Management review

a) Policy and objectives

The training provider must have an explicit policy for implementing and maintaining GWO Training Standard(s) (signed by Senior Management).

The policy must describe the scope of the GWO Training Standard(s) meaning which Training Standards(s)/modules are included.

b) Organisation incl. responsibilities

The training provider must have a clearly defined organisation and documented staff roles, responsibilities and authorities within the organisation for the management and delivery of the GWO Training Standard(s) courses or course modules.

c) Documentation processes

The training provider must have a documented procedure describing how to handle documents, records and procedures in relation to approval, review, identification of changes and revisions, access, etc.

d) GWO training records

The training provider must ensure the following and matching records are uploaded into WINDA:

1) course participant (delegate) WINDA ID

2) Applicable GWO Standard Training Module (course code)

3) Completion date of Training Module

4) Previous course valid until date (only applicable to refresher training modules)

Additionally, the training provider must ensure that the records containing the below details are securely stored and maintained in the provider's internal management systems:

5) course participant (delegate) first name

6) course participant (delegate) last name

7) course participant (delegate) WINDA ID

8) Name(s) of trainer

9) Site of training conducted (location and country)

10) Applicable GWO Standard Training Module (incl. course code)

11) Completion date of Training module

DRAFT

12) Previous course valid until date (only applicable to refresher training modules)

13) For merit records or if gap training has been delivered, a copy of the course participant's (delegate's) previous training certificate

These records must be stored for a minimum of two years and three months from completion date for training records that require a refresher training every 24 months and minimum 5 years and 3 months for enduring training records that do not require a refresher training.

e) Data storage setup

Control the maintenance, updating and backup of IT in accordance with international and national regulation on data storage and IT systems security.

f) Internal audit

Ensure frequent internal audits are conducted by personnel with an auditing background and with no conflicting interest in the area(s) being audited, to ensure quality and objective evaluation of all system activities including the fixed, mobile and on-site training facilities/setup.

The whole management system shall be audited on a yearly basis.

g) Handling of NCR's incl. customer complaints

A procedure describing how to handle non-conformities incl. customer complaints.

The procedure and complaints received must be provided to GWO upon request.

h) Incident reporting

A system that records incidents and near misses during delivery of GWO training with an aim to ensure continuous improvement.

The system must include a process to inform GWO at incident@globalwindsafety.org within 24 hours with an initial report if the incident is significant, which as a minimum is defined as any injury that includes:

1) Fractures, other than to fingers, thumbs and toes
2) Amputation of an arm, hand, finger, thumb, leg, foot or toe
3) Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
4) Any crush injury to the head or torso, causing damage to the brain or internal organs
5) Any burn injury (including scalding)
6) Any degree of scalping requiring hospital treatment

DRAFT

7) Any loss of consciousness caused by head injury or asphyxia
8) Any other injury which:
   - leads to hypothermia or heat-induced illness or
   - requires resuscitation or admittance to hospital for more than 24 hours

8.2.3 A full incident investigation report must be submitted within 7 days of the incident taking place.

8.2.4 All significant incidents must lead to an immediate stop of training delivery for the specific module including any planned training the following days. Training cannot be resumed until a specific review of the incident has been conducted by GWO and approval for continuation of training has been given.

8.2.5 All incidents shall be properly investigated in a report that is developed according to the GWO Incident Report Guidelines.

8.2.6 For further information on format and deadlines, please see the GWO Incident Report Guidelines (LINK).

i) Management review

Ensure regular reviews by senior management of the training providers' delivery of GWO Training Standard(s) courses and course modules and compliance with certification requirements and the policy and objectives.

8.3 Physical resources

8.3.1 The training provider must clearly demonstrate that there are adequate resources to ensure that the training and assessment can be consistently delivered in accordance with the GWO Training Standard(s) requirements.

8.3.2 Resource needs shall be identified in relation to the specific GWO training module and are available.

Facilities and equipment

8.3.3 The training provider is responsible for the facilities and equipment used to conduct GWO training and must ensure that facilities and equipment are functional and safe by doing the following:

a) Ensure all of the equipment and facilities used to deliver the applicable GWO standard adhere to the applicable national and/or international legislation, standards and guidelines for facilities and equipment.

DRAFT

b) Operate a documented maintenance schedule based on frequency of equipment use, relevant risk assessments and other obligations as listed above. If the equipment and/or facilities belong to a third-party, the training provider must ensure a documented maintenance schedule as described above is followed for the equipment/facility.

c) Training area shall be clearly marked and free of distractions including cell phone usage

d) The full range of facilities and equipment relevant to the modules delivered must be available during the training and audit.

8.3.4 These criteria are to be adhered to equally for fixed training facilities, mobile training facilities and on-site training regardless of ownership of the facilities and equipment. The certificate must detail the type of training setup that has been audited.

Theory training facilities

8.3.5 Facilities shall be designed to enable each course participant (delegate) to see, hear and fully participate in the taught subject matter.

Practical training facilities

8.3.6 The learning process shall be facilitated by identical or comparable elements in the training environment and the course participants' (delegates') working environment

8.3.7 The practical training facilities must incorporate as many identical or comparable elements to a real wind turbine working environment as possible.

8.3.8 The facilities shall enable training to be executed by doing relevant work tasks end-to-end under realistic simulated working procedures, and/or realistic simulated emergency situations (fire, first aid, evacuation or casualty rescue) end-to-end scenarios in a real or simulated wind turbine environment.

8.3.9 All facilities shall be maintained and where appropriate, inspected and tested in accordance with current national legislation and manufacturers' recommendations.

8.3.10 Risk assessments shall be conducted and documented for all training facilities. The training provider shall hold the required permits to operate the facilities.

8.4 Staff resources

DRAFT

8.4.1 Staffing and resources must follow national legislation, applicable standards and regulations.

8.4.2 Specifically, for GWO training, training staff must be included in a documented on-going training program consisting of either:

1) Visits to onshore and/or offshore WTGs (tower, nacelle, hub) prior to instructing GWO training modules, to enable them to maintain and update skills related to the GWO modules they instruct.

2) Alternative ways of familiarization with the wind turbine working environment and updated skills related to the GWO modules they instruct.

Competencies

8.4.3 The instructor must have documented a minimum of 100 hours vocational teaching experience, prior to the process described in section 8.5.1 and 8.5.2.

8.5 Instructor qualification process

8.5.1 Instructors shall possess appropriate qualifications and experience to ensure that all training and supportive activities are carried out in accordance with current legislation e.g. First Aid Instructors need to be certified First Aid Instructors according to national legislation and/or recommended guidelines.

8.5.2 In order to qualify, the instructor shall receive appropriate instructor training and shall participate in a competence program for a specific training module as described in either section 8.5.3 or 8.5.4.

8.5.3 The instructor must within a period of 6 months engage in the following process in the applicable module before delivering the training independently:

"Participate➔ Observe ➔ Co-deliver ➔ Deliver under observation"

<u>Step 1 participate:</u>

The trainee instructor must participate in the training as a course participant (delegate) and receive training on the same level and footing as any other course participant (delegate) attending the training module. This means that the trainee instructor must participate in exercises and be assessed by the lead instructor using the course participant (delegate) performance assessment form.

The trainee instructor must pass the training module and receive a training record in WINDA following successful completion of the training module.

DRAFT

Step 2 Observe:

The trainee instructor must observe a full and relevant training module being delivered by the lead instructor and only as an observant. The point is to observe the delivery of training by lead instructor, observe interaction between lead instructor and course participants and observe how participants engage with the material.

Step 3 co-deliver:

The trainee instructor must deliver parts of the training under supervision of the lead instructor. Prior to the training, the trainee instructor and the lead instructor must plan together which parts of the training is delivered by who. The focus is on ensuring that the trainee instructor become confident in delivering all parts of the training.

Step 4 Deliver under observation:

The trainee instructor must now independently deliver the full training module under observation by a lead instructor. The lead instructor must assess the training delivery where the trainee instructor must demonstrate:

a) the ability to train course participants (delegates) according to different learning styles during theoretical, practical and group work sessions
b) the ability to correctly assess course participant (delegate) knowledge, skill and attitude by applying the taxonomy levels and terminology stated in the standard
c) the ability to give constructive feedback and individual coaching
d) knowledge of the wind energy industry and key safety aspects
e) Familiarity of working conditions and layout of a wind turbine and the parts covered within the module taught
f) the ability to plan and deliver training in accordance with GWO training standards by adhering to requirements in the standards such as:
    - training environment
    - instructor to course participant (delegate) ratio
    - contact time for each course participant (delegate) for all learning objectives and elements.

All 4 steps can be repeated one by one until lead instructor has assessed that the trainee instructor has completed each step satisfactorily.

8.5.4 Alternatively, the training provider may utilize a documented and proven train-the-trainer process that ensures the same trainer competences as long as this includes the same amount of contact hours with the material and teaching hours of the applicable module.

8.5.5 To maintain qualification, the instructor must deliver the course regularly. If more than 12 months passes without delivering the applicable training, the instructor must re-qualify according to the process above.

8.5.6 Through a documented process the instructor's competencies must, at least once every 12 months, be assessed by another GWO instructor while delivering at least 1 hour theory and at least 2 hours practical training.

Training Standard specifics

8.5.7 The instructors must comply with the requirements and learning structures of the specific training standard.

8.5.8 The training provider shall have a documented system for ensuring that the instructors implement updates to the relevant GWO standards in the training.

Code of conduct

8.5.9 The instructors must always comply with the GWO code of conduct (LINK).

8.6 Training and assessment

8.6.1 The training provider shall demonstrate that the training and assessment has been done in an orderly manner and evaluated properly by ensuring the following:

Documentation

8.6.2 There must be documented evidence to confirm that training and assessment is carried out as specified within the relevant GWO training module. This documentation must include:

a) Detailed lesson/exercise plans clearly referenced against the relevant module (including key learning points, assessment opportunities, instructor/course participant (delegate) ratios, resources to be used, time allocation, location of training, staff roles etc)

b) A timetable/programme

c) Accurate records of course participant (delegate) performance assessment forms.

DRAFT

d) Records of training uploaded to WINDA as soon as possible upon successful completion of training and no later than within 10 working days

e) Records of course participant (delegate) attendance on a GWO course

f) Upon request from GWO or any of the members of GWO, the Training Provider shall be able to verify the training and competence records of any specific person attending a course and/or performing training of a course by name and nationality.

Course participant (delegate) Performance Assessment

8.6.3 A performance assessment system shall be used as a progressive evaluation tool to assess the performance of a course participant (delegate) in guiding them to success and it also serves as supporting documentation if a course participant (delegate) passes or fails the Module. If a course participant (delegate) fails to meet the demands of the module, they shall attend a new module.

8.6.4 An example course participant Performance Assessment Form is provided in annex 1. The Training Provider may adapt the Form to other media.

8.6.5 The Trainer shall keep and continuously use a course participant (delegate) Performance Assessment Form (or adaptation) for each course participant (delegate) until the completion / evaluation of the Module.

8.6.6 The course participant (delegate) Performance Assessment Form (or adaption) is a final evaluation tool for the instructors to assess the course participant (delegate) during practical elements. It allows measurement of the number of violations in regard to safety, competency, or attitude.

Course participant (delegate) conditions

8.6.7 The training provider must ensure that:

a) All training shall be conducted safely and course participant (delegate)s shall appear well-rested, showing no signs of fatigue or sickness affecting participation or substance abuse and their well-being shall be maintained at all times.

b) Candidate assessment shall be conducted in alignment with GWO Standard requirements.

c) Support candidate appeals against assessment decisions relating to treatment within the assessment process.

DRAFT

d) Ensure a customer satisfaction programme with the aim of continuous improvement according to the GWO requirements. The results must be published on the training providers' homepage. If training occurs in-house, the satisfaction programme results must be published in a place relevant and accessible to course participants (delegates) and internal procurers of training.

e) Course participants (delegates) shall be assessed according to the learning outcomes by means of direct observation and oral and/or written questions, where appropriate.

f) Training Providers shall have a documented procedure in place for dealing with course participants (delegates) not meeting the stated learning outcomes.

8.6.8 Training Providers are responsible for uploading a record of training to WINDA, the GWO online database of training records. This must be done as soon as possible and no later than 10 working days after completion of the training program.

8.6.9 The Training Provider shall in accordance with section 8.2.7 maintain its own records of course participant (delegate)s.

8.6.10 Training providers may, in addition to the requirement of uploading a training record to WINDA, issue other additional proof of training, e.g. as paper certificate or plastic cards. If the training provider chooses to do so, this must include the course participant (delegate) WINDA id and name as written in the passport or other official documentation.

Delivery of training

8.6.11 The GWO training standards set out the minimum training requirements. The GWO training standards set out the minimum training requirements.

8.6.12 Where national or local legislation sets additional requirements, the training provider shall incorporate these identified requirements in the training.

8.6.13 Where national or local legislation prohibits delivery of certain elements then the training provider shall not deliver those elements.

8.6.14 Provided the minimum requirements of the GWO module are met the training provider can incorporate delivery of other similar certified training.

8.6.15 The modules, learning objectives, lessons and elements may be delivered in the order that fits best for the specific training situation.

8.6.13 A person with First Aid qualifications shall be present during all practical training.

DRAFT

Contact time

8.6.14 The training provider must ensure that sufficient time is allowed for course participants (delegates) with prior experience to share their experiences related to the modules of the training standard in a way that is constructive for the entire class.

8.6.15 The training provider must not exceed the hours per day given in table 5-7 below.

	Maximum duration per day
Contact time	8 hours
Total training day	10 hours

Table 3-2 - Maximum durations for training days

8.6.16 Contact time includes delivery of course lesson contents, practical exercises and activities directly related to these.

8.6.17 The total training day includes contact time, meals and breaks and travel between training sites (where applicable).

8.6.18 The GWO training standards include module timetables, within these approximate contact time durations of each of the lessons are given.

8.6.19 The training provider may choose to deliver elements of the training according to other timetables and change the sequence of delivery, as long as the total duration is not reduced, and practical elements are not reduced in length.

8.6.20 Theoretical elements should be delivered during the practical exercises when feasible provided that this does not adversely affect the course participant (delegate) safety.

Validity periods

8.6.21 Each GWO training record is valid for the period described in the applicable training standard.

8.6.22 Certificates and training records shall be refreshed before the end of a given validity period.

8.6.23 A certificate or training record can be refreshed up to two months prior to expiry and maintain the original certification date by uploading the previous certificate's valid until date in WINDA.

8.6.24 If a certificate or training record is refreshed outside of two months of expiry, it must carry the new date of certification.

DRAFT

8.6.25 A course participant (delegate) is only allowed to attend a refresher course in the specific Training Module prior to the date of expiry on the current certificate or training records.

8.6.26 If a certificate or training record is expired, the course participant (delegate) must attend the full Training Module(s) to obtain a new training record.

8.6.27 The validity period is automatically calculated in WINDA by entering the course completion date.

Physical demands of GWO training

8.6.28 GWO training modules may potentially be physically demanding.

8.6.29 All personnel participating in GWO training must be medically fit and capable of fully participating.

8.6.30 Training providers shall have a procedure that requires course participants (delegates) to sign a statement stating that they are,

a) medically fit to participate in the GWO training, and,

b) that they do not suffer from any medical illness that will affect their or others safety during the training, and,

c) that they are not under the influence of any narcotic substances or alcohol.

8.6.31 Annex 2 contains an example of a Medical Self-Assessment Form. This shall be used if no other equivalent procedure is in place.

8.6.32 Course participant (delegate)s' signatures testifying to their medical fitness shall be collected prior to the start of the training course.

8.6.33

8.6.34 If there is any doubt regarding the medical fitness of any course participant (delegate), the training provider shall stop training the course participant (delegate) and refer to the course participant's (delegate)'s immediate manager or seek a physician's advice in so far as this is permitted by local legislation.

8.6.35 Practical exercises shall be designed and delivered to meet the learning objectives of the GWO modules being taught.

8.6.36 Practical exercises shall not place undue physical or mental demands on the course participant (delegate) above what is required to meet the learning objectives of the GWO modules being taught.

Course participant (delegate) prerequisites

8.6.37 The training provider shall ensure that:

DRAFT

a) any course participant (delegate) attending GWO training satisfies the pre-requisites of the GWO module(s) they are attending, and,

b) course participant (delegate)s have created a personal course participant (delegate) profile in WINDA and have provided their own WINDA ID prior to completing the GWO training.

Instructor to course participant (delegate) ratio

8.6.38 The training provider must not exceed the instructor to course participant (delegate) ratio shown in each GWO training module

8.6.39 The instructor to course participant (delegate) ratio indicates the maximum number of course participant (delegate)s to be supervised by one instructor during each activity

8.6.40 The ratio shown for theory sessions show the maximum number of course participant (delegate)s who can attend the training

Training during audits or training standard development

8.6.41 Training providers may upload a training record to WINDA on the basis of a successfully completed audit or pilot training provided there have been no major non-conformances raised to the training setup during the audit.

8.6.42 Completed training during the audit or pilot of a training standard is exempt from the 10-day upload rule to WINDA.

8.6.43 When the training provider has received the certificate from the certification body, the records must be uploaded with the completion date of the training within 10 days.

8.7 Training settings

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

a) Fixed training facilities

b) Mobile training facilities

c) On-site

Fixed Training Facility (FTF)

8.7.2 The Fixed Training Facility is where a GWO certified training provider perform regularly planned training using known equipment and facilities located in a permanent setting where risk management is supported by the permanent training environment.

DRAFT

8.7.3 The training provider must therefore:

1) Ensure that there is a valid and updated risk assessment for the FTF.

2) Ensure that the applicable instructor is knowledgeable about the risk assessment and is proficient in navigating and applying it in relation to the relevant module.

8.7.4 The FTF site must be audited while training is being conducted, and certified according to the following characteristics:

a) It has defined specifications and risk management

b) The training provider has a valid profile in WINDA (plan for registering within 10 business days of certificate issuance if first-time audit)

c) All training at site must be uploaded to WINDA (plan for uploading if first-time audit)

Mobile Training Facility (MTF)

8.7.5 The MTF allows for the possibility of moving a known training environment to a desired location, thus re-establishing the same training and risk environment each time the MTF is deployed.

8.7.6 A risk assessment must be carried out and documented for each new location prior to training.

8.7.7 The training provider must:

1) Ensure that the applicable instructor is knowledgeable about the risk assessment and the MTF, and is proficient in navigating and applying this knowledge in relation to the relevant module

2) document that the instructor has reviewed the risk assessment and adapted the training execution accordingly

3) Keep all records including the location specific risk assessments of MTF based training until the next full audit.

8.7.8 The site must be audited while training is being conducted, and certified, according to the following characteristics:

a) Portability

b) Matching the specifications and risk management for a FTF

c) Not a permanent location

d) The training provider has a dedicated MTF profile in WINDA (plan for registering within 10 business days of certificate issuance if first-time audit

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8.7.9 All training at a site must be uploaded to the specific MTF WINDA profile (plan for uploading if first-time audit)

Onsite Training (OT)

8.7.10 The Onsite Training option is intended to provide a flexible solution for delivery of GWO training using locally available wind turbines, harbor sites or other appropriate facilities that are not usually used for training. The option is intended in areas where travel to an FTF or MTF is considered as not feasible.

a) Only training providers that already operate a certified Fixed Training Facility or Mobile Training Facility may be certified to also deliver onsite training.

8.7.11 The Training provider must use the management system and instructor qualification program of their existing FTF of MTF site, to support OT delivery.

8.7.12 Risk and quality management are key when training onsite, meaning GWO requirements will explicitly focus on these areas.

8.7.13 To be eligible to conduct training in an onsite environment the training provider must:

a) Already operate and maintain an MTF or FTF

b) Have an established set up for onsite training that can ensure consistent, compliant and safe delivery of learning objectives to course participant (delegate)s.

8.7.14 The onsite training setup must be certified in the same way as for FTF and MTF.

8.7.15 The OT set up must be audited when the first OT training is delivered and every 12 months afterwards.

8.7.16 OT must be audited in every module that applies every 12 months.

8.7.17 To maintain an onsite certificate, the surveillance audits and re-audit of onsite capabilities may not be repeated more than once at the same onsite location.

8.7.18 To maintain an onsite certificate, the TP must deliver onsite training at more than 2 locations within a 24-month period

8.7.19 If a TP delivers training continuously at the same location after 24 months, the onsite certificate shall be transferred as a fixed training facility as part of the surveillance audit or re-audit.

8.7.20 The instructor delivering training must be assessed similarly as for an FTF.

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8.7.21 The audit must take place in a live or mock training environment and certification is granted according to the following additional characteristics:

8.7.22 Training provider's capability in unknown/new environment

8.7.23 A unique risk assessment must be created for each deployment signed by both site responsible and training provider testifying that the equipment and facilities are compliant with the requirements of the applicable training standard module.

8.7.24 The training provider must therefore during the initial certification audit and subsequent surveillance audits demonstrate to the certification body that:

1) The instructor must be knowledgeable about the risk assessment of the OT and is proficient in navigating and applying this knowledge in relation to the relevant module.
2) The instructor shall review environmental factors on the day of training and adapt the training accordingly
3) A safe evacuation procedure of the OT setup shall be made for each Onsite training
4) The instructor shall review the risk assessment and adapt the training execution accordingly
5) All records including the location specific risk assessments of Onsite based training shall be kept until the next full audit.
6) The training provider has a profile in WINDA which is the same WINDA profile for the training provider’s existing management system supporting OT delivery

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ANNEX 1 - DELEGATE PERFORMANCE ASSESSMENT FORM

Delegate full name as in passport	
Delegate WINDA ID	
Course module	
Date of completion	

Scenario Organisation	**Violation of Assessment Measures**			**0-2 passed** **3 failed**	**Instructor Remarks**
Aware of personal and group safety at all times					
Organises and utilises correct equipment for given scenario					
Organises individuals and groups as required					
Scenario Management					
Establishes and maintains control of the exercise scenario at all times					
Fully participates in the exercise scenario					
Follows instructions when required					
Demonstrates correct and safe Manual Handling in exercise scenario					
Knowledge and Understanding					
Applies subject knowledge correctly in given scenario					
Demonstrates understanding of subject					
Total Marks 0-9 Pass 10-27 Fail					PASS: ☐ FAIL: ☐

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Instructor Name (in CAPITAL letters)	
Instructor Signature	
Training provider	

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ANNEX 2 - MEDICAL SELF-ASSESSMENT FORM

YOUR PERSONAL HEALTH IS YOUR OWN RESPONSIBILITY. YOUR TRAINING PROVIDER SHALL NOT BE HELD RESPONSIBLE FOR ANY ILLNESS WHATSOEVER DURING OR AFTER THE TRAINING.

I hereby confirm that I have read and understood the listed risks and potentially life-threatening medical conditions and that I am physically and medically fit to participate in GWO Training.

I hereby confirm that there is no factor that will inhibit or affect my participation in GWO Training. I agree to follow all instructions from the appointed Instructor for the duration of the GWO Training. Should there be any doubt regarding my medical fitness, the training provider will stop the training and seek a physician's advice.

Name as in passport	
Delegate WINDA ID	
Course module	
Signature and date	

The following conditions could pose a risk, when you participate in GWO training
• Asthma or other respiratory disorders • Epilepsy, blackouts or other fits • Angina or other heart complaints • Vertigo or inner ear problems (difficulty with balance) • Claustrophobia/Acrophobia (fear of enclosed area/height) • Blood pressure disorder • Diabetes • Pacemaker or implanted defibrillator • Arthritis, osteoarthritis or other muscular/ skeletal disorders affecting mobility • Known allergies (E.g. bee, wasps or spider stings / bites) • Recent surgery • Any other medical condition or medication dependency that could affect climbing or physical impact of climbing

Note: This form is an example of a medical self assessment form. The training provider must modify this form and the medical conditions listed therein to satisfy legislation and requirements applicable to the geographic location of the training centre.

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ANNEX 3 - VERSION HISTORY

Amendment Date	08.03.2019	Approved by & date	A&C 29.03.2019
Version	08	Description of changes	

Foreword revised

Section 2.1: included requirement for the certification body to be listed on the GWO website as an approved certification body.

Section 2.2 included requirement for WINDA upload within 10 working days.

Amended website regarding fee structure to winda.globalwindsafety.org.

Section 3: included the four pillars in a number list.

Section 3.1.4: included requirement to store records of gap training and documentation.

Section 3.1.6: clarified wording.

Section 3.1.8: specified time frame for notifying GWO of incidents and included OSHA definitions for incidents.

Section 3.2.1: specified responsibility for equipment and facilities - particularly third-party equipment.

Section 3.3.2: clarified Instructor qualification process when delivering training.

changed maximum instructor qualification maintenance period from 24 to 12-month interval.

Included requirement for another GWO instructor to observe and assess delivery of training every 12 months.

Section 3.3.4 (new): included requirement for training provider to ensure instructors implement updates from GWO.

Section 3.3.6: removed reference to instructor/course participant (delegate) ratio deviation

Section 3.4.2: included requirement to ensure course participant (delegate)s are able to participate without sickness or substance abuse.

Entire document: revised wording and corrected spelling errors.

Amendment Date	05.09.2018	Approved by & date	
Version	07	Description of changes	

Spelling aligned throughout document

Foreword updated to include paragraph that the Certification Body must document audits to GWO.

Section 3.1 added requirement for a process for incidents

Section 3.2.1 requirement to clearly mark training area and ensure that it is free of distractions.

Section 3.4.2 updated requirement to ensure that course participant (delegate)s are well-rested and showing no signs of fatigue.

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Section 3.1.8 (new) A system for recording incidents and near misses and a process for informing GWO if an incident has the potential to cause a fatality or life altering injury.

Section 3.1.8 is now section 3.1.9

Amendment Date	**17.07.2018**	**Approved by & date**	
Version	**6.2**	**Description of changes**	

Section 3.5.3
Changed requirements from "demonstrating safe evacuation exercise" to "documenting safe evacuation procedure from OT setup".

Amendment Date	**09.05.2018**	**Approved by & date**	**GWO Secretariat**
Version	**6.1**	**Description of changes**	

Foreword: Paragraph four, line four (to reflect description in 4.5 of Criteria for Certification bodies version 4):

Previous: next scheduled annual "spot check" following 1 October 2018

Changed to: next scheduled annual "surveillance audit" following 1 October 2018

Section 3.5.3: Onsite Training (OT)

Additional explanation provided for audit and certification requirements in an Onsite Training (OT) setup

Clarification of requirement for each OT site risk assessment to be signed by site responsible individual/company representative and training provider before delivery

Amendment Date	**18.04.2018**	**Approved by & date**	**GWO SC**
Version	**06**	**Description of changes**	

Section 1: Removed the list of the individual training standards, added paragraph highlighting that the criteria are relevant for all current and future GWO training standards

Section 2.1: Removed the double reference to "GWO criteria for certified body", Added link to "GWO criteria for certification body"

Section 2.2. History section edited

Section 3.1. Added categories to the management overview section (GWO training records, data storage setup)

Section 3.1.3. Added "records" to the paragraph

NEW 3.1.4, New paragraph containing a revised version of the paragraph

Updated section 3.2.1, Adding comments directed at responsibilities for facility and equipment maintenance

Updated section 3.3, Divided the section into two main paragraphs, competencies and qualification process. Added a flexible qualification option

NEW section 3.3.4, Added a reference to the GWO code of conduct

NEW section 3.3.5, Added an overview of Training provider actions related to 3.3

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Overall changes:

- "GWO Safety Training Standards" to "GWO Training Standards" throughout the document

Amendment Date	31.08.2016	Approved by & date	On behalf of GWO SC, approved by GWO SC Chair and GWO SC Vice-chair. 1 September 2016
Version	**05**	**Description of changes**	

New section 2.2:

Introduces general terms of use for Training providers, including new database WINDA

All Section 3.

Introduces requirement to upload records into WINDA. Maintains requirement to keep records at Training Provider. Removes requirement to issue a physical certificate (makes it optional).

New 3.1.3. Details record requirements specific to GWO be kept in Training Providers own management system, and Records must be entered into WINDA.

3.4.1 Removes requirement to issue certificate to course participant (delegate) and replaces it with requirement to ensure course participant (delegate) has a unique WINDA ID, and upload records of training into WINDA.

3.4.8 Replaces requirement to keep copies of certificates issued with copies of records uploaded to WINDA.

3.4.9 New section - Introduces requirement to upload records of training as soon as practicable and no later than 10 working days from completion of Training Module.

3.4.10 Former section 3.4.9 - WINDA ID as specifying marker to identifying personnel.

3.5 revised and moved from 3.2.2

All sections: minor editorial for ease of reading (mostly spelling & grammar).

Revised and updated the different training setup options to be audited

Amendment Date	15.06.2016	Approved by & date	GWO SC, June 15
Version	**04**	**Description of changes**	

Changed title from "…GWO Basic Safety Training" to "…GWO Safety Training Standards" to accommodate the release of the GWO Basic Maintenance Training Standard

1 Lists all current GWO Safety Training Standards

3 Introduces a prerequisite for certification, where Training Providers must accept a fee payment structure applicable to Certified Training Providers, and re-introduces the pending requirement to perform uploads of training records into a common global database.

Amendment Date	01.12.2015	Approved by & date	GWO SC - 30.10.2015
Version	**03**	**Description of changes**	

New version effective December 1, 2015. Previous changes regarding the RISE database are rolled back. See specifics below.

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Changes to previous version.

3.1 Removed requirements to enter RISE Service Level Agreement

3.1.3 Removed requirements to upload records to RISE, requirements to adding Certification Body name and lead auditor for Training Module, removed request for upload of candidate photography and copy of certificate.

3.2.3 Added requirement for mobile training site and on-site training.

3.4.1 Removed the need for ensuring course participant (delegate) has a RISE ID.

3.4.9 Removed entire paragraph relating to RISE.

3.4.10 new 3.4.9 Removed the request for RISE ID.

Amendment Date	**27.7.2015**	**Approved by & date**	**27.7.2015**
Version	**02**	**Description of changes**	

New version effective at launch of Renewable Industry Safety Exchange (RISE), expected November 2nd, 2015.

Changes to previous version:

3.1 and 3.1.4 Additional requirements for compliance to international and national regulation on data storage and IT systems security

3.1.3 Introduces requirement for upload of records to Renewable Industry Safety Exchange (RISE) and specifies additional requirements for information required on certificates.

3.4.1 Requirement for course participant (delegate) registration in RISE.

3.4.7 Alternative method of publishing user satisfaction program results for in-house Training Providers.

3.4.8 Requirement for record keeping.

3.4.9 Requirements for upload of records to Renewable Industry Safety Exchange (RISE) - and enter into Service Level Agreement with RISE operator (Renewable UK) regarding the use of RISE - as a precondition for continued RISE recognition

3.4.10 Requirement to verify training and competence records (certificates issued) upon request

Amendment Date		**Approved by & date**	**GWO SC - 12.02.2012**
Version	**01**	**Description of changes**	

First issue

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