Global Wind Organisation

CRITERIA'S FOR THE CERTIFICATION BODY

CONTENTS PAGE

Foreword 3

1. Introduction 4

2. Criteria for approval of Certification Body 4

3. Selection of audit team members certifying a Training Provider 4

4. The Certification Process 4

5. Man-day allocation 7

FORWORD

This standard has been approved by Global Wind Organisation's (GWO) Steering Committee on the 2nd of February 2012.

The GWO is an association of Wind Turbines owners and manufacturers with the aim of supporting an injury free work environment in the wind industry.

This standard has been developed in response to the demand for recognizable Basic Safety Training (BST) in the industry. The development of this standard has been done in cooperation between the members of GWO.

The objective with the standard is to develop common industry training and best practice standards on health and safety, as a vital and necessary way forward to reduce risks for personnel in the wind industry working on site and to reduce environmental risks across Europe and Global.

This standard describes the requirements for the certification bodies.

Editorial and Approval

The final editorial and approval of this standard has been made by GWO steering committee.

Control Log

Amendments & Dates	Version	Changes	Approved by & Dates
02.02.2012	0	-	Steering Committee 02.02.2012

1. Introduction:

The purpose of this document is to describe the criteria's for being a Certification Body certifying Training Providers offering GWO's Basic Safety Training.

2. Criteria for a Certification Body:

The Certification Body must be accredited to ISO 9000 and OHSAS 18000 and must follow the general rules for accreditation when offering the service of certifying Training Providers (ISO/IEC 17021:2006. Conformity assessment -- Requirements for bodies providing audit and certification of management systems).

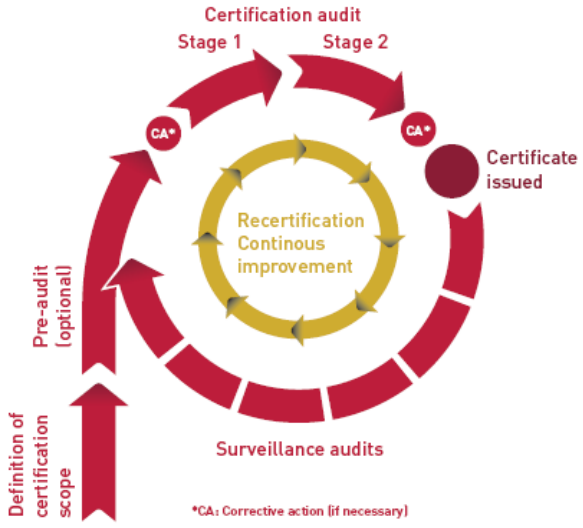
3. Selection of audit team members certifying a Training Provider:

The qualifications of team members shall follow the general rules for accreditation regarding auditor qualifications and sector codes.
An ISO 9000 Lead Auditor can cover the audit of the QMS in the administration of a Training Provider.
An OHSAS 18000 Lead Auditor can cover the audit of a training session on-site.

4. The Certification Process:

4.1 Introduction

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



4.2 Request for certification:

The Training Provider supplies information about the size and scope (training modules) of their operations to the Certification Body. A certification offer is issued by then upon receipt of this information.
Multi-site offers are issued according to the multisite criteria of the accreditation rules according to IAF.

4.3 Pre-audit

The pre-audit is an optional chargeable audit, which is designed to preview the Training Providers management system for areas of the specifications against which the Training Provider asks for certification. The Certification Body will issue a Report to the Training Provider detailing the findings of this audit in due time including any appropriate actions.

4.4 Certification Audit

<u>Stage 1 Audit</u>
The Certification Body will undertake a readiness review to determine the preparedness of the Training Provider for Stage 2, what is the „real" audit phase. Stage 1 processes include:

- understanding the requirements,
- collecting information of the scope of the management
- system, processes and location of the Training Provider,
- reviewing the allocation of resources for Stage 2;
- planning for Stage 2,
- evaluating the internal audit systems.
- Stage 1 can be repeated until it produces satisfactory
- result to proceed with Stage 2.

<u>Stage 2 Audit</u>
The Audit Team will provide an audit programme to the Training Provider prior to the audit.
During the on-site audit, our audit team will 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. The audit team will discuss any non-conformities, observations and opportunities for improvement if and when they are identified during the audit. Furthermore a member of the audit team will follow a training

session on-site to see if it applies to the Training Provider's own procedure and follow the guidance from GWO.

After the audit, the audit team will prepare and present to the Training Provider's management a report of the audit, which will include the audit findings.

Certificate:

When all corrective actions agreed have been completed, the Certification Body will issue a Certificate of Approval and Reports. The Certificate of Approval will detail the specification to which the training Provider has been found to be in compliant at the time of the audit and the scope of the management system.
The Certification Body will publish the name of the training provider on their homepage.

4.5 Certification Maintenance:

Surveillance

The purpose of the surveillance visit is to record whether the Training Providers certification is found to be maintained. The process is as for the stage 2 audit. It means that both the management system and a training session will be audit on a sample basis. 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.

Re-certification

Every three years the Certification Body will automatically review the Training Providers certification. If the surveillance audits and/or the re-certification audit results are satisfactory, the Certification Body will re-issue the Training Providers certification and the Certificate of Approval. This needs to be completed before the expiry of the current Certificate of Approval to preserve the continuity of the certification.

4.6 Extension of the Certification

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

- a witnessed audit of the new training module (samples if more than one) on an extra ordinary visit, or

- during the ordinary surveillance visit where extra time is allocated.

4.7 Certification of new Training Providers

Training providers that are new into this area can have a provisional certificate based on audit of their administrative procedures. Once a training session is planned this will be witnessed by the certification body. If the training session applies to the requirements a normal certificate is issued.

5. Man-day allocation:

The table gives a guidance to determine auditor time for the certification process including surveillance and re-certification. Initial Audit is a combination of Stage 1 and Stage 2. Normally 0,5-1,0 man-day is expected for stage 1.

# Employees	Initial Audit (md's)		Yearly Surveillance (md's)		Re-certification (md's)	
	QMS	On—site Training	QMS	On—site Training	QMS	On—site Training
1 – 25	1,5	1	1	0,5	1	1
26 – 65	2,5	1	1	0,5	2	1
66 – 125	3,5	2	1,5	1	2,5	1
126 – 275	4,5	2	2	1	3	1