

Global Wind Organisation

**CRITERIA'S FOR TRAINING PROVIDER
OFFERING GWO BASIC SAFETY TRAINING**

GUIDE TO CERTIFICATION



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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 Training Providers.

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 provide information and guidance on fulfilling the requirements for certification of a training Provider offering GWO Basic Safety Training. It is intended for use by organisations coming forward for certification for the first time as well as organisations currently in possession of a certification.

2. Certification

To obtain GWO approval, organisations are subject to an audit process performed by an accredited Certification Body. The purpose of this process is to verify that the organisation can consistently deliver training to the relevant GWO Standards (Training Modules). The certification process is described in the document: "GWO - Criteria's for the Certification Body".

3. GWO Certification Criteria's

Training Providers seeking certification to offer GWO Basic Safety Training will be required to demonstrate compliance within the following 4 pillars:

1. Management Systems and supporting processes
2. Physical Resources
3. Staff Resources
4. Training and Assessment

3.1. Management Systems and supporting processes

The Training Provider has a formally documented, effective system for assuring the quality and content of training and assessment and compliance with the GWO approval criteria.

Management systems are required to include the following:

- Policy and objectives
- Organisation incl. responsibilities
- Document Control and records
- Internal Audit
- Handling of NCR's incl. customer complaints
- Management Review



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- 3.1.1 An explicit policy for implementing and maintaining GWO Basic Safety Training (signed by Senior Management). The policy must describe the scope of the GWO Basic Safety Training meaning which Training Modules are included.
- 3.1.2 Clearly defined organisation and documented staff roles, responsibilities and authorities within the organisation for the management and delivery of the GWO Basic Safety Training.
- 3.1.3 A procedure describing how to handle documents/procedures in relation to approval, review, identification of changes and revisions, access, etc. Ensure accurate records are maintained and securely stored.
- 3.1.4 Control the maintenance, updating and backup of IT
- 3.1.5 Ensure frequent internal audits are conducted by appropriately trained personnel with no conflicting interest in the area(s) being audited, to ensure quality and objective evaluation of all system activities including the on-site training and training facilities. The whole management system shall be audited on a yearly basis.
- 3.1.6 A procedure describing how to handle non-conformities incl. customer complaints.
- 3.1.7 Ensure regular reviews by senior management of the Training Providers delivery of GWO Basic Safety Training and compliance with certification requirements, the policy and objectives.

3.2. Physical Resources

The Training Provider can clearly demonstrate that there are adequate resources to ensure that the training and assessment can be consistently delivered in accordance with GWO Basic Safety Training requirements.

- 3.2.1 Resource needs are identified in relation to the specific GWO Training Module and are available.
- 3.2.2 There are sufficient maintenance activities to ensure that all training equipment and facilities are safe and fit for purpose. The system of maintenance must include:
 - A current and accurate inventory of all facilities and equipment used for the delivery of GWO Basic Safety Training and/or assessment.
 - Facility and equipment maintenance plans/contingency plans. These plans shall on a regular basis have been tested in reality in accordance with the risk evaluation.



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- Third party certification of facilities and equipment where appropriate (e.g. for lifting equipment etc).
- Accurate recording of maintenance activities conducted on facilities and equipment used in the delivery of GWO Basic Safety Training and/or assessment.

3.3. Staff Resources

Staffing and resources are sufficient to deliver training and/or assessment that is current, reliable and in compliance with the specific GWO Basic Safety Training Module.

3.3.1 There is sufficient staff with the appropriate qualifications and experience as defined within the specific GWO training module. The general requirements are as follows:

- the trainer has at least 100 hours of teaching experience in general
- the trainer has received at least 20 hours training within the specific training module
- the trainer has past a train-the-trainer course or similar
- the trainer has practical teaching experience within the specific training area (equivalent to min 6 months experience)

In order to train on a specific module the trainer must have participated in the course as observer. After that as a support trainee and, if approved by lead trainer (during assessment), the trainer can do the training by himself.

To maintain the approval for a specific training module the trainer must at least have done 2 training sessions within the last 3 years.

3.3.2 Ensure that staff training and development needs are regularly reviewed and a programme is put in place to meet any requirements which are identified.

3.3.3 Ensure that regular assessment of instructor/assessor competency is undertaken.

3.4. Training and Assessment

The Training Provider has a formally documented system to ensure that reliable training and assessment to the required GWO training module is maintained through out the whole process from first enrolment at the administration to the final certificate.

3.4.1 Ensure that administrative requirements are fulfilled. These are required to include the following:



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- Delegate registration
- Verification of delegate pre-requisites (where required)
- Certificate issue
- Ensure verification of delegate identity by means of government issued photographic identification or equivalent e.g. Passport, Driving Licence, etc.

3.4.2 There is documentary evidence to confirm that training and assessment is carried out as specified within the relevant GWO Training Module. This documentation should include:

- Assessment checklists clearly referenced against the relevant GWO Training Module.
- Detailed lesson/exercise plans, clearly referenced against the relevant GWO Training Module (including key learning points, assessment opportunities, instructor/delegate ratios, resources to be used, time allocation, location of training, staff roles etc).
- A Timetable/Programme.

3.4.3 Ensure all training is conducted safely and delegate well-being is maintained at all times

3.4.4 Ensure candidate assessment is conducted in alignment with GWO Standard requirements.

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

3.4.6 Ensure accurate records of candidate assessment are maintained and securely stored.

3.4.7 Ensure a customer satisfaction programme is in place according to GWO requirements and that the results are published on the Training Providers homepage.

3.4.8 The Training Provider shall keep a record over all delegates that successfully have completed the GWO training and/or assessment event.

3.4.9 On request from a 3rd party, GWO, or any employer with in the wind industry the organisation must verify the training and competence records of specific personnel by name.

3.4.10 The training certificate must as a minimum contain the following information;

- Training Provider Name,



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- Name and date of birth of the student,
- Name of the GWO training module/-s,
- Date of expiration, and
- On the certificate the following line must appear; *“Approved according to the GWO standard by (name of the certification body)”*



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