Criteria for Training Providers offering GWO Training

Version 8
April 2019
CONTENTS

LIST OF ABBREVIATIONS ........................................................................................................... 4

CHANGE LOG ............................................................................................................................ 5

FOREWORD............................................................................................................................... 9

1. INTRODUCTION TO THE DOCUMENT ............................................................................. 10

2. PURPOSE AND TERMS OF CERTIFICATION ................................................................. 10

2.1. Purpose of the certification process ................................................................................. 10

2.2. General terms of use for GWO Certified Training Providers ........................................ 10

3. CERTIFICATION CRITERIA ............................................................................................... 11

3.1. Management systems and supporting processes ........................................................... 11

3.1.1 Policy and objectives ................................................................................................. 12

3.1.2 Organisation incl. responsibilities ............................................................................... 12

3.1.3 Documentation processes .......................................................................................... 12

3.1.4 GWO training records ............................................................................................... 12

3.1.5 Data storage setup ...................................................................................................... 13

3.1.6 Internal audit .............................................................................................................. 13

3.1.7 Handling of NCR’s incl. customer complaints ............................................................ 13

3.1.8 Incident reporting ....................................................................................................... 13

3.1.9 Management review .................................................................................................... 13

3.2. Physical resources ........................................................................................................... 13

3.2.1 Facilities and equipment .............................................................................................. 14

3.3. Staff resources ............................................................................................................... 14

3.3.1 Competencies ............................................................................................................. 14

3.3.2 Instructor qualification process .................................................................................. 15

3.3.3 Training Standard specifics ....................................................................................... 15

3.3.4 Implementation of Updates ....................................................................................... 15

3.3.5 Code of conduct ........................................................................................................ 15

3.3.6 Training provider staff actions .................................................................................. 15

3.4. Training and assessment .............................................................................................. 16

3.4.1 Documentation .......................................................................................................... 16

3.4.2 Delegate conditions .................................................................................................... 16
3.5. Training settings

3.5.1 Fixed Training Facility (FTF) ................................. 17

3.5.2 Mobile Training Facility (MTF) ................................. 17

3.5.3 Onsite Training (OT) ........................................... 18
## List of Abbreviations

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FTF</td>
<td>Fixed training facility</td>
</tr>
<tr>
<td>MTF</td>
<td>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.</td>
</tr>
<tr>
<td>OT</td>
<td>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 delegates.</td>
</tr>
</tbody>
</table>
## Change log

<table>
<thead>
<tr>
<th>Amendment Date</th>
<th>Approved by &amp; Date</th>
<th>Version</th>
<th>Description of Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>8</td>
<td>Document re-format.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>New Reference system and numbering.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Amendment Date</th>
<th>Approved by &amp; Date</th>
<th>Version</th>
<th>Description of Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>08.03.19</td>
<td>A &amp; C 29.03.19</td>
<td>8</td>
<td>Foreword revised</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Section 2.1: included requirement for the certification body to be listed on the GWO website as an approved certification body.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Section 2.2 included requirement for WINDA upload within 10 working days.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Amended website regarding fee structure to winda.globalwindsafety.org.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Section 3: included the four pillars in a number list.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Section 3.1.4: included requirement to store records of gap training and documentation.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Section 3.1.6: clarified wording.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Section 3.1.8: specified time frame for notifying GWO of incidents and included OSHA definitions for incidents.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Section 3.2.1: specified responsibility for equipment and facilities - particularly third-party equipment.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Section 3.3.2: clarified Instructor qualification process when delivering training.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>changed maximum instructor qualification maintenance period from 24 to 12-month interval.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Included requirement for another GWO instructor to observe and assess delivery of training every 12 months.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Section 3.3.4 (new): included requirement for training provider to ensure instructors implement updates from GWO.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Section 3.3.6: removed reference to instructor/delegate ratio deviation</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Section 3.4.2: included requirement to ensure delegates are able to participate without sickness or substance abuse.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Entire document: revised wording and corrected spelling errors.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Amendment Date</th>
<th>Approved by &amp; Date</th>
<th>Version</th>
<th>Description of Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>05.09.2018</td>
<td></td>
<td>7</td>
<td>Spelling aligned throughout document</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Foreword updated to include paragraph that the Certification Body must document audits to GWO.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Section 3.1 added requirement for a process for incidents</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Section 3.2.1 requirement to clearly mark training area and ensure that it is free of distractions.</td>
</tr>
</tbody>
</table>
- Section 3.4.2 updated requirement to ensure that Delegates are well-rested and showing no signs of fatigue.
- 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 Secretariat
Version 6

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
Overall changes: "GWO Safety Training Standards" to "GWO Training Standards" throughout the document

Amendment Date 31.08.2016 Approved by & Date GWO Secretariat
Version 5

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 Delegate and replaces it with requirement to ensure 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 Secretariat
Version 4

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.
### Description of Changes

- **Amendment Date**: 15.06.2016  
  **Approved by & Date**:  
  **GWO Secretariat**:  
  **Version**: 3

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

---

### Description of Changes

- **Amendment Date**: 27.07.2015  
  **Approved by & Date**:  
  **GWO Secretariat**:  
  **Version**: 2

- 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 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

---

### Description of Changes

- **Amendment Date**: 12.02.2012  
  **Approved by & Date**:  
  **GWO Secretariat**:  
  **Version**: 1

- First Issue
Foreword

The 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 8 of the GWO Criteria for Training Providers wishing to offer training in accordance with a GWO Training Standard(s). The criteria have been updated and approved by the Global Wind Organisation’s (GWO) Steering Committee, in March 2019.

Version 8 replaces all previous versions. It may, at the request of the training provider, be used from the date of approval.

Version 8 is considered the mandatory requirement as of 1 October 2019 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 next scheduled annual surveillance audit following 1 October 2019.

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 Criteria for the Certification Body.

Editorial and approval

The final editorial and approval of this standard has been made by the GWO Steering Committee.
1. INTRODUCTION TO THE DOCUMENT

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

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

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

Each module is certified on an individual basis to ensure that the right competencies, system, equipment and facilities is in place for that specific module.

2. Purpose and terms of certification

2.1. Purpose of the certification process

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 the delegate learning is supported by the prerequisite management systems and physical resources.

To obtain approval as GWO Certified Training Provider, training provider organisations are subject to an audit process performed by an accredited certification body that fulfils the terms and conditions of the “GWO – Criteria for the Certification Body” document and is listed as an approved Certification Body on the GWO website "www.globalwindsafety.org". The process itself can be examined in the aforementioned document.

2.2. General terms of use for GWO Certified Training Providers

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.

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

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

3. Certification criteria

Training providers seeking certification to offer the GWO Training will be required to demonstrate compliance within the following four pillars:

1. Management systems and supporting processes
2. Physical resources
3. Staff resources
4. Training and assessment

Each pillar is a vital component required to the adherence of the GWO Criteria 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.

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

3.1. Management systems and supporting processes

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.

Management systems are required to include the following:

1) Policy and objectives
2) Organisation incl. responsibilities
3) Documentation processes
4) GWO training records
5) Data storage setup
6) Internal audit
7) Handling of NCR’s incl. customer complaints
8) Procedure for incidents during training
9) Management review

3.1.1 Policy and objectives
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.

3.1.2 Organisation incl. responsibilities
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.

3.1.3 Documentation processes
A procedure describing how to handle documents, records and procedures in relation to approval, review, identification of changes and revisions, access, etc.

3.1.4 GWO training records
Ensure the following and matching records are uploaded into WINDA:

1) 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 providers internal management systems:

a) Delegate first name
b) Delegate last name
c) Delegate WINDA ID
d) Name(s) of trainer
e) Site of training conducted (location and country)
f) Applicable GWO Standard Training Module (incl. course code)
g) Completion date of Training module
h) Previous course valid until date (only applicable to refresher training modules)
i) For merit record or gap training has been delivered, a copy of the delegate's previous training certificate
3.1.5 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.

3.1.6 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.

3.1.7 Handling of NCR’s incl. customer complaints
A procedure describing how to handle non-conformities incl. customer complaints.

3.1.8 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 within 24 hours if the incident is included on the list of OSHA’s definitions of a recordable injury or illness:

1) Any work-related fatality.
2) Any work-related injury or illness that results in loss of consciousness, days away from work, restricted work, or transfer to another job.
3) Any work-related injury or illness requiring medical treatment beyond first aid.
4) Any work-related diagnosed case of cancer, chronic irreversible diseases, fractured or cracked bones or teeth, and punctured eardrums.

Minor incidents requiring first aid as defined by OSHA does not need to be reported to GWO¹.

3.1.9 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, the policy and objectives.

3.2. Physical resources
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.

Resource needs are identified in relation to the specific GWO Training Module and are available.

¹ https://www.osha.gov/recordkeeping/
3.2.1 Facilities and equipment
The training provider is responsible for the facilities and equipment used to conduct GWO training and must ensure that facilities and equipment is functional and safe by doing the following:

1) 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.

2) 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 belongs to a third-party, the training provider must ensure a documented maintenance schedule as described above follows the equipment/facility.

3) Training area is clearly marked and free of distractions including cell phone usage

These criteria are to be adhered to equally for fixed training sites, mobile training setup 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.

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

3.3.1 Competencies
Instructor competencies must include the following:

Experience level:

1) The instructor must have documented a minimum of 100 hours vocational teaching experience, prior to the process described in section 3.3.2

Teaching skills:

2) Basic understanding of taxonomy as used by GWO

3) Knowledge (Bloom)

4) Skills (Simpsons)

5) Attitude (Krathwohl)

Evaluation:

6) Ability to evaluate the delegates’ learning output during and at the end of the course, according to the taxonomy indicator(s).
3.3.2 Instructor qualification process
The instructor must within a period of 6 months engage in the following process in the applicable course before delivering the training independently:

“Participate² ➔ Observe ➔ Co-deliver ➔ Deliver under observation³”

Alternatively, the training provider may utilize a documented and proven train-the-trainer process that ensures the same trainer competences in a wind turbine environment, e.g. by ensuring the same amount of contact hours with the material and teaching hours of the applicable module.

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. At least once every 12 months, the trainer must be observed and assessed by another GWO instructor while delivering at least 1-hour theory and at least 2 hours practical training.

3.3.3 Training Standard specifics
The instructors must comply with content directed at the criteria of the specific training standard.

3.3.4 Implementation of Updates
The training provider has a documented system for ensuring that the instructor implement updates to the relevant GWO standards in the training.

3.3.5 Code of conduct
The instructors must always comply with the GWO code of conduct.

3.3.6 Training provider staff actions
Therefore, in alignment with the above staff criteria the training provider must:

1) Ensure that the instructors vocational teaching experience is documented in the management system
2) Ensure that the instructors understand the purpose of each taxonomy and its indicators
3) Control that the evaluations are connected to learning objectives and the taxonomy herein
4) Store documentation for the participate ➔ observe ➔ Co-deliver ➔ Deliver, process for each relevant instructor in the management systems
5) Control that the training standards used, are always the latest edition
6) Ensure that the instructor implement updates from GWO

² Complete the course as a regular delegate and receive a training record
³ Observed training delivery by qualified lead instructor
7) Ensure that the GWO code of conduct is available to the applicable instructor.

3.4. Training and assessment
The training provider can demonstrate that the training and assessment has been done in an orderly manner and evaluated properly by ensuring the following:

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

1) Assessment checklists clearly referenced against the relevant GWO training module
2) Detailed lesson/exercise plans clearly referenced against the relevant module (including key learning points, assessment opportunities, instructor/delegate ratios, resources to be used, time allocation, location of training, staff roles etc)
3) A timetable/programme
4) Accurate records of candidate assessment are maintained and securely stored
5) Records of training shall be uploaded to WINDA as soon as practicable upon completion of training and no later than within 10 working days
6) Upon request from a 3rd party (GWO, the Delegate trained or any employer within the wind industry), the training provider must verify the training and competence records of specific personnel as identified by WINDA ID.

3.4.2 Delegate conditions
The following must be in place supporting the delegates:

1) Ensure all training is conducted safely and Delegates are well-rested, showing no signs of fatigue, sickness effecting participation or substance abuse and their well-being is maintained at all times
2) Ensure candidate assessment is conducted in alignment with GWO Standard requirements.
3) Support candidate appeals against assessment decisions relating to treatment within the assessment process.
4) Ensure a customer satisfaction programme is in place according to GWO requirements and that the results are 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 delegates and internal procurers of training.
3.5. Training settings
GWO training can be conducted in the following specified settings:

a) Fixed training facilities
b) Mobile training facilities
c) On-site

3.5.1 Fixed Training Facility (FTF)
This is considered the normal GWO certified training provider setting.

In an FTF setting, the training provider will use known equipment and facilities in a setting where risk management is supported by the permanent training environment.

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

1) It is a permanent physical location
2) It's pre-defined specifications and risk management
3) The training provider has a valid profile in WINDA (plan for registering if first-time audit)
4) All training at site must be uploaded to WINDA (plan for uploading if first-time audit)

The training provider must therefore:

a) Ensure that there is a valid and updated risk assessment for the FTF
b) Control that the applicable instructor is knowledgeable about the risk assessment and is proficient in navigating and applying it in relation to the relevant module.

3.5.2 Mobile Training Facility (MTF)
The MTF allows for the possibility of moving a known environment to a desired training location, thus re-establishing the same risk environment each time it is deployed. Additional risk assessment may be required depending on the specific location.

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

1) Portability
2) Matching the specifications and risk management for a FTF
3) Not a permanent location
4) The training provider has a profile in WINDA (plan for registering if first-time audit)

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

The training provider must therefore:

a) Ensure that there is a valid and updated risk assessment for the MTF

b) Ensure that a new/additional risk assessment has been created should the applicable environment influence the MTF regarding safety

c) A location specific assessment shall be undertaken to document and adhere to location specific risks and legal requirements

d) Validate that the instructor has reviewed the relevant parameters of the environment, and updated/changed the training execution accordingly

e) 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

f) Keep records on MTF based training until the next full audit.

3.5.3 Onsite Training (OT)

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

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

1) Already operate and maintain an MTF or FTF

Have an established set up for onsite training that can ensure consistent, compliant and safe delivery of learning objectives to delegates.

The onsite training setup must be certified in the same way as for FTF and MTF. The OT set up must be audited when the first OT training is delivered. The audit must take place in a live training environment and certification is granted according to the following additional characteristics:

1) Training provider's capability in unknown/new environment

2) A unique risk assessment must be created for each deployment signed by both site responsible and training provider.

3) Training provider shall have a profile in WINDA which is the WINDA profile for the training provider's existing FTF of MTF site, whose management system supports OT delivery.
The training provider must therefore during the initial certification audit and subsequent surveillance audits demonstrate to the certification body:

a) A valid and updated risk assessment for the OT setup.

b) Documentation of a safe evacuation procedure of the OT setup.

c) A complementary risk assessment exists for each new location-specific application of the OT setup.

d) That the instructor has reviewed the relevant parameters of the risk assessment above, and in particular of any influential environmental factors on the day of training and adapted the training accordingly.

e) That the applicable instructor is knowledgeable about the risk assessment and OT setup and is proficient in navigating and applying the knowledge in relation to the relevant module.

f) That the applicable OT risk assessment is signed by both training provider and site responsible individual/company representative, testifying that the equipment and facilities are compliant with the requirements of the applicable training standard module.