REQUIREMENTS FOR CERTIFICATION BODIES

VERSION 7.1

MAY 2020

Section 1 - Content

Section 2 - List of Abbreviations

GWO	Global Wind Organisation
ISO	International Standards Organisation
QMS	Quality Management System
WTG	Wind Turbine Generator

Section 3 - Terms and definitions

Term	Definition
Shall[1]	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.
Course Participant	A person attending a course. GWO has to date used the word delegate for course participants. This will be phased out in next versions of all standards. Course participant (or participant) shall have the same meaning as the word delegate when used.
WINDA	GWOs database of training records allowing unique and digital verification of training
WINDA ID	A unique identification code attributed to a course participant
WINDA records	A record of training uploaded to a course participant's WINDA ID. May in colloquial English be referred to as a person's GWO training certificate or training validity
Non-conformances	
Major non-conformances	Any nonconformity that affects the capability of the management system to achieve the intended results.

---

[1] Ref: ISO 9001/2005

— if there is a significant doubt that effective process control is in place, or that staff, equipment or facilities will meet the specified requirements, this includes legal requirements

— a number of minor nonconformities associated with the same requirement or issue could demonstrate a systemic failure and thus constitute a major nonconformity.

Minor non-conformances	Nonconformity that does not affect the capability of the management system to achieve the intended results.
Mock training	Option for training provider and auditor to carry our assessment of training delivery during a training session organized for this sole purpose.

During the audit for mock training, the auditor shall be able to request the training provider to demonstrate any of the theoretical and practical learning elements from the module as part of the audit in line with the requirements for the man-day estimation table for practical training. This may be done as sampling. Elements should not be agreed in advance.

Course participants attending the mock training must be fit and capable to participate in the training and hold necessary pre-requisites if required by the module, and the number of instructors and course participants should equal maximum number of participants described in the standard.

Section 4 - Change Log, Revision 7

Amendment Date	12.05.2020	Approved by & date	ExCo, 01.05.2010
Version	7.1	Description of changes	

Section 7.4.14: Certification Process

- Updated wording on number of participants during training when conducting an audit.

Section 7.7.1: Extension of Certification

- Clarified wording on changed extension of certificates.

Amendment Date	01.04.2020	Approved by & date	ExCo, 20.04.2010
Version	07	Description of changes	

Name of document changed from "Criteria for the Certification Body" to "Requirements for the Certification Body"
Version changed to 07
Format aligned with other GWO Documents. Including numbering of sections and paragraphs.
Content re-organised and redundant requirements merged.

Section 3 is new and includes Terms & Definitions
- Incl. Definitions on non-conformance
- Incl. definition on WINDA related terms
- Delegate replaced with course participant

Section 4 contains Change log– latest revision, historical revisions moved to Annex 1.

Previous section 4 merged into ned section 5 Introduction

Section 6: Requirements for Certification Bodies,
- Content re-organised and redundant requirements merged.
- Requirements to register CB competence with GWO, and to be listed on website
- specified ISO/OHSAS version year
- Auditor Qualification Training replaces the pre-requisite of having witnessed or participated in the specific training module from April 1, 2021 and validity of same.
- New requirement to allow GWO to audit certification body in special cases

Section 7: The certification process
- Content re-organised to follow chronology of process.
- Redundant and overlapping requirements deleted and/or merged.
- References training settings (fixed, mobile, onsite and digital) in TP requirements
- Man-day table for both single site and multi-site introduced
- Requirements for stage 1 allows remote auditing as an option, clarifies that initial audit stage 2 must always be a physical in person audit
- updated requirements for sampling and change certificate lifecycle from three to two years to align with sampling cycle

- introduce requirement to send audit report, incl. non-conformances and observations to GWO along with certificate

Annex 1: Remote Auditing. Introduces temporary measure for remote auditing is at this stage considered trailing to extract knowledge with an aim to determine a permanent requirement. Sets specific requirements for reporting learning about remote auditing to GWO, and sets minimal requirements for analysing limitations of remote auditing, and to implement mitigating actions (to be included in report to GWO).

Section 5 - Introduction

The Global Wind Organisation (GWO) is an association of Wind Turbine owners and manufacturers with the aim of supporting an injury-free work environment in the wind industry through setting worldwide mutually recognizable industry safety training standards.

The purpose of this document is to describe the requirements to certification bodies auditing and certifying training providers to verify conformity with GWO Requirements for training providers when delivering training according to GWO training standards.

Where national legislation sets higher requirements relevant for the specific training, the training provider shall incorporate these requirements into the training program.

Certification of GWO training providers can vary in scope, depending on how many training modules the training provider is certified to conduct.

Each module shall be certified on an individual basis to ensure that the right competencies, systems, equipment and facilities are in place for that specific module. When doing so, the auditor must verify that the training provider's management systems support safety and quality of equipment and facilities, instructor qualifications programs, as well as the delivery of training itself.

The certification process for GWO differs from a simple management system audit in the attention to the quality of delivery of GWO training where, as part of the audit, the auditor must observe and assess delivery of training to course participants in all modules certified.

Disputes and potential non-conformities shall be brought to the attention of the GWO Audit and Compliance Committee through the GWO secretariat. Any disputes must be provided in writing with all concerned parties included to feedback@globalwindsafety.org.

This document constitutes version 7 of the Requirements for Certification Bodies. Version 7 have been created with input from surveys and hearing process of all stakeholders, and consolidated by a working group of selected stakeholders (auditors and training providers).

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

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

Approved by Global Wind Organisation's (GWO) Audit & Compliance Committee and Executive Committee, April 2020.

Section 6 - Requirements for Certification Bodies

6.1 - General requirements for certification bodies

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

6.1.2   The certification body must be accredited to ISO/IEC 17021: Conformity Assessment - Requirements for bodies providing audit and certification of management systems and/or accredited to ISO/IEC 17065: Conformity assessment - Requirements for bodies certifying products, processes and services. The certification may be considered either a Management System Certification or a Service Certification and must be carried out against the GWO Criteria for Training Providers and the GWO Training Standards.

6.1.3   Prior to performing an audit, the certification body must document conformity with the requirements in this document for the certification body itself, and the audit team members specifically. Upon approval, the certification body will be listed on the GWO website as a GWO approved certification body.

6.2 - Qualifications of audit team members certifying a training provider

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

6.2.2   An ISO 9001:2015 or similar lead auditor can cover the audit of the Quality Management System of a training provider.

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

6.2.4   Auditors who wish to perform GWO audits must have successfully completed the GWO Auditor Qualification Training.

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

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

6.2.7 Until April 2021, as an alternative to Auditor Qualification Training, the auditor may qualify by having completed and/or witnessed the GWO module(s) equivalent to the training standard module(s) the audit is performed against. If there is no GWO training provider offering this module within reasonable travel distance (e.g. in the same country), then the requirement may be met by the OHSAS 18001:2007/ISO 45001:2018 auditor having completed and/or witnessed a similar training module aimed at the wind industry. From April 1, 2021, the requirement to having witnessed or participated in the specific training module no longer applies and is replaced by 6.2.4.

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

6.2.9 The certification body shall keep records of the audit team, and of the audit they have participated in, for at least the validity period of the certification plus three months.

6.3 - Audit by GWO of Certification Body

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

6.3.2 Should a decision by the GWO Audit & Compliance Committee following the audit be to withdraw the approval for the certification body to conduct GWO audits, any required transfer or certificates will be done according to the current revision of IAF MD 2: "IAF Mandatory Document for the Transfer of Accredited Certification of Management Systems"

Section 7 - The certification process

This section describes the whole 2-year certification process, from request of proposal to obtaining a certificate and continuing with annual surveillance audits and recertification:

7.1 - Request for certification

7.1.1   The process starts at a training providers request to a certification body that has demonstrated compliance with GWO Requirements for Certification Bodies and been approved by the GWO secretariat. A complete list of approved certification bodies is listed on www.globalwindsafety.org

7.1.2   As part of the initial request and response, both parties must agree to the scope of certification against the GWO Requirements for Training Providers and the GWO Training Standards (training modules), and shall agree on which versions of these are used for certification.

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

7.1.4   Initial audits of training providers must always be physical visits.

7.1.5   The auditor must at all times during the practical exercises be able to hear, see and fully participate in the training physically or via remote options as described in Annex 3.

7.2 - Multi-site offers

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

1) Fixed (Permanent) training facilities

2) Mobile (Temporary) training facilities

3) On-site / Field Training

4) Digital learning

7.2.2   Each type of facility and their specific requirements for audit and certification are detailed in the Requirements for Training Providers section on Equipment and Facilities, subsection on training settings.

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

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

7.3 - Estimate for man-day allocation for certification process

7.3.1   The table below gives a guidance of <u>minimum</u> auditor time estimated for the certification process including surveillance and recertification for a single site audit.

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

7.3.3   For all initial audits, sampling is not allowed, and <u>all</u> modules and training sites must be assessed according to table 1

7.3.4   If audit covers a multisite certificate using the same QMS system, the QMS must be audited at the main site location and can be verified by sampling at additional sites.

Table 1 - Man-day allocation estimation table for stage 1 and 2

Stage 1 audit	Estimated time allocation	QMS	Equipment and Facilities	Instructor qualifications	Training Assessment
Single site audit	1 man-day per site (physical or online)	Review QMS Review Equipment and Facilities including maintenance schedules Review instructor qualifications program Review lesson plans and plan for assessment			
Multi-site audit	1 man-day per site unless QMS is the same in which case sampling is allowed (physical or online)	Review QMS Review Equipment and Facilities including maintenance schedules Review instructor qualifications program Review lesson plans and plan for assessment			

Stage 2	Estimated time allocation	QMS	Equipment and Facilities	Instructor qualifications	Training Assessment (observation by the auditor per module in scope)
Single site audit	1 man-day per site for QMS, Equipment and Facilities and Instructor Qualifications. Allocated time for training assessment depends on number of modules included in the scope.	Review QMS Review Equipment and Facilities including maintenance schedules Review instructor qualification program			**In the learning domain of knowledge:** Variation in training delivery in all of the module, or at least 1 hour, whichever is the shortest duration. **In the learning domains of attitude and skills:** Variation in training delivery in all of the module, or at least 2 hours, whichever is the shortest duration.
Multi-site audit	1 man-day per site unless QMS is the same in which case sampling is allowed for QMS, Equipment and Facilities and Instructor Qualifications. Allocated time for training assessment depends on number of	Review QMS Review Equipment and Facilities including maintenance schedules Review instructor qualification program			**In the learning domain of knowledge:** Variation in training delivery in all of the module, or at least 1 hour per site, whichever is the shortest duration. **In the learning domains of attitude and skills:** Variation in training delivery

	modules included in the scope.		in all of the module, or at least 2 hours per site, whichever is the shortest duration.

7.4 - Certification audit

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

Stage 1 audit

7.4.2 Stage 1 is a readiness review of the 4 processes described in the Requirements for Training Providers performed by the auditor to determine the preparedness of the training provider for stage 2, and must cover:

- Quality Management Systems and supporting Processes (e.g. does QMS support described quality of documentation?)

- Equipment and physical resources (e.g. does equipment and facilities at least match the described quality in the standard, and is it maintained to be safe?)

- Instructor Qualifications (e.g. are instructor qualifications program sufficient to ensure all instructors are sufficiently qualified?)

- Training and Assessment (e.g. do lesson plans and management instructions match the standard to be certified against?)

7.4.3 Stage 1 must through a dialogue with the training provider:

- identify areas of concern, potentially leading to non-conformity

- reviewing the allocation of resources for stage 2;

- planning for stage 2.

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

Stage 2 audit

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

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

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

7.4.8 If the instructor team remains the same across multiple sites, the auditor can request the instructors to perform multiple practical exercises in order to witness more variety.

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

7.4.10 The auditor shall follow either an actual or mock training session in each training module included in the scope.

7.4.11 Theoretical training can be either through physical presence in a classroom or through online digital learning.

7.4.12 As part of the audit, the auditor must observe and assess an instructor under regular employment with the training provider delivering a training session to course participants.

7.4.13 Course participants attending the observed training must be fit and capable to participate in the training and hold necessary pre-requisites if required by the module.

7.4.14 The number of participants in any parts of the observed training must at least be equivalent to the instructor to course participant maximum indicated in the practical training ratio with 1 instructor.

7.4.15 During the training portion of the audit, the auditor must evaluate the instructor's use of correct taxonomy as described in the relevant training standard module as well as the instructor's focus on learning transfer and assessment of course participants (. The evaluation of the instructor must include both theory and training as described in the standard.

7.4.16 The duration of the training assessment is described in section 7.3 - Estimate for man-day allocation for certification process.

7.5 - Issue of Certificate and requirements to inform GWO

7.5.1   When all corrective actions agreed have been completed and the training provider is found to be in compliance, the certification body shall issue a certificate of conformity including all of the information listed in 7.5.3 and an audit report in English for each training facility audited and certified.

7.5.2   Certificates of conformity shall be issued with a validity of two years for Fixed Training Facility and Mobile Training Facilities, whereas validity of certificate shall be only one year for On-site Training.

7.5.3   The certificate shall as a minimum contain the following:

1) Training provider's name (name of company)

2) Site of training facility (Name and address)

3) Applicable GWO Standard Training Module title(s) and version numbering

4) Audited for Fixed, Mobile or On-site Training (if included in the scope and from where the mobile or onsite training belongs if multisite certificate)

5) Certification body name

6) Certification date and expiry date

7) Certification body's own unique certificate number

7.5.4   The certificate, the audit report and a completed corresponding Annex 1 form shall be sent to info@globalwindsafety.org for approval.

7.5.5   Surveillance and recertification reports must also be sent to GWO at (info@globalwindsafety.org).

7.5.6   Certification bodies shall inform GWO (info@globalwindsafety.org) of new certificates issued for all concerned sites and of any changes to the certification status of an audited training provider as soon as possible and no later than within 10 working days. This includes in particular:

1) new certificates

2) extension of certificates

3) re-certification

4) withdrawals and termination of certificates

7.5.7   A quality check may be conducted by GWO in order to ensure the report includes all applicable requirements in terms of scope, content, correct man-day allocation or any other item of reference. In specific

cases, GWO may require the certification body to re-do an audit if significant deviation from the applicable requirements is observed

7.6 - Surveillance and recertification

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

7.6.2   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.

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

7.6.4   Surveillance audits shall be identical to the stage 2 audit, however sampling is allowed though no more than 2 years must pass between witnessing each module at each site.

7.6.5   Recertification audits must be identical to the stage 2 audit. It means that both the management system and training sessions shall be audited on a sample basis.

7.6.6   However, for On-site training, sampling is not allowed, and a stage 2 audit for all modules must be conducted every 12 months.

7.6.7   A training provider can be re-certified within 2 months before expiry of current valid certificate and maintain the original certification date. If a certificate is expired, the training provider must undergo an initial audit.

7.7 - Extension of certification

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

1) a witnessed audit of each of the new Training Module (s)on an extra-ordinary visit, or

2) during the ordinary surveillance visit where extra time is allocated.

7.7.2   If the training provider is switching parts of the training in an already certified module to a digital delivery, the audit shall only focus on the ability to deliver digitally, and on the measures in the QMS to support the connection between the digital and practical parts.

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

7.8 - Transfer between Certification Bodies

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

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

ANNEX 1 - New Certificate / Re-certification form

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

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

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

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

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

STANDARDS	MODULES	FIXED Training Facility	MOBILE Training Facility	ONSITE Training Facility	Digital Learning
	First Aid				

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

ANNEX 2 - Version history

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

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

Entire document revised for wording and correction of spelling errors.

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

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

Section 6: Now 5, requirement included to provide copy of re-certification certificate, audit report and contact information in case of non-compliance.

Amendment Date	21.06.2017	Approved by & date	GWO SC 21.06.2017
Version	04	Description of changes	

- Foreword aligned with scope of GWO Training Standards
- Section 2: updated wording on accreditation and conformity assessment
- Section 3: Removed text covered in section 2 and changed requirement for audit team members
- Section 4.4: Change of wording and specified certificate must be in English.
- Removal of requirement to include training facility management and auditor signatures in the certificate
- Section 4.5 Included the option to perform re-certification within two months of expiry of current valid certificate and maintain the original certification date.
- Section 4.7 Included requirement to audit and certify all locations
- Section 6. Requirement to inform GWO of contact details of lead auditor and of alternative contact persons added.

Entire document: Certification process graphic removed.

Amendment Date		Approved by & date	GWO SC
Version	3.1	Description of changes	

Front page: Updated to new logo
Section 6: updated email address to info@globalwindsafety.org

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

Section 4.7: Additional requirements for audit of multi-site and on-site certification.
Section 6: Additional requirement for Certification Bodies when informing GWO of certification

Amendment Date	24.07.2015	Approved by & date	GWO SC 24.7.2015
Version	02	Description of changes	

Section 3: Additional requirements to competence level of audit team members.
Section 4.5: Re-certification for multisite will allow spot check verification.
Section 4.7: All audits must include on-site inspection of training equipment and a witnessed audit of training for all facilities certified. The multisite criteria of the accreditation rules to IAF no longer apply.
Section 4.8: New section – former section 4.7.
Section 6: New section – requirements for Certification Bodies to inform GWO of certificates issued and for record keeping.

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

First release

ANNEX 3 – Remote auditing

As a temporary measure until end of year 2020 and as a response to the COVID-19 pandemic, GWO will allow certification bodies to conduct remote auditing according to IAF MD 4:2018, however with additional requirements as laid out below.

The scope for remote audits within GWO using digital tools covers:

- Stage 1 audits
- Surveillance audits
- Recertification audits
- Extensions of certificate for digital delivery

The option to use remote auditing is not available for initial audits of training providers nor of extensions to certification for new modules. The four above types of audits shall be complemented or have been preceded by an initial state 2 audit.

The temporary measure for remote auditing is at this stage considered trailing to extract knowledge with an aim to determine a permanent requirement. Auditors conducting remote audits are therefore requested to include in the audit report:

- Pros and cons of the remote audit in terms of audit quality
- Audit techniques different from normal face-to-face audits
- Parts of the audit suited for remote audits and parts found to be ill-suited.

Remote auditing requirements

As remote audits set higher demands on the auditor and the training provider. The auditor must in addition to the requirements in IAF MD 4:2018 as a minimum document and record in the audit report:

a) That the auditor was able to perform a real-time audit with full visual inspection of all elements of the audit as described in section 7.

b) That training was demonstrated in real-time allowing the auditor to witness actions of instructors as well as course participants. This requirement applies to both in-person training as well as digitally delivered training.