

## MEMO

10th February 2021

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To: All GWO Training Providers and Certification Bodies  
From: GWO Secretariat  
Cc: GWO Audit & Compliance Committee  
Subject: [Advisory Notice on CoronaVirus \(COVID-19\) – Update 9](#)

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### **Introduction**

Throughout the global COVID-19 pandemic, the GWO executive committee has issued advisory notes communicating agreed advice, guidance and exemptions from our regular governance (requirements and standards).

The GWO's priority is to address the issues related to conducting safety training with minimal adverse effects and spread of virus, and towards situations where COVID related restrictions may cause expiry of validity of either technicians training records or expiry of certifications of GWO Training Providers.

Since beginning of Q3 2020, we have evidence from the global GWO training provider community, that training has resumed in all countries where a GWO training center is present, and that almost all training centers are fully operational again and able to deliver training.



Further, there is evidence to support that backlogs of expired training from Q1-Q2 have been addressed.

Since the onset of the pandemic, 43 training centers have adopted the mitigation measure “BSTR-P”, a digital partial training standard that now allows people who for a variety of reason were unable to attend a physical training to train remotely, and receive 6 months’ extension of validity to their previous training.

The pandemic is by no means over yet, and until such time as there is an effective vaccine and medical treatment, some exemptions to our normal governance remain in place to allow the GWO training community to support the global wind industry through this challenging period. To address these challenges and allow training providers to adapt their services to an environment where social distancing and disruptions to planned activity are the norm rather than the exception, GWO has implemented the following:

<b>Change Log</b>		
10 <sup>th</sup> February 2021	Advisory 9	<p>Removing the word “planned” in item 1 of section ‘60 days flexibility for refreshing existing training’. This will allow course participants and training providers to handle local COVID-19 issues without the need for a pre-planned refresher</p> <p>Removing the previous item 3 requiring training providers to contact GWO for further instructions in this instance.</p>
26- November	Advisory 8	<p>During training, use face masks whenever appropriate, however considering that during physically demanding exercises face masks may inhibit comfortable breathing, other preventive measures should also be considered.</p> <p>BSTRP-P is adopted as a permanent training standard, allowing flexibility for course participants who for whatever reason are not able to attend a physical training course, and where a digital partial can provide operational flexibility. All certifications by certification bodies may be extended to certified training providers and shall follow ordinary surveillance/recertification schedules. Extensions of certificates must be sent to GWO at <a href="mailto:info@globalwindsafety.org">info@globalwindsafety.org</a>.</p> <p>The temporary measure to allow remote auditing, Annex 3, is extended until 31.march, with a view to determining permanent guidance in the next revision (version 8) of the requirements for certification bodies due for release on 1 April 2021.</p>



		The temporary measure to allow attendance to refresher training up to 60 days after ordinary expiry of previous training will be extended until 30 June 2021, with two clarifications a) that using this measure requires proof of cancellation of a planned training within normal expiry (to be documented by course participants prior to training to the training provider), and b) that any refresher training taken using this exemption must be completed no later than 30.06.2021.
19-May	Advisory 7	Extend temporary measure to allow 60 days of flexibility following certificate expiry in order to completed a refresher training until 31.12.2020
21-Apr	Advisory 6	Digital learning in Requirements for Training Provider, version 9 Remote auditing in Requirements for Certification Body, version 7 Interim measure: Eligibility to offer training in BSTR-P prior to completion of audit
20-apr	Advisory 5	Adding BSTR-P as interim measure to address skills fade
20-Mar	advisory 4	Allowing audits 30 days additional flexibility Further clarifying guidance to training providers on delivery of training
16-Mar	advisory 3	Extend temporary measure until 1 June. Extension of refresher period to 60 days as response to WHO declaration of pandemic Initial guidance on delivery of training
12-Mar	advisory 2	Measure extended until 14 April and affected regions outside China
21-Feb	advisory 1	Temporary measure until 1 April, limited to affected regions in China Extended refresher period 30 days

### **Advice for all Training Providers**

GWO strongly advises training providers to follow World Health Organisation guidelines for prevention in schools, workplaces and institutions, as well as to follow recommendations from national health authorities.

Further, during the delivery of GWO training, take reasonable precautions to deliver the learning objectives while observing precautionary measures to avoid spread. As a minimum, the following measures are recommended:

In all modules:

- a. Update your safety instructions and emergency procedures: Every GWO Standard contains in lesson 1 a 15-minute lesson on "Safety Instructions & Emergency Procedures". We strongly advise all training providers to adapt their introductory lessons to include reference to good hygiene, social distancing, and



other measures you introduce in accordance with the guidelines mentioned above.

- b. Implement measures according to the guidelines mentioned above to mitigate ways virus may spread, including planning of exercises to allow social distancing, and prevent spread of virus from shared use of equipment. Introduce disinfection regimes between uses.
- c. During practical exercises in any GWO module where course participants are used as an injured person (casualty), we recommend training providers to use a dummy as the injured person.
- d. If infected (or displaying symptoms), instructors and course participants must refrain from attending training.
- e. Use of face masks should be carefully considered and applied whenever appropriate. Please take note that during physical exercise wearing a mask may inhibit comfortable breathing, and alternative preventive measures should be considered. Please see <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/myth-busters#exercising>

In specific modules:

- f. During First Aid and Enhanced First Aid (including refresher) modules for when practicing CPR on a resuscitation mannequin. Training staff shall continue to demonstrate correct CPR, however course participants (delegates) shall not be required to perform mouth-to-mouth part on mannequin. However, delegates must still practice establishing an airway and verbally confirming delivery and correct number of rescue breaths (without contact between course participants mouth and the mannequin's mouth), and otherwise complete the exercise as described.
- g. During Working at Height initial and refresher training, all practical exercises can be performed using a rescue dummy as injured person (casualty), including the double evacuation and ladder rescues of a conscious person
- h. During Advanced Rescue Training (Initial and Refresher), when performing practical rescue exercises where the course participants (delegates) are required to work in teams, these exercises may be carried out as single rescuer, making sure to cover planning of rescue in teams and teams communication during rescue.

### **Digital Learning included in Requirements for Training Providers version 9**

New sections on digital training delivery have been included in the new Requirements for Training Providers version 9 released on April 21 2020. The digital training delivery requirements are regarded as an additional training setting on par with onsite (field) training and shall be audited accordingly.

See further details in the [Requirements for Training Providers version 9](#).



### **Remote Auditing included in Requirements for Certification Bodies Version 7**

An option to perform Remote Auditing has been added to the new Requirements for Certification Bodies as an interim measure for surveillance audits and recertifications.

Remote audits may also be used for extension for scope if an already certified GWO training provider wishes to shift from another already certified method of training delivery to digital delivery. Further exemptions apply specifically for delivery of the Basic Safety Training Online Partial Refresher (BSTR-P) standard. See below.

Remote auditing was initially communicated a temporary measure to be evaluated by GWO before 31 December 2020. This deadline has been extended until 31 March, with an aim to include in a permanent revised form in the Requirements for Certification Bodies version 8 to be released on 1 April 2021.

See further details in the [Requirements for Certification Bodies version 7](#).

### **Basic Safety Training Online Partial Refresher Standard (BSTR-P)**

The BSTR-P Standard was launched as an interim measure until 31 December 2020 and has as of 18 November 2020 been adopted for permanent use by the GWO.

Certification Bodies are requested to re-issue certificates to certified training providers with the same validity as the TP's existing BST certificate and provide a copy of this to the secretariat. No further audits are needed and the new certificate must be included in the certificate life cycle in terms of expiry dates and surveillance audits as the existing BST certificate.

This BSTR-P standard provides course participants with a partial training, equivalent to a significant portion of the normal BST(R) standard. The standard focuses primarily on the learning objectives in the domains of 'Knowledge' and 'Attitude'. It accommodates virtual classroom delivery and can be certified via remote audit according to the new Requirements for Digital learning detailed above.

WINDA codes have been created for the BSTR-P modules and records are uploaded in the usual way. The BSTR-P may be refreshed by attending an ordinary BSTR training.

The BSTR-P has maximum validity of six months, dated from the expiry of the participant's existing record.

### **Eligibility to offer training in BSTR-P prior to completion of audit**

In the first months of the pandemic training providers and employers were implementing BSTR-P as a matter of urgency to address skills fade amongst the workforce. In certain circumstances, this may mean a scheduled audit for the standard will delay implementation.



The GWO Audit & Compliance Committee has agreed that training providers may offer the training prior to completion of their audit, provided the following requirements are met:

- a. The training provider must already be certified to deliver the same module(s) that will be delivered in the BSTR-P
- b. The training provider must comply with the requirements in the section for digital learning in the newly released Requirements for Training Providers Version 9, the Requirements for Certification Body version 7, and the requirements laid out in BSTR-P
- c. Prior to offer training in the BSTR-P, the training provider must have an audit scheduled with a certification body to become audited and certified to deliver the module(s) in the BSTR-P, and the certification body inform GWO at [info@globalwindsafety.org](mailto:info@globalwindsafety.org) about the audit (as defined in section 7.5.6 of the Requirements for Certification Body version 7)
- d. Where non-conformities affecting the training received by participants are identified during the audit the training provider shall deliver the corrected parts of the training to those participants who have received the incorrect training without further expenses to those course participants that have already completed the training.
- e. Upload of records for the BSTR-P training delivered prior to audit, shall follow the rules in section 7.2.10 of the Requirements for Training Providers version 9, stating that: "Training Providers shall upload records to WINDA based on training taking place during audit or pilot training, provided a full module has been completed, and no major non-conformances have been raised during the audit".

These measures are in place until 31<sup>st</sup> December 2020.

This measure will not be extended.

### **60 days' flexibility for refreshing existing training**

GWO safety training standards usually have a validity period of 24 months. Validity may be refreshed by attending refresher training. If the refresher training is completed within the last 60 days before expiry, validity periods are extended by 24 months. This remains in effect.

The 24-month validity of most GWO training courses has been agreed to by the membership due to observed skills deterioration which happen over time and as an alignment to legal requirements put in place for those same reasons in various jurisdictions across the world.

The interim standard BSTR-P (see above) has been put in place to address skills fade and is the recommended option for those expiring BST records.

Skills deterioration can mean trained skills are forgotten as they are not used during normal work (such as First Aid) or can mean gradual deviation from the correct and safe skills practices acquired during training.



Participants who allow their training validity to expire are ordinarily not allowed to refresh validity through a refresher course. They are required to attend the initial course to obtain a new record (See Note 1).

However, GWO has agreed to extend as a temporary measure until 30.06.2021:

1. Course participants who owing to a Covid-related cancellation are unable to attend a refresher course within the 24 months validity period, may refresh expired training up until a maximum of 60 days after expiry
2. In such cases, the course participant shall take steps to do so at the earliest possible opportunity and must prior to being admitted to a refresher course as far as practicable document to the training provider reasonable COVID-related justification for cancellation of the original planned training.

The measure to allow attendance to refresher courses up until 60 days after expiry does not constitute an extension of agreed validity periods for GWO training, and does not constitute a general exemption towards employers and duty-holders to ensure employees have adequate safety competences. It remains an employer prerogative to make decisions on whether to require valid training or give exemption.

GWO encourages employers who employ technicians whose training validity expires and who have reasonable reasons for expiry, to consider making exemptions and to take other measures to maintain necessary safety skills in whatever way is locally practicable, such as through exercises and managerial supervision. It continues to be important that the affected persons remain competent to perform their job functions safely and does not pose risk to themselves or to others working around them in the interim period.

### **Flexibility for surveillance and recertification auditing**

1. GWO will, as a temporary measure, allow re-certifications and surveillance audits to have a three-month grace period following the expiry of the certificate.,
2. In cases where the 3 months are needed, the auditors must [contact GWO](#) to receive further instructions.

### **Notes:**

1. Source: Basic Safety Training Standard v13 5.7 'Validity Period'; Advanced Rescue Training Standard v1 5.8 'Validity Period'; Enhanced First Aid Standard v1 5.6 'Validity Period'
2. GWO Reference Source – our previous advice on 6<sup>th</sup> March defined "affected countries or regions" as those where internal travel restrictions had been imposed



- by domestic governments: <https://pandemic.international.sos.com/2019-ncov/ncov-travel-restrictions-flight-operations-and-screening>
3. Centre for Disease Control Travelers advice:  
<https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>
  4. [WHO on Novel Coronavirus 2019](https://www.who.int/emergencies/diseases/novel-coronavirus-2019) <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>
  5. <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/myth-busters#exercising>