GLOBAL WIND ORGANISATION

Requirements for Certification Bodies

VERSION 8

Publication date: April 1, 2021

Section 1 - Contents

Section 2 - List of Abbreviations

GWO	Global Wind Organisation
ISO	International Standards Organisation
OSHA	Occupational Safety and Health Administration (USA)
UK HSE	Health and Safety Executive (UK)
QMS	Quality Management System
PPE	Personal Protective Equipment
RCA	Root Cause Analysis
NCR	Non-Conformity Report
WTG	Wind Turbine Generator

Section 3 - Terms and definitions

Terms	Definitions
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 previously used the word delegate for course participants. This will be phased out in the next versions of all standards. Course participant (or participant) shall have the same meaning as the word delegate when used.
WINDA	GWO's database of training records, allowing unique and digital verification of training
WINDA ID	A unique identification code attributed to a course participant
WINDA Record	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
Major non-conformity	Any non-conformity that affects the capability of the management system to achieve the intended results. - if there is a significant doubt that effective process control is in place, or the staff, equipment or facilities will meet the specified requirements, this includes legal requirements - a number of minor non-conformities associated with the same requirement or issue could demonstrate a systemic failure and thus constitute a major non-conformity.
Minor non-conformity	Non-conformity 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 out assessment of training delivery during a training session organised for this sole purpose. During the audit for mock training, the auditor shall be able to ask 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 performed in the form of sampling. Elements should not be agreed in advance.

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[1] Ref: ISO 9001/2015

Section 4 - Change Log, Revision 8

Amendment date	16.03.2021	Approved by & date	ExCo, 16.03.2010
Version	8	Description of changes	
Version changed to 08			

Section 6

6.2.2 Qualifications of team members certifying a training provider are now:

- a fully qualified and active lead auditor ISO 9001/45001 under ISO 17021 and/or 17065 must cover the audit of the quality management system of a training provider. A fully qualified and active lead auditor ISO 45001/OSHAS 18001 or similar must cover the audit of a training session on site.

- alternative to Auditor Qualification Training (6.2.7) has been removed. Previous 6.2.8, 6.2.9 are now 6.2.7, 6.2.8

6.3.1 has been changed to: GWO can withdraw the approval for an individual auditor or a certification body if we receive or uncover evidence that the auditor or certification body does not follow the GWO requirements for certification bodies. This decision can be appealed to the GWO Audit and Compliance Committee

6.3.2 has been changed to: Should a decision by the GWO Audit & Compliance Committee 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

7.3.3 has been changed to 7.3.2: for all initial audits, sampling is not allowed, and all modules and training sites must be assessed according to table 1. Sampling is allowed for maintenance and re-certification audits.

7.3.2 is now 7.3.1

Table 1 - Sampling allowance is new

Table 2 - Man-day allocation (previously table 1) has been reformatted

7.4.2: Quality Management Systems and Supporting Processes has been replaced by Supporting Processes

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 has been replaced by: the minimum number of course participants in any parts of the observed training must be 4

7.4.17 is new: the maximum timeframe between completion of the quality management systems section and the remaining audit sections will be 4 weeks

7.5.5 has been removed. 7.5.6 and 7.5.7 are now 7.5.5 and 7.5.6

7.6 has been moved to 7.9

7.8 "Remote auditing" is new and replaces Annex 3

Table 3 - Remote auditing allowance is new

7.9.5, 7.9.6 and 7.9.7 related to "GWO Audit Report" are new

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 by setting global, mutually recognizable industry safety training standards.

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

Where national legislation sets higher requirements relevant to 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 the safety and quality of equipment and facilities, instructor qualification programs, and the delivery of training itself.

The certification process for GWO differs from a simple management system certification. As part of the GWO audit, the auditor must observe and assess quality of GWO training delivery 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 8 of the Requirements for Certification Bodies. Version 8 has 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 8 replaces all previous versions and becomes a mandatory requirement as of October 1st, 2021 to be applied by certification bodies to all audits, including surveillance audits, of GWO training providers, both new and existing.

Until September 30th, 2021, version 7 remains valid. However, version 8 may be used at the discretion of the certification body, if so agreed with the training provider.

Approved by Global Wind Organisation's (GWO) Audit & Compliance Committee
and Executive Committee, March 16th, 2021.

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 in accordance with the GWO Requirements 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 for 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   A fully qualified and active ISO 9001/45001 lead auditor under ISO/IEC 17021 and/or ISO/IEC 17065 must conduct the audit of the quality management system of a training provider.

6.2.3   A fully qualified and active ISO 45001/OSHAS 18001 lead auditor or similar must cover the audit of a training session.

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 it needs to be refreshed, and on 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   Certificates provided to GWO from auditors that have not documented conformance or passed the Auditor Qualification Training will not be accepted.

6.2.8   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 Withdrawal of approval for certification bodies or individual auditors

6.3.1   GWO can withdraw the approval for an individual auditor or a certification body if it receives or uncovers evidence that the auditor or certification body does not follow the GWO requirements for certification bodies. This decision can be appealed to the GWO Audit and Compliance Committee.

6.3.2   Should the decision of the GWO Audit & Compliance Committee be to withdraw the approval for the certification body to conduct GWO audits, any required transfers or certificates will be done according to 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 for proposal to obtaining a certificate and continuing with annual surveillance audits:

7.1 Request for certification

7.1.1   The process starts with a training provider's request to a certification body that has demonstrated compliance with GWO Requirements for Certification Bodies and been approved by GWO. 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 initial audits of new training providers and re-certification audits of existing training providers, the certification body must inform GWO of the 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, either physically or via remote options.

7.2 Multi-site offers

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

1) Fixed Training Facilities

2) Mobile Training Facilities

3) On-site (field) Training

4) Digital Learning

7.2.2   Each type of training setting and its specific requirements for audit and certification are detailed in the Requirements for Training Providers, section 8: Equipment and Physical resources, subsection Training Site Settings (8.2).

7.2.3   The training provider who wishes 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 auditor can determine that the 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.

7.3.2   For all initial audits, sampling is not allowed, and all modules and training sites must be assessed according to table 1. Sampling is allowed for surveillance audits

7.3.3   Table 2 gives a guidance of minimum auditor time estimated for the certification process.

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

	AUDIT TYPE			
	Initial certification	Surveillance (Initial)	Surveillance (Re-certification)	Extension of scope
SAMPLING — QMS	Sampling not allowed	Sampling allowed	Sampling allowed	Sampling allowed
SAMPLING — Witnessing of training	Sampling not allowed	Sampling allowed (except for on-site training)	Sampling allowed (except for on-site training)	Sampling not allowed

Note: **All modules must be witnessed during a 24-month cycle of certification**

Table 1- Sampling allowance

Stage 1	Time allocation: Quality Management System	
Single site audit	**1 man-day per site** Supporting processes Equipment and facilities Instructor qualifications Training and assessment	
Multi-site audit	**1 man-day per site** (unless QMS is the same, in which case sampling is allowed) Supporting processes Equipment and facilities Instructor qualifications Training and assessment	
Stage 2	**Time allocation:** Quality Management System	**Time allocation:** Training Assessment (observation by auditor per module in scope)
Single site audit	**1 man-day per site** Supporting processes Equipment and facilities Instructor qualifications Training and assessment	**Depends on number of modules in scope** In the learning domain of knowledge: Variation in training delivery in all of the modules, 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 modules, 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) Supporting processes Equipment and facilities Instructor qualifications Training and assessment	**Depends on number of modules in scope** In the learning domain of knowledge: Variation in training delivery in all of the modules, or at least 1 hour per site (whichever is the shortest duration). In the learning domains of attitude and skills: Variation in training delivery in all of the modules, or at least 2 hours per site (whichever is the shortest duration).

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

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 the planning of sufficient time between stage 1 and stage 2 audits in order to properly implement corrective actions for identified areas of concern in stage 1 that may lead to non-conformities 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 as part of the quality management system:

a)   Supporting Processes (e.g. does QMS support described quality of documentation?)

b)   Equipment and Physical Resources (e.g. do equipment and facilities at least match the described quality in the standard, and is it maintained to be safe?)

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

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

7.4.3   Through dialogue with the training provider, stage 1 must:

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

b)   review the allocation of resources 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 that the instructors 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 a mock training session in each training module included in the scope.

7.4.11   Theoretical training can be conducted either by means of physical presence in a classroom or by 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 sufficiently fit and capable to participate in the training, and must hold any necessary pre-requisites required by the module.

7.4.14   The minimum number of course participants in any part of the observed training (actual or mock) must be 4.

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 the 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.

7.4.17   The maximum timeframe between completion of the Quality Management Systems section and the remaining audit sections is 4 weeks.

7.5 Surveillance audits in the 2-year certificate cycle

7.5.1   Surveillance audits must be conducted on an annual basis and no more than 12 (+/-2) months apart.

7.5.2   The date of the surveillance (initial) audit following initial certification shall not be more than 12 months from the last day of the stage 2 audit.

7.5.3   The purpose of the surveillance audits shall be to record whether the training provider's certification is found to be renewed.

7.5.4   Surveillance audits shall be identical to the Stage 2 audit; however, sampling is allowed for the witnessing of training, although no more than 2 years may pass between witnessing each module at each site.

7.5.5   After completion of a surveillance (initial) audit and a surveillance (re-certification) audit within a maximum of 24 months, a new certificate will be issued.

7.5.6   For On-site (field) Training, surveillance (re-certification) audits for all modules must be conducted every 12 months (no more than 12 months can pass between witnessing each module).

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

7.6 Extension of certification

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

   a) a witnessed audit of each of the new training modules on an extraordinary visit, or

   b) a witnessed audit during the ordinary surveillance visit, where extra time is allocated

7.6.2   If the training provider switches 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.

7.6.3   If an already certified training provider wants to expand the scope by 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 in a certified site, the QMS portion can be covered in a surveillance audit of the existing site.

7.7 Transfer between certification bodies

7.7.1   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".

7.7.2   Both certification bodies are required to adhere to point 7.9 "Requirements to inform GWO".

7.8 Remote auditing

7.8.1   Remote auditing must be conducted in accordance with IAF MD 4:2018- "IAF Mandatory Document for the Use of Information and Communication Technology (ICT) for Auditing/Assessment Purposes"

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

   a) Stage 1 audits

   b) Surveillance (initial) audits

   c) Surveillance (re-certification) audits

   d) Extensions of scope for digital delivery

7.8.3   The option of remote auditing is only available in the case of on-site training or extension of scope (except digital delivery) for the QMS audit portion.

7.8.4   The first audit conducted after a transfer of certificates must not be a remote audit.

7.8.5   Remote auditing is not allowed more than once in a two-year cycle of certification (2 surveillance audits).

7.8.6   For the remote witnessing of theoretical training, the auditor must witness the actions of instructors as well as of course participants. This requirement applies to both in-person training and digitally delivered training.

7.8.7   For the remote witnessing of practical training, at least two cameras must be used: one showing a general view to observe the actions of the trainer and engagement with the group, and the second one showing practical training at close distance to ensure that the lessons/elements are delivered correctly and in a safe manner.

		TYPE OF TRAINING			
		Initial certification	Surveillance (Initial)	Surveillance (Re-certification)	Extension of scope
TYPE OF AUDIT	Fixed training facility	Remote audit not allowed	Full remote audit allowed	Full remote audit allowed	Remote audit allowed, but for QMS only
	Mobile training facility		Full remote audit allowed	Full remote audit allowed	
	On-site training		Remote audit allowed, but for QMS only	Remote audit allowed, but for QMS only	
	Digital training		Full remote audit allowed	Full remote audit allowed	Full remote audit allowed

Table 3- Remote audits allowance

7.9 Issue of certificates, audit reports, and requirements to inform GWO

7.9.1   When all agreed corrective actions 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 7.9.3.

7.9.2   Certificates of conformity shall be issued with a validity of two years for Fixed Training Facilities, Mobile Training Facilities and Digital Training, whereas certificates shall only be valid for one year for On-site Training.

7.9.3   As a minimum, the certificate shall contain the following:

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

b)   Site of training facility (name and address)

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

d)   Audited for Fixed, Mobile, Digital or On-site Training (if included in the scope, and from where the mobile or on-site training belongs in the case of a multi-site certificate)

e)   Certification body name

f)   Certification date and expiry date

g)   Certification body's own unique certificate number

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

1)   new certificates

2)   extension of certificates

3)   re-certification

4)   withdrawals and termination of certificates

7.9.5   The "GWO Audit Report" must be used as audit report template. It can be downloaded from www.globalwindsafety.org.

7.9.6   The certificate, a completed corresponding Annex 1 and a copy in English of the audit report shall be sent to info@globalwindsafety.org for approval.

7.9.7   A quality check will be conducted by GWO in order to ensure the audit 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-conduct an audit if significant deviation from the applicable requirements is observed.

ANNEX 1 - New certificate/Re-certification form

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

Please provide 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 the subject heading "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's name:				
Training provider's address:				
Address of the site where the audit is performed:				
Training provider's website:				
Training provider's contact information				
Contact person at training provider – full name				
Contact TP email:				
Contact TP phone number:				

Information concerning 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	ON-SITE Training Facility	Digital Learning

Basic Safety Training standard (BST)	First Aid				
	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 Training standard (EFA)	N/A				
Blade Repair Training standard	N/A				
Slinger Signaler Training standard (SS)	N/A				
Lift Operations Training standard (LO)	N/A				

ANNEX 2 - Version History

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	

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 an alternative to witnessing or participating 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: requirement to inform GWO now refers to Annex 1 to be completed and submitted following an 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 inclusion of ISO17021 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 for witnessing or participating in a GWO course, and requirement for OHSAS 18001/ISO 45001 auditor to witness training.

Section 3.8 (new): specified 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 on-site 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 on-site 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 for competence level of audit team members. Section 4.5: Re-certification for multi-site 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 multi-site criteria of the accreditation rules to IAF no longer apply. Section 4.8: New section – formerly 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			