

Criteria for Temporary License as Merit Assessor

(with right to upload training records as a
WINDA Training Provider based on a merit assessment)

Version 1
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Contents

Scope	2
Change log	3
Application and Process.....	4
Criteria for Applicants Management Systems	5
Criteria for Merit Assessment Process	6
Annex: Application Form for Temporary Merit Assessor	7



Scope

The Global Wind Organisation (GWO) is an association of wind turbine owners and manufacturers established in 2009 with the aim to strive towards an injury free work environment in the wind industry through cooperation among its members and other stakeholders in setting common industry best practice standards for health and safety related training.

The purpose of this document is to provide information and guidance on minimum requirements and the process for obtaining a temporary license as GWO Merit Assessor.

A GWO Merit Assessor may recognize by way of merit assessment the safety competences compliant to the GWO Safety Training Standards for a population of technicians that need a merit record of training to perform their duties, and where these technicians have their competences from other wind industry relevant training than GWO Standard Training.

The GWO Merit Assessor role is intended for use by new GWO members and other companies who wish to migrate to future use of GWO Safety Training Standards and to the GWO database WINDA for verification, and wish to establish recognition for previous non-certified safety training of their personnel.

Current GWO Safety Training Standards that may be recognized by a GWO Merit Assessor through a merit assessment include:

- GWO Basic Safety Training – not including Basic Safety Refresher Training (1 or more of 5 modules: First Aid, Manual Handling, Fire Awareness, Working at Heights, Sea Survival)
- GWO Basic Technical Training (basic understanding of safety when maintaining hydraulic, mechanical and electrical systems)

This process has been tested in Q1 2017, and final approval of the first version by The GWO Steering Committee on April 27, 2017.



Change log

Version	Changes	Approved by and date
1	New Process document Vestas acquisition and onboarding of 138 technicians from Availon as test case.	GWO SC, 27.april 2017 GWO Audit and Compliance, 21.march 2017



Application and Process

The following process of applications, terms and rights of Temporary Merit Assessors apply:

1. To initiate the process a completed Application Form (Annex 1) signed by a Senior Health and Safety manager must be sent to info@globalwindsafety.org
 - a. non-members must pay a first-time fee of 5.000 € to cover GWO costs of assessing documentation provided
 - b. members and re-applying non-members must pay a fee equivalent to the fee for Training Providers
 - c. The fee covers up to three video audits of merit assessment within the same calendar year, each audit to cover at least 25 technicians
2. After having performed a merit assessment against the applicable GWO standard, the applicant company must participate in an audit session by video conference with a GWO representative to demonstrate (by sampling) conformity to the criteria as laid out in the following sections:
 - a. Criteria for Management Systems
 - b. Criteria for Merit Assessment Process
3. Upon successful audit with a GWO representative,
 - a. the applicant must complete registration of a WINDA Training Provider user profile and accept WINDA Terms & Conditions and Data Privacy.
 - b. a user profile will be granted in the name of the applicant senior representative, who may create assistant users
 - c. WINDA credits matching the number of GWO modules against which merit has been assessed successfully are supplied by GWO,
 - d. unused credits are reclaimed by GWO when the temporary merit upload right expires
4. The Temporary Merit Assessor shall keep copies of the full assessment documentation for all records uploaded into WINDA for at least 5 years. Upon request from a 3rd party (GWO, the Delegate assessed or any employer within the wind industry), the Merit Assessor must verify the training and competence records of specific personnel as identified by WINDA ID.
5. Technicians may only be merit assessed once against the same GWO standard.
6. Application and merit assessment process is subject to appeal by GWO Audit and Compliance Committee.



Criteria for Applicants Management Systems

In the following section criteria requirements for the applicant's management systems are detailed.

The applicant must document the following. This may be documented in full or in part by granting remote viewer access to the applicant's management systems to a named person appointed by the CEO of GWO.

The following criteria must be met:

1. The applicant must demonstrate an explicit policy for implementing and maintaining relevant staff trained in compliance with the GWO Safety Training Standards (signed by Senior Management).
2. The applicant must have a formally documented, effective system for recording and assuring the competence of trained staff in compliance with the GWO Safety Training Standards.

Including description of:

- a. Policy and objectives
 - b. Organisation incl. responsibilities
 - c. Document control and records
 - d. Internal and external audits at regular intervals
 - e. Handling of non-conformity reports, incl. support of complaints
 - f. Management review
 - g. Compliance with international and national data storage and IT systems security regulation.
3. The management system must include as a minimum the following:
 - a. Trained employees full name and WINDA id
 - b. Training Provider of training assessed
 - c. Content description of training (e.g. a course code)
 - d. Completion date of Training module
 - e. Previous course valid until date if refresher training is applicable



Criteria for Merit Assessment Process

To perform a merit assessment of compliance to GWO Safety Training Standards, the GWO Merit Assessor must document through a gap analysis how previous training meets or exceeds the learning objectives and lessons for each of the relevant GWO Training Standards. This must be documented for each trained employee uniquely identified by full name and WINDA id.

The gap analysis must include as a minimum documentary evidence to confirm that the training assessed has been carried out and matches the relevant GWO module, including:

- a. detailed lessons / exercise plans, incl. key learning objectives, referenced against the relevant GWO module
- b. instructor/delegate ratios
- c. resources and equipment used
- d. time allocation
- e. assessment of deviations from the lessons and elements of the relevant GWO Training modules

A spreadsheet gap assessment template may be downloaded from globalwindsafety.org.

Minor deviations to the Basic Technical Training are accepted if the technician meet the following criteria:

- a. at least 1 year of experience from working in a wind turbine environment AND
- b. is approved to work in at least 1 WTG type (e.g. documented by WTG specific training).

Minor deviations to the Basic Safety Training are accepted if the technician meet the following criteria:

- a. at least 1 year of experience from working in a wind turbine environment, AND
- b. is approved to work in at least 1 WTG type (e.g. documented by WTG specific training), AND
- c. the deviating learning objectives, lessons and elements are covered by a BST Refresher taken no more than 3 months after the merit assessment.

The full documentary evidence and gap analysis must be kept a total of 5 (five) years. Upon request the evidence and gap analysis (or copies of) must be presented to GWO.



Annex: Application Form for Temporary Merit Assessor

Applicant company: _____

Full address: _____

On behalf of the Applicant Company I hereby apply for a license as Temporary Merit Assessor, to be granted license to upload records of training compliant to GWO standard training documented through a merit assessment.

I confirm that the Applicant Company conforms to the requirements for GWO Criteria for Temporary Merit Assessors. I agree to an audit session by videoconference. During the audit session I (or a representative of the Applicant Company appointed by me) will demonstrate our conformity to the Criteria for Management Systems and to the process described in Criteria for Merit Assessment, including show documentary evidence of the gap analysis recorded in your management system.

I suggest one of the following dates for an up to 2 hour videoconference audit session:

Date suggestion 1: _____

Date suggestion 2: _____

Should GWO for any reason require additional documentation, I (or a representative of the Applicant Company appointed by me) will provide this.

After the audit, I (or a representative of the Applicant Company appointed by me) will complete the application in WINDA, and will accept the WINDA Terms and Conditions for Training Providers as part of the final approval.

_____ persons are planned for the merit assessment.

I agree to pay the applicable fee prior to the audit. Please use this purchase order number: _____

First-time applicants and non-members: 5,000€

Members and repeating applicants: same as annual fee for Training Providers

Date:

Name and Signature:
