

GWO Audit Report Template

Requirements for Training Version:

TRAINING PROVIDER:

Address:

CERTIFICATION BODY:

Audit team (leader)

Audit Dates:

 -

Technical Reviewer*

Technical Review Dates:*

 -

*Not required for surveillance audits

Certification Body coding:

Index and guidance for completion

Cover page

1. Certification Body coding: allowed for the Certification Body to include any internally required coding or tracking references. Can be left blank. All other fields on the cover page are mandatory*. Use day-month-year for all dates.

1. Audit overview

1.1 This audit report/tool is optional for use in the case of stage 1 audits.

1.2 Methodology: blended audits refer to these audits conducted in a combined option (physical visit and remote)

1.3 Multi-sites audit: applies to either various facilities or various training settings. If the QMS is not common among the various sites, separate audit reports are required. If the QMS is common among the various sites, the auditor can decide whether to use separate audit reports for each site or a single audit report covering the various sites. If this option is preferred, the following needs to be observed:

a) In cover page (Address): list the addresses of the various sites

b) In section 2 (Audit conclusions), Training modules recommended for certification: specify which modules and/or training settings are recommended for certification in each site

1.4 In "Audit Type vs. Training Settings" Table, only check modules/settings which were observed during the audit.

1.5 Courses advertised match valid certificates: The auditor must verify as far as is reasonably practicable, that the training provider advertises only the modules, training settings and locations covered by the existing certificates. (training module, training setting and training location)

1.6 Multi-Site Scheme Certifications are mandatory for applicable sites.

2. Audit conclusions

2.1 In "Training modules recommended for certification," list all certified modules and specify which modules/settings were witnessed and/or sampled during the audit and which were not.

2.2 Areas of focus until next audit: not mandatory to complete but auditor is advised to do so

2.3 Other comments: allowed for auditor to include any additional information required (can be left blank)

3. Assessment findings

3.1 The criteria following will be used for categorization of audit findings:

a) Major non-conformity: a non-conformity that affects the capability of the management system to achieve the intended results. Non-conformities could be classified as major in the following circumstances:

- if there is a significant doubt that effective process control is in place, or that products or services will meet specified requirements

- several minor nonconformities associated with the same requirement or issue that demonstrates a systemic failure

b) Minor non-conformity: a non-conformity that does not affect the capability of the management system to achieve the intended results

c) Observation: something that could lead to a non-conformity, if allowed to continue uncorrected; or an existing condition without adequate supporting evidence to verify that it constitutes a non-conformity

3.2 RCA/Action plans for closure and Closure dates are only required for Major and Minor non-conformity

4. Audit sections

4.1 Questions are categorized as follows:

a) Questions, tagged: **Audit notes/significant audit trails** require detailed validation content

b) For other questions, validation content is not mandatory but auditor is encouraged to include

4.2 Any question in which "No" is the selected option must generate a finding

4.3 For initial certification audits, the N/A option cannot be selected in any question, except these in 8.2 not corresponding to the training setting being audited

5. Training assessment (observation of training)

5.1 Lessons/Elements observed: numbers are required (ex. 6.1). Recommendations are advised but not mandatory.

6. Audit program

6.1 Completion of this section is intended towards helping auditor and training provider to plan in advance

6.2 Dates and selected standards can be modified as required as part of the certification cycle without the need to inform GWO

6.3 Decision to use in the case of multi-sites is subject to assessment by auditor in regards complexity

7. Audit notes

This section is optional for the auditor to use and include any required backup information

8. Follow up from GWO investigations

The auditor will follow up to any complaint or other concern which may have been communicated to the training provider or certification body by GWO since the last audit. If related to a formal investigation, the auditor will verify that required actions have been conducted and appropriate changes in the QMS have been implemented. This will include verification of training records as appropriate.

1. Audit overview

Stage:

Methodology:

If remote or blended, in accordance with IAF MD 4:2018

Previous Audit conducted remotely:

Transfer of Certificate

Date of transfer

Multisite Audit

Number of sites

AUDIT TYPE VS. TRAINING SETTINGS		AUDIT TYPE			
		Certification (Initial)	Surveillance	Surveillance (Recertification)	Extension of scope
TRAINING TYPE	Fixed Training facility				
	Mobile Training facility				
	Onsite Training				
	Digital Training				

AUDIT TYPE VS. TRAINING STANDARDS		AUDIT TYPE			
		Certification (Initial)	Surveillance	Surveillance (Recertification)	Extension of scope
STANDARDS / MODULES	Basic Safety Training (BST)				
	First Aid				
	Manual Handling				
	Fire Awareness				
	Working at Heights				
	Sea Survival				
	Basic Technical Training (BTT)				
	Mechanical				
	Electrical				
	Hydraulics				
	Installation				
	Bolt Tightening				
	Advanced Rescue Training (ART)				
	Hub, Spinner & Inside Blade Rescue				
	Nacelle, Tower & Basement Rescue				
	Single Rescuer - Hub, Spinner, Inside Blade				
	Single Rescuer - Nacelle, Tower Basement				
	Enhanced First Aid (EFA)				
	Blade Repair Training (BR)				
	Slinger & Signaler Training (SLS)				
	Lift Training (v3) / Service Lift Training (v4)				
	Service Lift User Module				
	Service Lift Inspection and Maintenance Module				
	Service Lift Installation, Inspection and Repair Module				
	Crane and Hoist				
	Crane and Hoist Basic User				
	Crane and Hoist Inspection and Maintenance				

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COHE Training				
Basic Safety COHE				
Electric Safety for Qualified Person				
Pressure Fluid Safety				
Wind Limited Access				
WLA Onshore				
WLA Offshore				
Instructor Qualification Training(IQT)				
Instructor Qualification Training (IQT)				
Instructor Qualification Crossover(IQTX)				
High Voltage Training				
High Voltage Operations (HVOP)				
High Voltage Cable Pulling (HVCP)				
Solar Safety Training				
Solar First Aid				
Solar First Aid Awareness				
Safe Solar Work				
Solar Technical Training				
S-TT Installation				
S-TT Electrical				

Audit Section	Hours Spent	Date Completed
Quality Management System		
Training Assessment		
TOTAL (h)		

Are courses advertised by the Training Provider aligned with the certificates in terms of training modules, training settings, and course duration? Include any comments below.	

Is the audit part of a Multi-Site Certification? (RC v14 section 7)		WINDA ID of Central Site in Group	
		Date of last QMS Audit at Central Site	

NOTE for Internal Auditors: Within the multi-site scheme, **internal audits** will focus on the implementation of the processes and procedures which have previously been audited at the central site. The assessment of those processes and procedures against the Requirements for Training will be accomplished during the audit at the central site.

2. Audit conclusions

Executive audit summary

Training modules recommended for certification

List all modules included on the certificate including which modules were covered during the audit

Areas of focus until next audit

Other comments

3. Assessment findings

Major: _____
Minor: _____

Total non-conformities identified: _____
Observations: _____

Follow up audit required: _____

	Description of Non-Conformity/Observation	TYPE	RCA/Action Plan for Closure	Closure Date
1				
2				
3				
4				
5				
6				
7				
8				

9				
10				
11				
12				
13				
14				
15				
16				
17				

4. Audit sections

SECTION: 6- Supporting Processes

6.1 Organisation, roles and responsibilities

6.1.1 Is there a clearly defined organisation with documented staff roles, responsibilities and authorities for the supporting process, equipment and physical resources, instructor competencies and delivery (training and assessment) of the GWO Training Standard(s) courses or course modules?

6.1.2 Are regular reviews conducted by senior management of the training providers' delivery of GWO Training Standard(s) courses and course modules to verify compliance with certification requirements and the policy and objectives?

6.1.3 Are frequent internal audits conducted by personnel with an auditing background and with no conflicting interest in the area(s) being audited, to ensure quality and objective evaluation of all system activities?

Audit notes/significant audit trails:

6.1.4 Are there documented procedures in place describing how to handle documents, records and procedures in relation to approval, review, identification of changes and revisions, access, etc.?

6.2 Documentation and Training records

6.2.1 Upon completion of training and within no more than 7 calendar days, are the following records of training uploaded into WINDA?

- a) Course participant WINDA ID
- b) Applicable GWO Standard Training Module (course code and version)
- c) Completion date of Training Module
- d) Previous course valid until date (only applicable to refresher training modules)

Audit notes/significant audit trails:

6.2.2 Is in addition to the above, the training provider keeping matching records of?

- a) course participants' first name and last name, as written in passport or other official documents
- b) daily attendance of all participants.
- c) name(s) of instructor(s) delivering course
- d) site of training conducted (location and country)
- e) course participant assessment form for the course delivered
- f) participant acknowledgement of performance assessment
- g) if gap training has been delivered on base of merit, documentation of pre-existing qualification
- h) training setting as per section 7.2

Audit notes/significant audit trails:

6.2.3 Are these records stored for at least two years and three months for completion date for training records that require a refresher training every 24 months and minimum 5 years and 3 months for enduring training records that do not require a refresher training?

Audit notes/significant audit trails:

6.2.4 Is the maintenance, updating and backup of systems to keep these records carried out in accordance with international, national, regional and local legal regulation on data storage and IT systems security?

6.2.5 Is there a process in place to ensure that the training provider is able to verify the training and competence records of any specific person attending a course and/or performing training of a course by name and nationality?

6.2.8 Has the training provider implemented the GWO participant feedback programme including;
a) ensuring participants have access to the GWO participant feedback survey,
b) informing every participant of the stated purpose of GWO gathering participant feedback,
c) ability to fulfil a request by GWO to provide the data from any other participant feedback programme which pertains to GWO training. As a minimum this must include the total number of participants attending each course, the GWO module the course pertains to, and the date of completion.

6.2.10 Is there a procedure for course participant appeals against assessment decisions?

6.3 Risk assessment, non-conformities and incident reporting,

6.3.1 Is there an established procedure for risk assessment and risk management in particular with a view to ensure safe training delivery? This shall cover as a minimum training equipment and facilities, instructor qualification programs, and instructor's delivery of training for all sites (settings) and all modules certified to be delivered according to GWO

Audit notes/significant audit trails:

6.3.2 Is there a procedure describing how to handle non-conformities including customer complaints?

6.3.3 Is there a system for recording incidents (including near misses) during delivery of GWO training as per Incident Report Guidelines and Templates found in Annex 2? For significant incidents, is the training provider informing GWO within 24 hours if the incident is significant and 7 days for all other incidents?

Audit notes/significant audit trails:

SECTION 7 - Training Settings and Resources

7.1 General requirements for training settings and resources,

7.1.1 Are resource needs identified and available for the delivery of training in accordance with the GWO training module being delivered?

7.1.2 (a) Is the training area clearly marked and free of distractions, including mobile phone and smartwatch usage etc.?

7.1.2 (b) Is the full range of resources, equipment and facilities necessary to train and assess competence at the required taxonomic levels as defined in the module available during the training?

7.1.2 (c) Is there a procedure in place to ensure that all resources, equipment and facilities, including digital learning resources, adhere to the applicable legislation, standards and guidelines for facilities and equipment?

7.1.2 (d) Is there a procedure in place to ensure that for the training and assessment of practical tasks, the resources, equipment and facilities, including digital learning resources, provided afford participants the same quality of experience as is necessary to perform the task?

7.1.2 (e) Is there a documented maintenance schedule to be carried out based on the frequency of equipment use, relevant risk assessments and other obligations as listed above? If the resources, equipment or facilities belong to a third party, the training provider must ensure that a documented maintenance schedule as described above is followed for the equipment or facility.

Audit notes/significant audit trails:

7.1.2 (f) Are the training activities designed to enable each course participant to see, hear and fully participate in the training activities?

7.1.2 (g) Do the practical training facilities incorporate as many identical or comparable elements to a real working environment as possible?

Audit notes/significant audit trails:

7.1.2 (h) Are risk assessments being conducted and documented for all training facilities?

Audit notes/significant audit trails:

7.1.2 (i) Does the training provider hold the required permits to operate the facilities?

Audit notes/significant audit trails:

7.1.3 Does the training provider ensure that any digital resources utilised during training enable the participant to fully meet and be assessed against the learning objectives as described by the module being trained?

7.2 Training Settings

FIXED TRAINING FACILITY:

7.2.2 Is a separate WINDA profile created for each Fixed Training Facility operated by the training provider?

MOBILE TRAINING FACILITY:

7.2.4 Is a new risk assessment carried out and documented for each new temporary location prior to training delivery consider limitations of the mobile unit and describe mitigations?

Audit notes/significant audit trails:

7.2.5 Is the risk assessment and mitigations signed off by the at least one of the responsible instructors at each site before use?

Audit notes/significant audit trails:

7.2.6 Has a dedicated profile for the Mobile Training facility in WINDA been registered citing the permanent office address and using this WINDA profile for upload of training records from the Mobile Training Facility been registered? Alternatively, does the Training Provider have Mobile accreditations on their primary FTF WINDA profile which are used to upload all records of Mobile Training?

Audit notes/significant audit trails:

ONSITE (FIELD) TRAINING:

7.2.9 (a) Does the training provider already operate one or more GWO certified Fixed and/or Mobile Training Facilities, that can support ongoing instructor qualification accordance to requirements?

7.2.9 (b) Is a risk assessment and control measures document created prior to each training delivery including:

- Local risk factors on the training day including at least to weather and safe evacuation procedures
- testimony that the equipment and locations are safe and functional, as well as compliant with the requirements of the applicable GWO training module
- signature of at least two competent persons? (usually one of the instructors and a person representing the legal owner of the onsite structure) prior to training delivery.

Audit notes/significant audit trails:

7.2.10 Provide a list of all Onsite training locations in which training has been conducted during the last 12 months

7.2.10 Are all records including the location-specific risk assessments associated with each training delivery kept and is a representative sample of records available for review by the auditor during surveillance audits?

Audit notes/significant audit trails:

7.2.11 Is the WINDA profile associated with the Fixed Training facility or Mobile Training facility being used as basis for supporting Onsite Training delivery?

DIGITAL TRAINING:

7.2.14 Does the training provider have specific procedures in place for the use of digital technologies including descriptions of how the applied technology changes the affordances for interaction between the participants, the instructor, and the learning materials? The procedures and descriptions must detail how any limitations are mitigated to achieve the instruction and assessment of all learning objectives for which the technology is used

7.2.15 Is there a system in place to enable the training provider to assess whether the course participant has reached the learning objective(s)?

7.2.16 Does the system employed for delivery of the digital learning incorporate a high level of realism and fidelity with a work environment to enable the course participant to use the knowledge and skills in real world work situations in accordance with the GWO training standard being delivered?

Audit notes/significant audit trails:

7.2.17 Where course participants attend digital learning at a location other than the training center, are reasonable efforts being made to ensure the safety of the course participants while participating in the training?

SECTION 8 – Instructor Qualifications

8.1.1 Is there a documented process to ensure that all instructors achieved one of the following methods for instructional background?

- a. successful completion of the GWO IQTX as gap training for experienced instructors
- b. successful completion of the GWO IQT
- c. successful completion of a formal instructor qualification programme that meets or exceeds the learning outcomes of the IQT (as per Gap Analysis Template available on GWO's Website)

Audit notes/significant audit trails:

8.1.2 Is there a documented Module Specific Qualification Plan to address individual instructor needs, experience, competencies, and risks specific to the module, training provider, equipment, and setting(s) which prepares the instructor candidates to independently deliver the specific modules in accordance with the criteria listed in 8.1.3?

Audit notes/significant audit trails:

8.1.3 Is there a documented process by which the Training Provider ensured that the instructor qualification process achieves confirmation that all instructors are able to independently deliver the full training module and document this using the Instructor Qualification Assessment Form found in Annex 5.

Audit notes/significant audit trails:

8.1.4 Is there a documented process by which the Training Provider ensures that all Instructors are registered in WINDA and all Instructors' qualifications for module delivery are kept updated on the Instructors' Affiliations page?

Audit notes/significant audit trails:

8.2.1 Is there a documented process to maintain instructor qualification which instructors shall participate in, and document, an ongoing competence programme for the specific module(s) they are qualified to deliver?

Audit notes/significant audit trails:

8.2.2 In addition to the above, are instructors included in a documented on-going familiarization program consisting of either:

- a) visits to work environment relevant to target module(s) prior to instructing GWO modules training, to enable them to maintain and update skills related to the GWO modules they instruct, or
- b) alternative ways of ensuring familiarisation with the working environments the modules were designed for, and updated skills related to the GWO module(s) they instruct

Audit notes/significant audit trails:

8.2.3 If more than 12 months passes without delivering a specific training module or participating in the qualification of another instructor, is there a documented and effective process to ensure that the instructor participates in that module, either as a refresher, where applicable, or full training?

Audit notes/significant audit trails:

8.2.4 At least once every 12 months and by means of a documented process, are the instructor's competencies assessed by the training provider using the Instructor Qualification Assessment Form found in Annex 5, including:

- a. An assessment against the criteria listed in 8.1.3 for at least one module the instructor is qualified to deliver
- b. For instructors qualified to deliver more than one GWO module, an assessment cycle whereby the instructor assessment rotates between the different modules, meaning a different module is assessed each year following sequential order of the module qualifications listed in Instructor Affiliations in WINDA.
- c. Records (physical or electronic) of the assessment using the Instructor Qualification Assessment Form. These records must be provided to GWO upon request
- d. Registration of the assessment in Instructor Affiliations in WINDA

Audit notes/significant audit trails:

8.2.6 Is there a documented process to ensure that the instructors comply with the requirements and learning structures of the specific module and adhere to the GWO Code of Conduct?

Audit notes/significant audit trails:

8.3.2 Is there a documented process by which instructors successfully complete module specific qualification as defined in 8.1.3 when qualifying to deliver new modules?

Audit notes/significant audit trails:

8.3.3 Are additional module qualifications registered in Instructor Affiliations in WINDA?

Audit notes/significant audit trails:

8.3.4 Are the instructor's competencies in additional modules assessed by the training provider against the criteria listed in 8.1.3 using the Instructor Qualification Assessment Form found in Annex 5 by means of a documented process?

Audit notes/significant audit trails:

SECTION 9 – Training and assessment

9.1 General requirements of training

9.1.7 Is there a documented and effective process in place to ensure that detailed and updated lesson/exercise plans are clearly referenced against the latest versions of the relevant module (including learning objectives, performance assessment, instructor/course participant ratios, resources to be used, time allocation, location of training, staff roles, etc.)?

Audit notes/significant audit trails:

9.1.8 Is there a documented process to ensure that practical exercises do not place undue physical or mental demands on the course participants beyond that which is required to meet the learning objectives of the GWO module being taught?

Audit notes/significant audit trails:

9.1.9 Is there a documented and effective process in place for the instructor to ensure that all course participants are adequately warmed up prior to participating in practical training?

Audit notes/significant audit trails:

9.1.10 Is there a documented and effective process in place to ensure the following elements are covered in connection with the training execution when the training is not done in one sequence?

- a) That the identity of the participant is verified for each element of the training
- b) That the training is completed within a maximum of 28 days
- c) That the whole curriculum is covered
- d) That theory and safety learning objectives previously covered in the training is verified for all participants by the instructor within 24 hours before participation in the practical activity

Audit notes/significant audit trails:

9.2 Course participants prerequisites

9.2.1 Is there a documented and effective process in place to ensure that any course participant attending GWO training meet the GWO prerequisites of the specific module as well as national legal prerequisites of the GWO module(s) they are attending?

Audit notes/significant audit trails:

9.2.2 Is there a procedure in place to ensure that the course participant create a personal profile in WINDA and provide their WINDA ID prior to completing the GWO training?

Audit notes/significant audit trails:

9.2.3 Is there a procedure in place to ensure that the course participants are medically fit, appear well-rested and capable of fully participating showing no signs of fatigue, substance abuse or sickness?

Audit notes/significant audit trails:

9.2.4 Is there a procedure in place to ensure that if there is any doubt regarding the medical fitness or ability to fully participate safely of any course participant, the training provider shall stop training the course participant and refer to the course participant's immediate manager or seek a physician's advice in so far as this is permitted by applicable legislation?

9.2.5 Is there a procedure in place that inform the course participants of the physical demands of the training and require them prior to attending to sign a statement testifying to their medical fitness?

Audit notes/significant audit trails:

9.2.6 Is there a documented and effective process in place to ensure that the course participants when attending refresher training doing so before the expiry of the previous training record validity period?

Audit notes/significant audit trails:

9.3 Contact time and instructor-to-course participant ratios

9.3.1 Is there a documented and effective process in place to ensure that the training provider does not exceed the instructor to course participant ratio shown for each GWO module, with the exception of asynchronous e-learning delivered training pertaining to the taxonomy domain of knowledge?

Audit notes/significant audit trails:

9.3.2 Is there a procedure in place to ensure that sufficient time is allowed for course participants with prior experience to share their experiences related to the modules of the training standard in a way that is constructive for the entire class?

9.3.3 Is there a procedure in place to ensure that the delivery of modules follows the lesson duration stated in the standard AND is adjusted only in cases where there are fewer participants and only adjusted proportionately?

9.3.4 Is there a procedure in place to ensure that the total training day does not exceed 10 hours per day including meals and breaks and travel between training sites?

9.3.5 Is there a procedure in place to ensure that total training direct contact time does not exceed 8 hours per day?

9.4 Participant performance assessment

9.4.1 Is there a documented and effective process in place to ensure that the performance of course participants is assessed according to the learning outcomes by means of direct observation and oral and/or written questions, where appropriate?

Audit notes/significant audit trails:

9.4.2 Is the Participant Performance Assessment Form found in Annex 3 used to give feedback to the course participant (see 9.4.5) at the end of the course and provide a record of the instructor's assessment of performance? Does the training provider retain copies (physical or electronic) of the Participant Performance Assessment Forms for every participant in attendance of training, for every module they attend, as a record of their assessment? Are these records available to be provided to GWO upon request?

Audit notes/significant audit trails:

9.4.3 Is there a documented and effective process in place to ensure that the performance assessment is used as documentary evidence of successful training taking place, and support upload of records of training into WINDA?

Audit notes/significant audit trails:

9.4.4 Does the training provider have a documented procedure enabling an appeal in the event that a course participant does not pass the module? Is a copy of the appeals procedure made available to the course participants before the training starts?

Audit notes/significant audit trails:

SECTION 10 – REcognition Scheme

10.1 REcognition Provider

10.1.2 a. Does the training provider demonstrate by means of documented information that that persons assigned to conduct a REcognition gap analysis are competent and qualified to do so, as a minimum a GWO instructor who meets the requirements to deliver the module being analysed against?

Audit notes/significant audit trails:

10.1.2 b.i. Does the training provider demonstrate by means of documented information that there is a process for correctly and accurately conducting a REcognition gap analysis, that includes how the training provider will reference lessons, elements and learning objectives of the legacy training against the relevant GWO module using the GWO REcognition Gap Template?

Audit notes/significant audit trails:

10.1.2 b.ii. Does the training provider demonstrate by means of documented information that there is a process for correctly and accurately conducting a REcognition gap analysis, that includes how the training provider will ensure that the legacy training has been delivered to an equivalent minimum standard to GWO training?

Audit notes/significant audit trails:

10.1.2 b.iii. Does the training provider demonstrate by means of documented information that there is a process for correctly and accurately conducting a REcognition gap analysis, that includes how the training provider will assess deviations between the lessons, elements and learning objectives of the legacy training and the relevant GWO module?

Audit notes/significant audit trails:

10.1.2 c. Does the training provider demonstrate by means of documented information that there is a process for recording and assuring that REcognition gap analyses are kept up to date with any changes to the legacy training?

Audit notes/significant audit trails:

10.1.2 d. Does the training provider demonstrate by means of documented information that there is a process for developing and safely providing gap training for identified training deviations between the legacy training and the relevant GWO module?

Audit notes/significant audit trails:

10.1.2 e. Does the training provider demonstrate that there is a process for documenting and storing evidence of the accredited legacy training for a period of five years?

Audit notes/significant audit trails:

10.2 REcognition Gap Analysis

10.2.1 Does the training provider have a documented process to ensure that the following criteria to perform a gap analysis is met:

- a. the legacy training being analysed must be a recognised training or training run by a current GWO member company
- b. the analysis shall be conducted using the REcognition Gap Analysis Template provided by GWO.
- c. the legacy training must be valid and available at the time of analysis

Audit notes/significant audit trails:

10.3 Gap Training

10.3.1 In cases where a REcognition gap analysis identifies deviations between a legacy training and a GWO training, does the training provider have a documented process to ensure that a candidate successfully completes a gap training before being awarded a GWO WINDA training record?

Audit notes/significant audit trails:

10.3.2 Does the training provider have a documented process to ensure that the GAP training shall be designed, planned and delivered by the training provider that conducted the REcognition gap analysis and must comply with the Training and assessment section of the Requirements for Training?

Audit notes/significant audit trails:

10.4 Awarding REcognition

10.4.1 Does the REcognition Provider have a documented process to ensure that a REcognition WINDA Training Record can only be issued once the following criteria has been met:

- a. the REcognition candidate has successfully completed the legacy training
- b. for GWO safety modules that no more than 24 months has elapsed since the completion of the legacy training and there is at least 6 months validity remaining on the legacy training
- c. for all other GWO modules, no more than 24 months has elapsed since the completion of the legacy training or if more than 24 months has elapsed since the completion of the legacy training the REcognition candidate can document that they have continuously worked within the field
- d. the REcognition candidate's legacy training is valid at the time of REcognition
- e. the REcognition candidate has successfully completed required GAP training, or the legacy training has been approved as equivalent to the GWO module
- f. the REcognition candidate has not previously received REcognition for the same legacy training or GWO module
- g. when the REcognition provider is confident that the REcognition candidate has been adequately trained to the same level as the GWO module being awarded

Audit notes/significant audit trails:

5. Training assessment (Observation of training)

WINDA Site ID:					
Module:		Instructor:		Training type:	
Version No:		Facility Type:		Participants:	
Lessons/Elements observed: Theoretical:					
Lessons/Elements observed: Practical:					
Equipment used in conformance with requirements of the standard?					
Instructor assessment (taxonomy)					
Recommendations					

WINDA Site ID:					
Module:		Instructor:		Training type:	
Version No:		Facility Type:		Participants:	
Lessons/Elements observed: Theoretical:					
Lessons/Elements observed: Practical:					
Equipment used in conformance with requirements of the standard?					
Instructor assessment (taxonomy)					
Recommendations					

WINDA Site ID:					
Module:		Instructor:		Training type:	
Version No:		Facility Type:		Participants:	
Lessons/Elements observed: Theoretical:					
Lessons/Elements observed: Practical:					
Equipment used in conformance with requirements of the standard?					
Instructor assessment (taxonomy)					
Recommendations					

WINDA Site ID:					
Module:		Instructor:		Training type:	
Version No:		Facility Type:		Participants:	
Lessons/Elements observed: Theoretical:					
Lessons/Elements observed: Practical:					
Equipment used in conformance with requirements of the standard?					
Instructor assessment (taxonomy)					
Recommendations					

WINDA Site ID:					
Module:		Instructor:		Training type:	
Version No:		Facility Type:		Participants:	
Lessons/Elements observed: Theoretical:					
Lessons/Elements observed: Practical:					
Equipment used in conformance with requirements of the standard?					
Instructor assessment (taxonomy)					
Recommendations					

WINDA Site ID:					
Module:		Instructor:		Training type:	
Version No:		Facility Type:		Participants:	
Lessons/Elements observed: Theoretical:					
Lessons/Elements observed: Practical:					
Equipment used in conformance with requirements of the standard?					
Instructor assessment (taxonomy)					
Recommendations					

WINDA Site ID:					
Module:		Instructor:		Training type:	
Version No:		Facility Type:		Participants:	
Lessons/Elements observed: Theoretical:					
Lessons/Elements observed: Practical:					
Equipment used in conformance with requirements of the standard?					
Instructor assessment (taxonomy)					
Recommendations					

WINDA Site ID:					
Module:		Instructor:		Training type:	
Version No:		Facility Type:		Participants:	
Lessons/Elements observed: Theoretical:					
Lessons/Elements observed: Practical:					
Equipment used in conformance with requirements of the standard?					
Instructor assessment (taxonomy)					
Recommendations					

WINDA Site ID:					
Module:		Instructor:		Training type:	
Version No:		Facility Type:		Participants:	
Lessons/Elements observed: Theoretical:					
Lessons/Elements observed: Practical:					
Equipment used in conformance with requirements of the standard?					
Instructor assessment (taxonomy)					
Recommendations					

WINDA Site ID:					
Module:		Instructor:		Training type:	
Version No:		Facility Type:		Participants:	
Lessons/Elements observed: Theoretical:					
Lessons/Elements observed: Practical:					
Equipment used in conformance with requirements of the standard?					
Instructor assessment (taxonomy)					
Recommendations					

6. Audit Program

	Certification (Initial)	Surveillance (Initial)	Surveillance (Recertification)	Surveillance (Initial)	Surveillance (Recertification)
Due date					
Start date					
End date					
Total Audit days					
Basic Safety Training (BST)					
First Aid					
Manual Handling					
Fire Awareness					
Working at Heights					
Sea Survival					
Basic Technical Training (BTT)					
Mechanical					
Electrical					
Hydraulics					
Installation					
Bolt Tightening					
Advanced Rescue Training (ART)					
Hub, Spinner & Inside Blade Rescue					
Nacelle, Tower & Basement Rescue					
Single Rescuer - Hub, Spinner, Inside Blade					
Single Rescuer - Nacelle, Tower Basement					
Enhanced First Aid (EFA)					
Blade Repair Training (BR)					
Slinger & Signaler Training (SLS)					
Lift Training (v3) / Service Lift Training (v4)					
Service Lift User					
Service Lift Inspection and Maintenance					
Service Lift Installation, Inspection and Repair					
COHE Training					
Basic Safety COHE					
Electric Safety for Qualified Person					
Pressure Fluid Safety					
Crane and Hoist					
Crane and Hoist Basic User					
Crane and Hoist Inspection & Maintenance					
Instructor Qualification Training (IQT)					
Instructor Qualification Training (IQT)					
Instructor Qualification Crossover(IQTX)					

High Voltage Training					
High Voltage Operations (HVOP)					
High Voltage Cable Pulling (HVCP)					
Solar Safety Training					
Solar First Aid					
Solar First Aid Awareness					
Safe Solar Work					
Solar Technical Training					
S-TT Installation					
S-TT Electrical					

7. Audit Notes

8. Follow up from GWO investigations, inquiries, or concerns