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**Wind Turbine Safety Rules (WTSR) Core Trainer Course application**

**Approval Application Guidance**

Please note the following regarding the submission of the WTSR training approval process & policy audit submission pack. The following are required.

* One completed electronic copy of the full submission pack with all supporting evidence.
* The form must be filled in with all supporting evidence for that specific compliance element listed in the space provided.
* The form should be printed out then signed by the responsible authorising person.
* The evidence referenced for each individual criteria must be placed behind the specific criteria form and referencing must be clear.
* The completed submission packs with all supporting evidence, and a completed application form, should be emailed to [wtsr@energyinst.org](mailto:wtsr@energyinst.org)

Please note it is the responsibility of the applicant organisation to ensure that information supplied for evidence submission is presented in a reasonable format for review by the EI Secretariat. The Energy Institute reserve the right to request that information supplied for evidence submission is resubmitted in a suitable format before any review is undertaken.

**Approval Checklist**

* Approval Application Form
* Appropriate membership fee
* Signed Service Level Agreement
* Completed Desktop Submission Packs including UpToDate CV and copy of WTSR Core Course Certificate (Electronic)

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| Authorising Responsible Person |
| Name:  Date: |

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**Approval Information Form**

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| Training Standard applied for: |
| WTSR Core Trainer Course |
| Company Name |
|  |
| Membership Details |
|  |
| Company Registration |
|  |
| Registered Company address |
|  |
| Principle facility for delivery of Training Standard |
|  |
| Senior Manager responsible for approval process: |
| Name:  Position:  Contact details: |
| Principle contact for approval process (if different from the above): |
| Name:  Position:  Contact details: |

By submitting this document, the senior management of the applying organisation accepts that they have read and understood the Training Standard and the requirements set out in the Service Level Agreement and agree to accept those terms and conditions. The senior management of the applying organisation also understands and accepts that the Energy Institute reserve the right to make reasonable changes to the requirements of the Approval System and Training Standards in consultation with members and stakeholders at any time.

Name:

Date:

|  |  |  |
| --- | --- | --- |
| Policies and Procedures | | |
| The delivery of the Wind Turbine Safety Rules Core Training does not require formal approval or assessment of the sites or facilities where the training is carried out. The applicant acknowledges and accepts that the necessary policies and procedures are fully implemented and maintained to ensure the health, safety and welfare of delegates and trainers at all times. | | |
| Area | Scope | Accepted by Applicant |
| Health & Safety Policies | Health & safety policies are in place and up to date covering scope of training provided. |  |
| Site safety | All sites where the training will be conducted have/will be risk assessed and accepted as suitable and safe to deliver the training. |  |
| Facilities | All facilities including training rooms where the training will be conducted have/will be risk assessed and accepted as suitable and safe to deliver the training. |  |
| Training management | Suitable systems and procedures are in place to address course and candidate management requirements against the scope of the standards |  |
| Audit and review | Processes are in place to ensure the consistent delivery of training provided against the scope; that nominated trainers competence is maintained and updated and that periodic reviews are carried out. |  |

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| Trainer and Assessor Capability | | |
| The delivery of the Wind Turbine Safety Rules Core Training requires all training providers to confirm and evidence the capability and eligibility of their nominated trainers to attend the Wind Turbine Safety Rules Core Training – Train the Trainer Course. This shall include confirmed evidence against the following criteria | | |
| Area | Scope | Accepted by Applicant |
| Wind Turbine Safety Rules Training | Attendance at WTSR Core Course with a successful pass. | **Essential** |
| Wind Turbines and associated wind farm infrastructure | Experience of operational wind farms and the associated wind farm infrastructure relevant to the scope of the WTSR | **Essential** |
| Wind Turbine Safety Rules | Good understanding in the scope and application of the WTSR with ideally evidence of performing one or more of the following roles under the WTSR: Authorised Technicians (AT); Authorising Engineer (AE); Operational Controller (OC); Selected Persons; Competent Technician (CT); Responsible Manager; Authorisation Officer. | **Essential** |
| Electrical & Mechanical | Training, knowledge, and experience in electrical and mechanical systems. Qualifications in related disciplines at Level 3 or above. | **Desirable** |
| Health & Safety | Training, knowledge, and experience in health & safety. Evidence of qualifications at Level 3 or above. | **Desirable** |
| Delivery of Training | Evidence that nominated person has conducted recognised training courses. Evidence of at least four training sessions in the last two years. | **Desirable** |

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| Nominated (sponsored) WTSR Trainer | |
| Please submit summary evidence of how each nominated trainer fulfils the evidence below:  Name:  Job Title:  Sponsoring Company:  **CV (Attach up to date CV for each nominated trainer)** | |
| Area | Summary Evidence Provided |
| Wind Turbine Safety Rules Training |  |
| Electrical & Mechanical |  |
| Wind Turbines and associated wind farm infrastructure |  |
| Health & Safety |  |
| Wind Turbine Safety Rules |  |
| Delivery of Training |  |

I /we confirm that the evidence above is accurate and that following successful completion of the Wind Turbine Safety Rules Core Training – Train the Trainer Course that the nominated person is deemed competent to be registered as an a approved WTSR Core Trainer.

I /we confirm that following registration that I/we will support the need for any additional training or support (e.g. CPD) to the registered trainer and that sufficient time and resources are made available to enable the role to be performed effectively.

I/we confirm acceptance of the additional requirements and expectations set out in the Service Level Agreement.

Name of authorised company representative:

Signature:

Date: