

## WI-TR-007 學員手冊 TRAINEE PACK

### I. PREPARATION

1. Please apply the WINDA ID for recording your training record. (Refer to P.3-4)
2. Please take picture of your passport in your smartphone for us to confirm the information with your application details.
3. Please wear safety work boots for all training modules.
4. Participants attending the **Sea Survival** are required to bring your own **swimwear (swimsuit or swim trunks), swim cap, or clean T-shirt with work pants** for water activities. This is to prevent injuries caused by friction during training. **Wetsuits** will be provided during **winter**. Shower and changing facilities are available on-site. Please **bring your own toiletries** if you wish to shower after training.



### II. IMPORTANT REMINDERS

1. Please complete the “**Medical Self-Assessment**” **before the course** (Refer to P.6-7).
2. Equipment weight around 2-3 kg which the participant needs to put on and climb ladder (simulation to boat landing and ladder inside WTG) with about 5-6 meter in height. Please assure you are mentally and physically capable for the training and take good rest the day before training.
3. Please be punctual to the training! No refund or make-up lesson for late or absent issue.
4. During the course, please **DO NOT record videos, take photos, use mobile phones / smart watch. Smoking, drinking alcohol, or taking drugs is also prohibited.**
5. When you feel sick or not physically capable to continue the training, please inform instructor or staffs of our training centre immediately!
6. Lunch box will be provided during the training.
7. Smoking is strictly prohibited on Campus. Violators will be fined NT\$2,000 to NT\$10,000 according to Taiwan law.



## III. LOCATIONS

1. TAI-HUA GWO Training Centre address : College of Management, Chung Hua University, No. 707, section 2, Wufu Road, Xiangshan Dist., Hsinchu City, Taiwan.
2. Office : Room M521, 5/F College of Management (office at the end of the corridor, left side of the lift or stairs)
3. Classroom : Room M407C and M408C, 4/F College of Management (the two classrooms at right side of the lift or stairs)
4. Practical Session : WAH and SS will be took place at Indoor Swimming Pool, 4/F of Engineering Building II.
5. Free parking at the Parking area from side entrance to the Campus. (this is the nearest way to reach the College of Management building)
6. Find us from Google map: <https://maps.app.goo.gl/eJmv1FXNBz81uSBi7>



## IV. SPECIALITY

1. In the event of any unforeseen circumstances that might affect the student from completing the course on the agreed date, the participant must then complete the course within 28 days from the date of the commencement of the initial course.
2. Participants who did not complete the make-up course within 28 days must pay again and re-sit the entire course.

## V. CERTIFICATION

1. Training record will be uploaded within 7 days after the training completed. Participant may download the certificate from WINDA website, following the steps on P.5 (Refer to P.5)
2. For any urgent need on uploading the training record, please contact our staff for help.

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### Steps to Apply WINDA ID

**STEP 1:** CLICK: <https://winda.globalwindsafety.org/>

**STEP 2:** CLICK “Register”



Global Wind Safety

[Register](#) [Login](#) [Help](#) [Training Providers Map](#) [About](#)

Home



#### Register

Register in WINDA to have records of GWO certified training added to your profile, look up the current training status of individuals or add training records to Delegates.



#### Login

Login to WINDA if you have registered for a profile and completed the registration process.



#### About

WINDA is a global database designed for verifying the training status of GWO certified individuals. Learn more about WINDA and read the Terms & Conditions, Data Privacy Policy and the Applicable Fees.



#### Training Providers List

**STEP 3:** CLICK “Course Participant Registration”



Global Wind Safety

[Register](#) [Login](#) [Help](#) [Training Providers Map](#) [About](#)

Home > Register



#### Course Participant Registration

Register for a profile in WINDA here if you are an individual working in the wind industry and need GWO certified training.



#### Organisation Registration

Register for a profile in WINDA here if you need to verify the current GWO certified training status of individuals.



#### Certification Body Registration

Register for a profile in WINDA here if you are a GWO approved Certification Body. One appointed person from your organization must register for an account. Once the account has been approved, the account administrator can then add co-workers, and create user profiles for Auditors and Training Providers.

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**STEP 4 :** Fill your personal details.

\*Name must be same to your passport

**STEP 5 :** CLICK “REGISTER”

Then you will receive an email from WINDA to the email address you've just provided. Please follow the instructions to complete the registration within 24 hours.

**STEP 6:** Return to WINDA and log-in then you will see your WINDA ID (at the RIGHT UPPER CORNER of the webpage).

## Sign up

Register for a profile in WINDA by filling out all of the required fields and accepting the Terms & Conditions and Data Privacy Policy. When you have registered and completed the set-up process, you will receive your WINDA ID. GWO certified Training Providers will be able to add training records to your profile by using your WINDA ID and employers will be able to verify your training status, if you provide them with your WINDA ID.

First name(s)

First name(s)

Surname

Surname

Is this your full name as it appears on your passport, driver's license or identity document?

☐ Yes

☐ No

Email address

Email address

**Important:** We strongly recommend that you sign up for a Course Participant profile with your personal email address so that your WINDA profile will follow you through your career. You can only sign up for one profile/account per email address.

Is this your personal private email address?

☐ Yes - this is my personal private email address

☐ No - this is my work email address

☐ No - this is a shared email address

Nationality

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▼

☐ I accept the [Terms and Conditions](#)

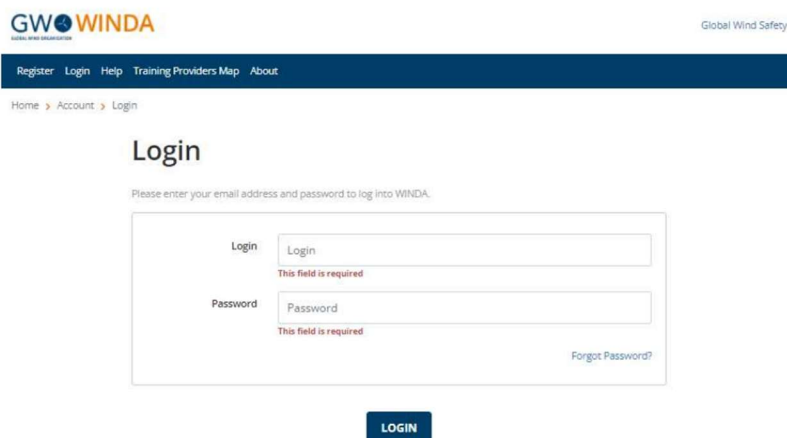
☐ I accept the [Data Privacy Policy](#)

REGISTER

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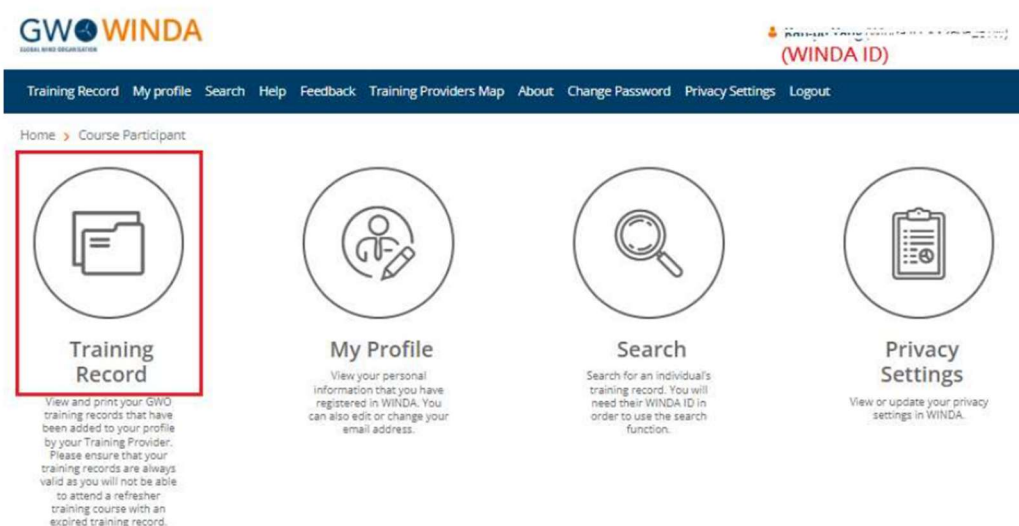
## Steps to download certificate.

1. 登錄您的個人 WINDA ID 帳號(<https://winda.globalwindsafety.org/account/>)  
Login in your WINDA ID from (<https://winda.globalwindsafety.org/account/>)



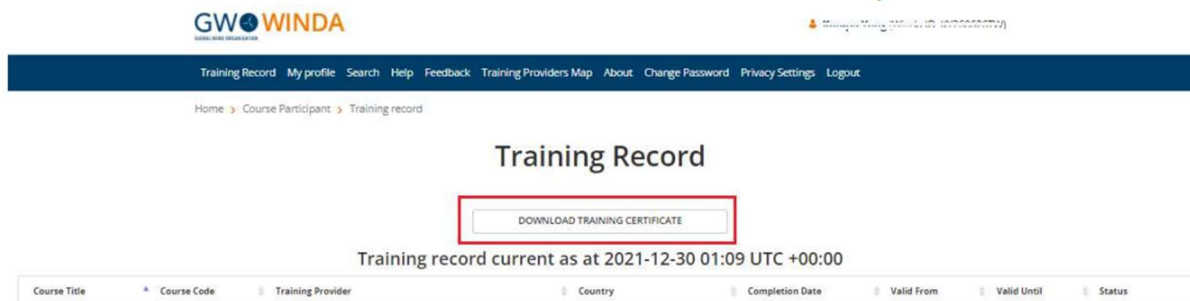
The screenshot shows the WINDA login page. At the top, there is a navigation bar with links: Register, Login, Help, Training Providers Map, About. Below this is a breadcrumb trail: Home > Account > Login. The main heading is "Login". Below the heading, there is a prompt: "Please enter your email address and password to log into WINDA." There are two input fields: "Login" and "Password". Both fields have a red error message below them: "This field is required". To the right of the "Password" field is a link: "Forgot Password?". At the bottom center is a blue button labeled "LOGIN".

2. 點選"Training Record"查看訓練紀錄及效期  
Click "Training Record" to check your training records and validity



The screenshot shows the WINDA Training Record page. At the top, there is a navigation bar with links: Training Record, My profile, Search, Help, Feedback, Training Providers Map, About, Change Password, Privacy Settings, Logout. Below this is a breadcrumb trail: Home > Course Participant. There are four circular icons representing different functions: "Training Record" (highlighted with a red box), "My Profile", "Search", and "Privacy Settings". Each icon has a description below it. The "Training Record" description says: "View and print your GWO training records that have been added to your profile by your Training Provider. Please ensure that your training records are always valid as you will not be able to attend a refresher training course with an expired training record."

3. 點選"DOWNLOAD TRAINING CERTIFICATE"可下載證書電子檔並自行列印  
Click "DOWNLOAD TRAINING CERTIFICATE" to download your certificate



The screenshot shows the WINDA Training Record page. At the top, there is a navigation bar with links: Training Record, My profile, Search, Help, Feedback, Training Providers Map, About, Change Password, Privacy Settings, Logout. Below this is a breadcrumb trail: Home > Course Participant > Training record. The main heading is "Training Record". Below the heading is a button labeled "DOWNLOAD TRAINING CERTIFICATE" (highlighted with a red box). Below the button is a timestamp: "Training record current as at 2021-12-30 01:09 UTC +00:00". At the bottom, there is a table with columns: Course Title, Course Code, Training Provider, Country, Completion Date, Valid From, Valid Until, Status.



## Medical Self-Assessment

個人健康聲明 Medical statement		
<p>在參加 GWO 訓練期間，以下健康狀況可能會帶來風險。如閣下身體有下列所述之狀況，請馬上通知您的訓練機構：</p> <p>The following conditions could pose a risk when you participate in GWO training. Alert your training provider if you suffer from any of the following:</p>		
健康狀況 / Medical conditions	是 / YES	否 / NO
哮喘或其他呼吸系統疾病 Asthma or other respiratory disorders		
癲癇、昏厥或其他癲癇發作 Epilepsy, blackouts or other seizures		
心絞痛或其他心臟不適 Angina or other heart complaints		
眩暈、內耳問題或平衡困難 Vertigo, inner ear problems or difficulty with balance		
幽閉恐懼症/恐高症 Claustrophobia/acrophobia (fear of enclosed spaces/heights)		
血壓紊亂 Blood pressure disorder		
糖尿病 Diabetes		
心率調整器或植入式除顫器 Pacemaker or implanted defibrillator		
關節炎、骨關節炎或其他影響行動能力的肌肉/骨骼疾病 Arthritis, osteoarthritis or other muscular/skeletal disorders affecting mobility		
已知的過敏症（例如蜜蜂/黃蜂蜇傷或蜘蛛咬） Known allergies (e.g. bee/wasp stings or spider bites)		
近期的手術 Recent surgery		
任何有可能影響攀爬活動，或攀爬活動可能對身體有影響的醫療狀況或對藥物的長期依賴狀況 Any other medical condition or medication dependency that could affect climbing or the physical impact of climbing.		
<p>除以上所列，如閣下有其他健康狀況，請詳列：</p> <p>Please list any other health conditions not mentioned above :</p>		

## Medical Self-Assessment

**免責聲明：**

如果您有以上不適合參加課程的狀況，或者在課程中有疲倦、服藥、生病的狀況，訓練講師有權為了您及他人的安全而阻止您參加此課程。

**Disclaimer:**

*If in the event of you' re showing the signs that are not medically fit, or you are showing signs of fatigue, substance abuse or sickness during course. The trainer has the full rights to stop you from attending for the safety of yourself and others.*

緊急聯絡人資料 Emergency Contact Details			
姓名 Name		手機號碼 Mobile No.	
關係 Relationship		住家電話號碼 Home Phone No.	
地址 Address			

<p>我確認我目前並無患有上列的任何疾病，並同意在課程期間遵循班級導師的所有指示</p> <p><u>I confirm I do not currently suffer from any of the illnesses listed under 'Conditions' and agree to follow all instructions from the class Trainer for the duration of the course</u></p>
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姓名 Name ( 請填寫與護照相同正楷全名 / Full name in block letters as in your passport ):

簽名 Sign:

日期 Date: