

I. PREPARATION

1. Please apply the WINDA ID for recording your training record. (Refer to P.3-4)
2. **Please make sure to provide your passport (name + photo page) so that we can verify that the English name on your WINDA ID matches the one on your passport.**
3. Please wear safety work boots for all training modules.
4. Participants attending the **Sea Survival** are required to bring their 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 Form”** 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. If a participant needs to suspend the course due to special circumstances, those attending initial training (**BST**) must complete all missed modules within **28 calendar days** (including weekends and public holidays). Participants attending refresher training (**BSTR**) are not subject to the **28 calendar days** completion requirement. In addition, the interval between theory and practical training shall not exceed **24 hours** to ensure training safety and learning quality.
2. Participants who cannot complete the missed modules within the required period must **re-enrol** and **pay the training fee** for the missed module(s).

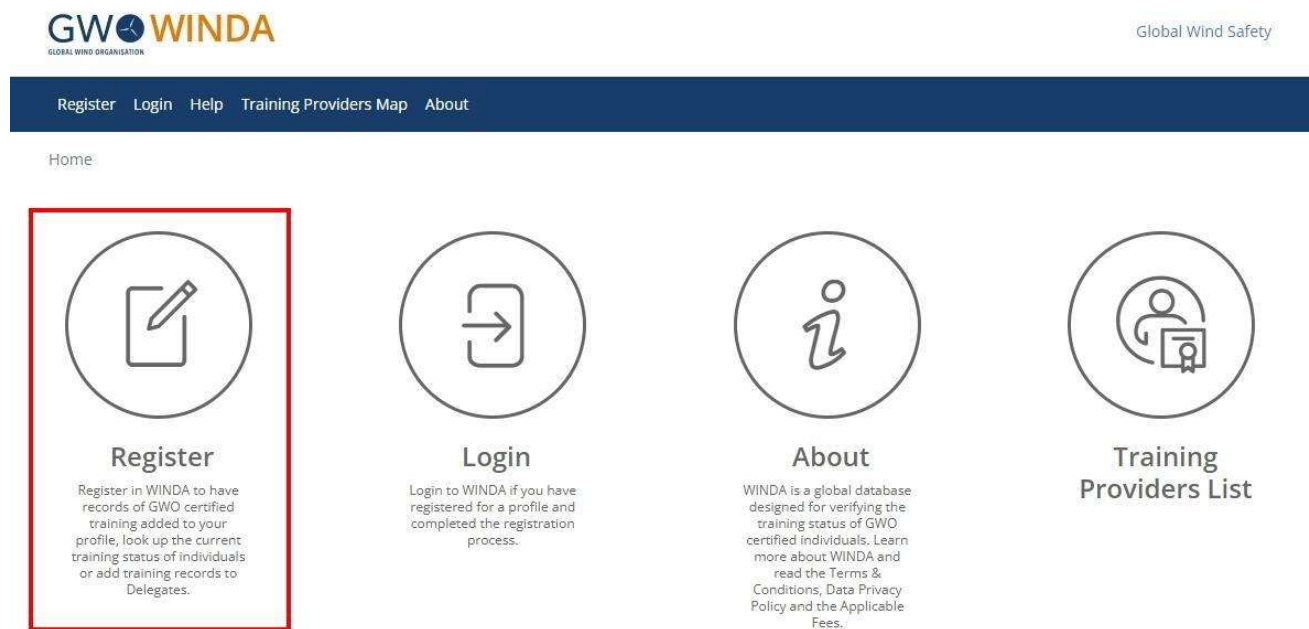
V. CERTIFICATION

1. Training records will be uploaded within **7 calendar days** after the training is completed. Participants may download the certificate from WINDA website, following the steps on P.5.
2. For any urgent need on uploading the training record, please contact our staff for help.

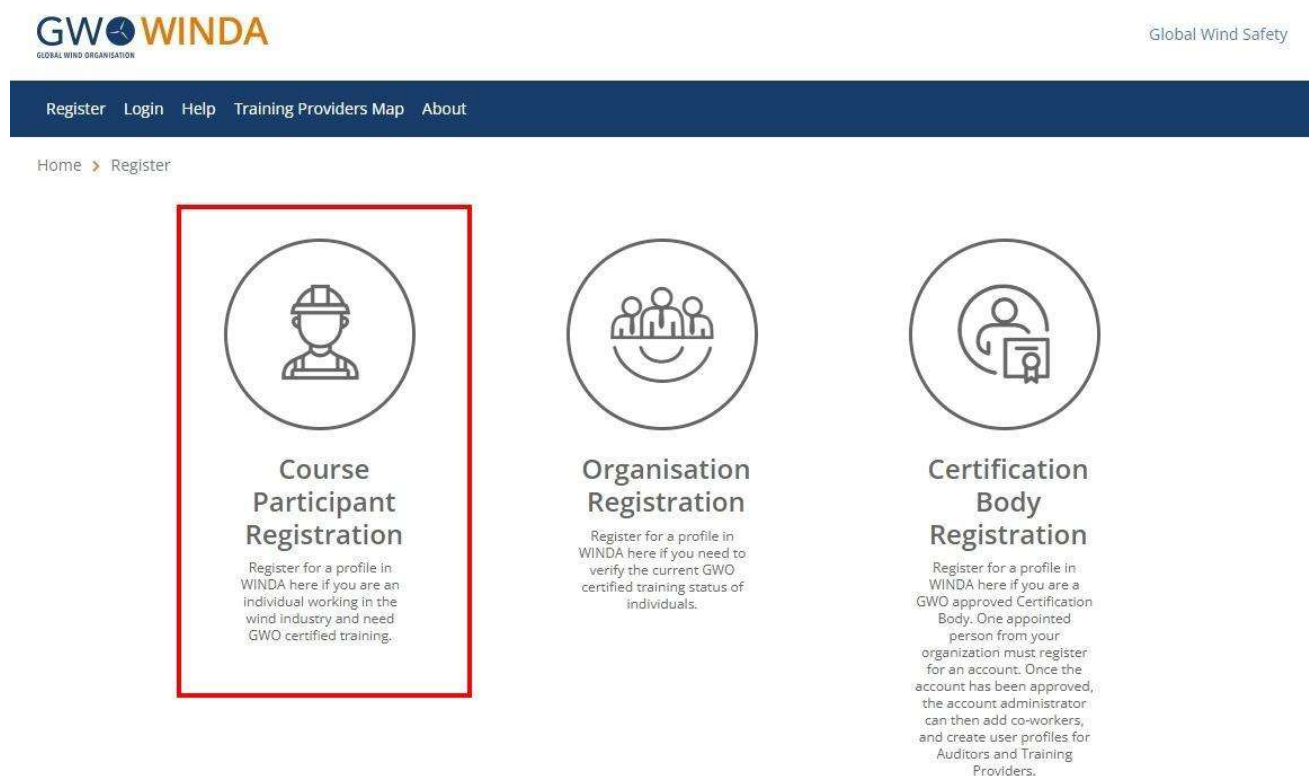
Steps to Apply WINDA ID

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

STEP 2: CLICK “Register”



STEP 3: CLICK “Course Participant Registration”



WI-TR-007 學員手冊 TRAINEE PACK

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)

Surname

Is this your full name as it appears on your passport, driver's license or identity document?
☐ Yes
☐ No

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

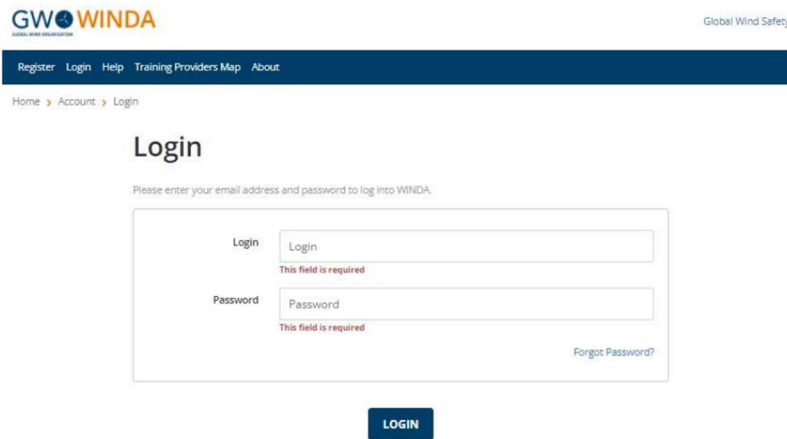
Nationality

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

REGISTER

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/>)



Global Wind Safety

Register Login Help Training Providers Map About

Home > Account > Login

Login

Please enter your email address and password to log into WINDA.

Login

This field is required

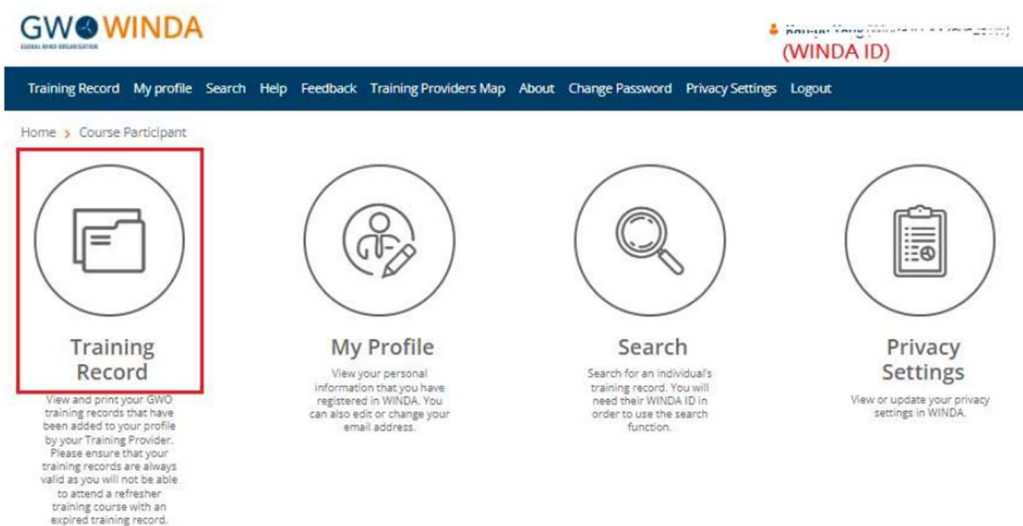
Password

This field is required

[Forgot Password?](#)

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



Global Wind Safety (WINDA ID)

Training Record My profile Search Help Feedback Training Providers Map About Change Password Privacy Settings Logout

Home > Course Participant



Training Record

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.



My Profile

View your personal information that you have registered in WINDA. You can also edit or change your email address.



Search

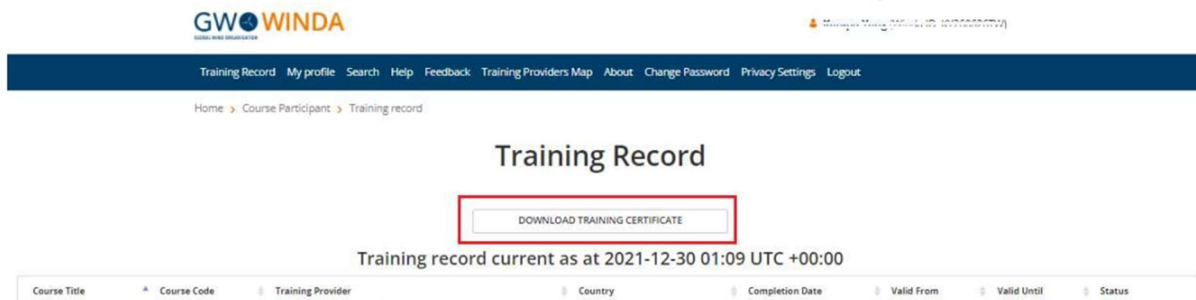
Search for an individual's training record. You will need their WINDA ID in order to use the search function.



Privacy Settings

View or update your privacy settings in WINDA.

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



Global Wind Safety (WINDA ID)

Training Record My profile Search Help Feedback Training Providers Map About Change Password Privacy Settings Logout

Home > Course Participant > Training record

Training Record

DOWNLOAD TRAINING CERTIFICATE

Training record current as at 2021-12-30 01:09 UTC +00:00

Course Title	Course Code	Training Provider	Country	Completion Date	Valid From	Valid Until	Status
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Medical Self-Assessment Form

Medical Self-Assessment Form		
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:		
Medical conditions	YES	NO
Asthma or other respiratory disorders		
Epilepsy, blackouts or other seizures		
Angina or other heart complaints		
Vertigo, inner ear problems or difficulty with balance		
Claustrophobia/acrophobia (fear of enclosed spaces/heights)		
Blood pressure disorder		
Diabetes		
Pacemaker or implanted defibrillator		
Arthritis, osteoarthritis or other muscular/skeletal disorders affecting mobility		
Known allergies (e.g. bee/wasp stings or spider bites)		
Recent surgery		
Any other medical condition or medication dependency that could affect climbing or the physical impact of climbing.		
Please list any other health conditions not mentioned above :		

Medical Self-Assessment

Important Declaration: For any doubt regarding the medical fitness of you and your ability to safely participate in the training course, we will stop you from training and not allow you to resume until you have been assessed and approved to continue training by a physician.

I hereby confirm that I have read and understood the listed risks and potentially life-threatening medical conditions and confirm that I am physically and medically fit to participate in GWO training.

I hereby confirm that there is no factor that will inhibit or affect my participation in GWO training. I agree to follow all instructions from the appointed instructor for the duration of the GWO training. Should there be any doubt regarding my medical fitness, the training provider will stop the training and resume until I have been assessed and approved to continue training by a physician.

Name (Full name in block letters as in passport):

Signature :

Date :

Emergency Contact Details

Name		Mobile No.	
Relationship		Home Phone No.	
Address			