



## Membership Criteria Checklist

This guidance note has been created to assist organisations in using the WJA Membership Criteria Checklist. The checklist, in turn, is designed to help organisations and individuals who want to join the WJA to identify the information they will need to supply for each of the six membership categories – C1 to C6. The checklist is cross-referenced to the application or renewal form sections.

### Why this information is gathered

The WJA is keen to set the highest possible standards in water jetting. It also wants members to be able to evidence these standards as a key commercial benefit of joining the WJA.

To establish and monitor these standards, we require members to provide all the information detailed in the application form, so their eligibility can be thoroughly assessed (see Application audit, below).

When membership is renewed, annually, these details can be checked again, to ensure all members continue to set the high standards the WJA can be judged by.

Important note – the row numbers 1-20 stated in this document below refer to rows 1-20 in the membership criteria checklist – not to sections in the membership application form.

### Named person

The named person on the form (row 20 of the checklist) shall be accepted as the signatory of the form and shall be a person in the company who has the authority to sign.

### Category C1, C1P, C2 and C2P

It is mandatory for these applicants to complete all sections of the application form, except for Row 13. Professional indemnity insurance, and **14. Product liability insurance.**

### Category C3

These applicants must complete all sections of the form, except for: **9. Personnel employed;** and **17. Turnover (jetting).** Information must be provided for **10. WJA training details,** if applicable, for example if water jetting training is provided.

Applicants must complete details in **5. Equipment** as both manufacturers and hirers supply hoses as part of their products.

### Category C4

These applicants must consider completing all but 5 sections, though some sections only need to be completed if they consider the information to be applicable to their circumstances. The sections they do not need to complete are: **8. Record of trading;** **9. Personnel employed;** and turnover (**16, 17**). Water jetting trainers must complete **10. WJA training details** as they must, themselves, hold WJA qualifications to train others.

## Category C5

As with Category C4 applicants, C5 applicants must either complete or consider completing (if applicable) all sections except for those not applicable (N/A). In this case these are: **5. Equipment**; **7. Accountant details**; **13. Professional indemnity insurance**; **14. Product liability insurance**.

## Category C6

The WJA appreciates this category could apply to self-employed people, i.e. there is just one person working for the company. However, all relevant sections must be filled out to the best of the applicants ability. This is because they will be using jetting guns and hoses. They will have a duty of care to themselves and must meet standards defined by WJA Codes of Practice.

## Non-Member Affiliate

Only complete sections detailed in the membership criteria. Also, leave the category section blank.

## Additional advice

Accidents and Incidents – You are required to provide only accident and incident details relating to water jetting.

Where a section of the application form does not apply to your category of membership do not tick any boxes. Please leave them blank.

## Giving 'No' responses

If you feel you have to respond to a question by writing no, this may indicate a failure to meet the membership criteria.

For example, if your turnover or employee count is too low, or you do not have sufficient equipment. In this circumstance, if you have

a valid explanation for a negative response, please provide details on a separate document, so this can be taken into consideration.

If you do not, the WJA is likely to ask you for this information, so there will be a delay in processing your application.

## Application audit

It is important when filling out the member application form that accurate, correct and full information is provided. Every application goes through a thorough auditing process and information gaps and inconsistencies will be challenged.