



C1 TO C7 NEW MEMBER APPLICATION FORM

Please note, this form should be completed with reference to the following documents supplied separately:
WJA Constitution and Bylaws, WJA Professional Charter, and WJA Membership Criteria.

Water Jetting Association

The Engine House, 2 Veridion Way, Erith, Kent. DA18 4AL
T: +44 (0) 208 320 1090 E: enquiries@waterjetting.org.uk
W: www.waterjetting.org.uk

We (name of organisation)

Hereby apply to be elected members of the Water Jetting Association (hereafter referred to as the WJA) in accordance with conditions set out in the WJA Constitution and Byelaws currently in force. These will be observed by us. We also agree to be bound by the constitution and bylaws as amended at any future time. We have read the constitution and bylaws provided with this application. We also agree that the WJA may keep our details in an electronic form and may use them in connection with its business. If we are accepted as members of the WJA, we agree to adopt and abide by the **WJA Charter of Professional Conduct** incorporating the following principles:

1. **Legality & Fairness:** Members will ensure business is conducted in a legal, lawful and socially responsible manner. Also that they uphold principles of fairness and equal opportunity, and that business practices are free from any form of unlawful discrimination, whether on the grounds of age, sex, race, disability or otherwise. Members are also expected to comply with minimum and living wage legislation at all times.
2. **Competence & Professional Standards:** Members will guarantee that all business affairs are administered in a thoroughly competent and professional manner.
3. **Honesty & Integrity:** Members will adopt an attitude in all business relationships which is honest, diligent and faithful with regards to all contracts or agreements into which they enter freely, and all other business arrangements and obligations.
4. **Respect and Professional Behaviour:** Members will interact and deal with other members at all times in a respectful and professional manner.
5. **No Prejudicial Action:** Members will refrain from any conduct or action that is prejudicial or detrimental to the interests of the Water Jetting Association (WJA) and will not act in any manner that is likely to bring them, their profession, or the WJA into disrepute.
6. **Active Participation:** Members will undertake to become active participants within the WJA, accept all the rules and promote them within their organisation, and agree to support all common objectives.
7. **Compliance:**
 - a) Members undertake that any work they perform will be carried out according to the requirements of the relevant code of practice published by the WJA, They will endeavor to promote WJA standards and training within their organisations. They will also hold the relevant WJA training certificates.
 - b) Members will sign a declaration at each annual membership renewal date confirming that they are fully insured for all activities of their business.
 - c) Members will confirm acceptance of this declaration annually as part of the online membership renewal process.
8. **Accidents, Incidents & Near Misses:**

Accidents, incidents and near misses must be managed in accordance with HSE guidelines. All such matters relating to water jetting must be reported to the WJA (confidentially, if preferred). This will allow the WJA to post guidance in the password-protected member's section of its website and in safety bulletins to alert other members of relevant risks.
9. **Expulsion for Breach:** Any breach of this charter by members will be dealt with in accordance with the constitution and bylaws and may lead to expulsion from the WJA.

1. MEMBERSHIP CATEGORY

We have read the membership criteria checklist provided with this form and we confirm that we have met the criteria for membership category (select a category from C1 to C7)

2. MEMBERSHIP FEE

We undertake to pay the subscription and such levies or other payments as shall be determined, when necessary, by the WJA's Annual General Meeting (AGM) and in the manner and at such times laid down in the byelaws. We undertake to give any further particulars, in addition to those requested in Part 2 of this form, in connection with this application and hereafter as and when required by the WJA. We also agree to permit authorised officers of the WJA to inspect our operations for the purpose of assessing our suitability for membership and, subsequently, to ascertain whether standards are being maintained in accordance with the WJA's constitution and byelaws. We also undertake to notify the WJA in writing of any changes to our organisation relevant to membership of the association.

The non-refundable administration fee plus VAT and the annual membership fee plus VAT for your category will be invoiced via Quickbooks upon our receipt and acceptance of your completed renewal form and supporting documents.

Fee for onsite audit: As part of the process of becoming a member of the WJA, all C1 and C1P, C2 and C2P, and C3 Hirer applicants must undergo an onsite audit. The £500 + VAT fee for this audit will be charged in addition to the membership fee for the category being applied for.

Signature

Date:

Print name:

For, and on behalf of, the company named in the first paragraph of this form.

3. ABOUT THIS APPLICATION FORM

Thank you for applying to join the WJA. We have made every effort to request only information that is essential to ensure your application is processed in an efficient and timely way.

To help you provide the information we need as quickly and easily as possible, we have created a series of advice notes.

Guidance notes – These documents are designed to explain further the specific information we are requesting in this form.

Sample documents – These are examples of the documents we ask that you provide in support of your application.

ALL THESE GUIDANCE NOTES AND SAMPLE DOCUMENTS ARE AVAILABLE AT:

WATERJETTING.ORG.UK/MEMBERSHIP-FORMS

Please note: this section includes information required for the WJA's application audit process

1. ORGANISATION DETAILS

Full name of organisation applying for membership

Legal status (for example, sole trader, limited company PLC)

Company registration number

Certificate of incorporation

2. VAT NUMBER (please provide a copy of your VAT certificate)

3. REGISTERED ADDRESS OR ADDRESS OF HEAD OFFICE

Company contact for correspondence

Email address of company contact

Telephone number

Mobile phone number

Address of works depot or workshops

Telephone number of works depot

4. NAMES AND JOB TITLES OF ALL PARTNERS & DIRECTORS, INCLUDING THE COMPANY SECRETARY

5. AREAS OF BUSINESS: for example, hydrodemolition, surface preparation, drain and sewer cleaning, manufacturer, equipment supply, equipment sales and hire, training.

6. WATER JETTING EQUIPMENT:

6.1 please list the type, horsepower and maximum working pressure of all water jetting equipment owned, along with the number of each type.

6.2 Please list, as above, the actual or typical types of water jetting equipment operated by the company under lease or rental agreements.

Please note: If necessary, please supply information required in section 6 in a separate file.

	YES	NO
6.3 Does your company follow guidance on safe use and maintenance of jetting hoses?	<input type="checkbox"/>	<input type="checkbox"/>
6.4 Does your company carry out regular jetting hose inspections?	<input type="checkbox"/>	<input type="checkbox"/>
6.5 Does your company maintain a jetting hose register?	<input type="checkbox"/>	<input type="checkbox"/>
6.6 Does your company monitor noise and vibration in the workplace?	<input type="checkbox"/>	<input type="checkbox"/>
6.7 Does your company carry out work tasks following safe systems of work that involve providing risk assessment and method statement (RAMS) documentation?	<input type="checkbox"/>	<input type="checkbox"/>

7. PERSONNEL EMPLOYED

Please state the average number of personnel employed in your company over the last 3 years who have been engaged in water jetting activities – as operatives, supervisors and operation managers.

0 – 4	<input type="checkbox"/>	10 – 50	<input type="checkbox"/>
4 – 10	<input type="checkbox"/>	50+	<input type="checkbox"/>

PAYE full time staff

Does your company carry out occupational health surveillance of your employees?	<input type="checkbox"/>	<input type="checkbox"/>
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8. TRAINING

Please note: all water jetting training must be carried out to WJA approved standard or proof of intention to meet these standards must be provided.

8.1 Do your water jetting operators receive WJA Safety Awareness training?	<input type="checkbox"/>	<input type="checkbox"/>
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8.2 Do your water jetting operators receive WJA practical module training?	<input type="checkbox"/>	<input type="checkbox"/>
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YES

NO

8.3 Do you maintain a training matrix for your water jetting operatives?

8.4 Do you operate a competency monitoring scheme for your water jetting operatives?

8.5 Please describe how your operatives are trained to carry out water jetting.

8.6 Please name and list the courses related to water jetting attended.

8.7 Do your operators, supervisors, or managers hold other safety qualifications?

For example: IOSH, NEBOSH, SSSTS, and SMSTS. If yes, please list, giving details of which type of employee holds each qualification.

9. POLICIES

YES

NO

Do you have published policies that comply with current legislation for the following?

Quality

Health and safety

Environmental

Equal opportunities

Training

Please provide a copy of your subcontractor tax certificate (Form 714C) if applicable.

10. ACCIDENTS AND INCIDENTS (Relating to water jetting only)

Have you received any prohibition notices in the last year?

If yes, please provide details. These should include the date of the notice, which authority issues it, why it was issued, what actions were required within the terms of the notice, and which of these actions have been completed.

Have you had any reportable incidents (RIDDOR) in the last 2 years?

If yes, please give details of each incident, including the date, a description of the incident, impact on employees or other people, the investigation carried out and any actions taken.

Have you had any lost time accidents in the last 2 years?

If yes, please provide details similar to those required above.

11. RECORD OF TRADING

Please note: your company must have been trading for at least six months to apply for WJA membership.

How many years has your company been trading for?

Under its current name Under any former names

Please list company names formally used, if any.

Please list names of other companies in your group which undertake water jetting and water jetting related activities other than the name provided in Part 1.

Please note: separate applications will be needed for these companies to become members of the WJA if they have distinct identities. Also, if these companies trade under a separate VAT number or company registration, they are not entitled to membership under this application. A separate application should be made, for which the related membership subscription will apply.

14. TURNOVER

Please state the turnover for your company for each of the last three full final years.

Total company turnover

	YEAR	£
1	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>

Water jetting operations turnover

	YEAR	£
1	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>

13. INSURANCES

Please attach copies of the insurance certificates itemised below.

Public liability insurance – expiry date

Employer liability insurance – expiry date

Professional indemnity – expiry date

Hired-in plant or product liability insurance – expiry date

Motor insurance – expiry date

Do you have a policy declaration that incorporates water jetting as a business description and identifies types of related activities you provide?

YES

NO

If yes, please provide a copy of the declaration.

14. YOUR BANK Please give the name and address of your company's main bank.

15. YOUR ACCOUNTANTS Please give the name and address of your company's accountants.

DIRECTORS AND / OR PRINCIPALS DECLARATION

I declare that none of the Directors or Principals of the company making this application have a liability for undischarged debt resulting from previous bankruptcy proceedings or were Directors or Principals of a Limited Company that went into liquidation with undischarged debts.

Signature

Date

Print name

Position in company

For and on behalf of

For and on behalf of the company named in the final paragraph of this form.

ADDITIONAL NOTES

If your company does not meet the criteria for the membership category to which you are applying, the WJA Council may, as it deems fit place your company membership into the provisional category.

Should your company be deemed to require this provisional status, it will be reviewed on the final date of renewal for the purpose of upgrading your company to full membership status if it is warranted. If you believe you meet full membership requirements before the renewal date you should inform the WJA and provide evidence. The WJA will then review your company status and, if appropriate, upgrade it to full membership at that point.

The membership form provides details of the high standards of professionalism required of members of the WJA, including compliance with its codes of practice. If your application is accepted, you will have signed to agree to those standards as defined by the WJA Constitution and Byelaws, the WJA Professional Charter and the current WJA Codes of Practice.

The WJA may assist through its appointed officer (members of committees) to provide you with guidance and support in achieving the standards required. Some assistance will be provided free of charge.

However, if any appointed officer must travel or give up time to assist you in making your application, or to attend meetings specially related to your application, you will be charged for that time and whatever expenses that are incurred for travel and any overnight accommodation.

All details provided shall be based on a declaration of truth, integrity and honesty. Any shortfalls for membership shall be identified through the application process with the information provided in the application form. These details will provide the WJA and its appointed officer with the information needed to propose or deny membership. They may also allow the WJA and its appointed officer to provide guidance to assist in compliance or maybe subject to an on-site audit.

Please see the attached copy of the WJA constitution and byelaws. Having read these documents, you will be aware of the definition and expressions used and be familiar with the disciplinary procedures as stated in Appendix 2, which related to WJA membership and standards.

Please sign to acknowledge you understand the information provided above and its relevance to your application.

Signature	
Date	
Print name	
Position in company	

For and on behalf of the company named in the first paragraph of this form.