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# C1 – C7 WJA MEMBERSHIP RENEWAL FORM

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

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## **IMPORTANT INFORMATION – PLEASE READ**

This form is for the use of all members, including audited members that have been audited in the last two years. Audited members must be reaudited every three years. If an audit is due, members should complete an audited renewal form for their category.

## **Water Jetting Association**

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## MEMBERSHIP RENEWAL FORM

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 Articles of Association and Bylaws currently in force ,copies of these can be obtained from the WJA website.

We have read and will observe and agree to be bound by the articles of association and bylaws as may be amended at any future time. 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 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 the charter by members will be dealt with in accordance with the articles of association and bylaws and may lead to expulsion from the WJA.

## 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)

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### 1. 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 bylaws. We undertake to give any further particulars, in addition to those requested 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 articles of association and bylaws. We also undertake to notify the WJA in writing of any changes to our organisation relevant to membership of the association.

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

### 2. AGREEMENT OF DIRECTOR OR COMPANY PRINCIPAL

Name

Position in company

For (company name)

Date

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### Insurances

Please email over copies of the insurance certificates below, as applicable to your business:

Public liability insurance

Employer liability insurance

Professional indemnity

Product liability insurance