



C2 AND C2P AUDITED 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.

Water Jetting Association

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E: renewals@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 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 C6)

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 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 article 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.

Your C2/C2P annual membership fee plus VAT will be invoiced via Quickbooks upon our receipt and acceptance of your completed renewal form and supporting documents.

Signature:

Date:

Print name:

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

ABOUT THIS APPLICATION FORM

Thank you for applying to renew your membership of 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 – and that your organisation is fully supported as a WJA member.

To help you provide the information we need, we have added three types of advice throughout the form:

- References** – These refer to sections in our Red Code of Practice that relate to specific information requested in the form.
- Guidance** – These are links that will open WJA guidance notes that are relevant to the information we are requesting.
- Examples** – These are links that will open samples of the kind of supporting documents we ask you to provide in support of your application.

You may also find the following WJA guidance notes useful:

[Guidance note 3](#)

[Codes of practice key topics](#)

Identifies key topics and where to find them in the WJA's Blue and Red Codes of Practice.

[Guidance note 4](#)

[C2 and C2P membership: provision of evidence](#)

Advice for C2 and C2P applicants on where to find additional information about evidence required to support applications.

ALL GUIDANCE NOTES AND SAMPLE DOCUMENTS ON THIS FORM ARE ALSO 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 renewal

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

Company registration number

2. VAT NUMBER

3. REGISTERED ADDRESS OR ADDRESS OF HEAD OFFICE

Please complete this section only where information has changed

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

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

Please complete this section only if information has changed

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5. AREAS OF BUSINESS

For example, hydrodemolition, surface preparation, drain and sewer cleaning, manufacturer, equipment supply, equipment sales and hire, training.

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6. WATER JETTING EQUIPMENT

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

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

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

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6.3. Please provide evidence of your company's plant and machinery maintenance and testing procedures in compliance with PUWER

See: [HSE advice on PUWER regulations](#)

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Reference: **Red Code sections 15.0, 20.1.1, 20.5 and 22.0**

Example: [Sample plant machinery service records](#)

6.4. **Mandatory:** Please provide examples of how your company follows guidance on safe use and maintenance of jetting hoses, carries out regular hose inspections, and holds a hose register.

Reference: **Red Code section 16.0 to 16.4.5 and Appendix 2**

Guidance: Jetting hose register procedures

Example: Jetting hose register

6.5. **Mandatory:** Please provide examples of how your company monitors noise and vibration in the workplace.

Reference: **Red Code sections 6.5 and 6.6**

Guidance: Noise assessment advice

6.6. **Mandatory:** Please provide examples of how your company follows safe systems of work that involve using risk assessment and method statement (RAMS) documentation.

Reference: **Red Code sections 8.0 (team), 11.4 and Appendix 6**

Example: Risk and method advice

7. MANDATORY: OCCUPATIONAL HEALTH SURVEILLANCE

Please provide documentary evidence of relevant health checks, such as hearing tests and eye tests, and driver medical tests, in line with Management of Health and Safety at Work Regulations 1999, Section 6 Health Surveillance, and Section 3 Risk Assessment.

Reference: **Red Code section 6.0 to 6.15**

Guidance: Management of Health and Safety at Work Regulations 1999.

Guidance: Health surveillance requirements and the health surveillance cycle.

Guidance: Risk assessment, surveillance, and training

8. TRAINING

8.1 **Mandatory: All water jetting operators must pass a WJA Safety Awareness course.**

Please provide documented evidence for two operators.

Reference: **Red Code section 4.0 to 4.2.6, 5.0 and 20.4**

8.2. **Mandatory: Operational water jetting operators must pass at least one WJA Practical Module.**

Please provide documented evidence for two operators.

Reference: **Red Code Appendix 8**

8.3. **Mandatory: Your company must have a training matrix for water jetting operatives. It should show training required and courses attended, including for the use of PPE.**

Please provide documented evidence for at least two operators.

Example: Sample training matrix

Example: Sample PPE issue record

Example: Sample employee training record

8.4. **Mandatory: Your company must have a competency monitoring scheme for water jetting operatives.**

Please provide documented evidence for at least two operators.

Reference: **Red Code section 5 and Appendix 8**

Example: Sample competency monitoring scheme

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

WJA USE ONLY

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

Please provide copies of each policy

Quality

Health and safety

Environmental

Equal opportunities

Training

Example: [Sample occupational health policy](#)

Example: [Sample training programme policy](#)

10. ACCREDITATIONS

Does your company hold any accreditations? For example, ISO 9001, ISO 14001, ISO 18001, ISO 45001, Achilles, CHAS, FORS.

Do any of your accreditations incorporate compliance with codes of practice?

For example, maintenance procedures, purchasing, inspections, and non-compliance.

If yes, please give details below, and provide copies of accreditation certificates.

11. TRADE ASSOCIATIONS

Is your organisation a member of any other trade associations?

If so, please list them below. **Note**, please only give details of **member** organisations, not accrediting bodies.

YES

NO

12. 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 incidents in the last 2 years?

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

13. INSURANCES

WJA USE
ONLY

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

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Please provide a copy of your insurance policy declaration that incorporates water jetting as a business description and identifies types of related activities that you provide.

Guidance: [Insurance Act 2015 summary](#)

Example: [Sample insurance business description](#)

14. AGREEMENT OF DIRECTOR OR COMPANY PRINCIPAL

Name

Position in company

For (company name)

Date

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Additional notes

If your company does not meet the criteria for the membership category to which you are applying, the WJA Board 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 articles of association and bylaws, the WJA Professional Charter and the current WJA Codes of Practice.

The WJA may assist through its Technical Manager to provide you with guidance and support in achieving the standards required. Some assistance will be provided free of charge.

However, Technical Manager 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 Technical Manager with the information needed to propose or deny membership. They may also allow the WJA and its Technical Manager to provide guidance to assist in compliance or maybe subject to an on-site audit.

Please fill in the boxes below to acknowledge you understand the information provided above and its relevance to your application.

Name

Position in company

For (company name)

Date

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