



C4 NEW MEMBER APPLICATION 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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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 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 articles of association 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 C4

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 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 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 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 form and supporting documents.

Name

Position in company

For (company name)

Date

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.

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, if applicable

Certificate of incorporation, if applicable

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

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. 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.

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

6. YOUR ACCOUNTANTS Please give the name and address of your company's accountants, If applicable.

AGREEMENT OF DIRECTOR OR COMPANY PRINCIPAL

Name	
Position in company	
For (company name)	
Date	

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

However, if the Technical Manager must travel or give up time to assist you in making your application, or to attend meetings specifically 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 a Technical Manager with the information needed to propose or deny membership. They may also allow the WJA and Technical Manager to provide guidance to assist in compliance or maybe subject to an on-site audit.

Please read a copy of the WJA articles of association and bylaws on the WJA website. Having read these documents, you will be aware of the definitions and expressions used and be familiar with the disciplinary procedures, that relates to WJA membership and standards.

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	