



# MEMBERSHIP

## APPLICATION FORM

### NAME OF YOUR ORGANISATION

We hereby apply to be members of the Water Jetting Association.

We agree to abide by the conditions set out in the WJA's articles of association, charter of professional conduct, bylaws and procedures, currently in place. These documents can be viewed in the members' section on the WJA website.

We also agree that the WJA may keep our details in an electronic form and may use them in conjunction with its business.

#### Important information

1. This form should be used to apply for full membership and audited membership. Details about audited membership can be found in Section 11 of this form.
2. If you wish to apply for Blue Chip Membership, please use the separate Blue Chip Member form.

# WJA Charter of Professional Conduct

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 endeavour 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 WJA's articles of association, bylaws and procedures may lead to expulsion from the association.

Full name of organisation applying for membership

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

Company registration number

VAT number (if applicable)

Address of registered office

Telephone number of registered office

Invoice address

Address of head office

Company contact for correspondence

Job title

Email address of company contact

Telephone no. of company contact

Mobile no. (if applicable)

## 2 NAMES OF ALL PARTNERS & DIRECTORS


## 3 AREAS OF BUSINESS – Please tick waterjetting activities related to your business

<input type="checkbox"/> Contractor	<input type="checkbox"/> Manufacturer	<input type="checkbox"/> CCTV Surveying
<input type="checkbox"/> Hydrodemolition	<input type="checkbox"/> Equipment Supply	<input type="checkbox"/> Electro-mechanical
<input type="checkbox"/> Surface Preparation	<input type="checkbox"/> Hire & Sales	<input type="checkbox"/> Remote Structural Repair
<input type="checkbox"/> Drain & Sewer Cleaning	<input type="checkbox"/> Training	<input type="checkbox"/> Confined Space Entry
<input type="checkbox"/> Tube & Pipe	<input type="checkbox"/> Pressure Washing	<input type="checkbox"/> Gutter Cleaning
<input type="checkbox"/> Water Jetting Robotics	<input type="checkbox"/> Blue Chip	<input type="checkbox"/> Graffiti Removal
<input type="checkbox"/> Other, please specify		

## 4 MANUFACTURERS AREAS OF BUSINESS (if applicable) ie. Machine Builds/Accessories/Hoses/Repair:


## 5 WATER JETTING EQUIPMENT

**Please note:** If necessary, please include extra information in this section by clicking the button to attach an additional document

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


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


## 6.1 How long has your company been trading for?

Under its current name

Under any former names

## 6.2 Please list company names previously used, if any.

## 6.3 Please list the names of other companies in your business (not including the company named in Part 1) that undertake water jetting activities, or water jetting-related activities.

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.

## INCIDENTS (related to water jetting only)

**Please note:** If necessary, please include extra information in this section by clicking the button to attach an additional document

Have you had any incidents in the last 3 years?

YES

NO

☐
☐

If you answered YES, please add details below

If you are a water jetting contractor or operate water jetting equipment as part of your activities, you must provide evidence that all operatives who carry out these activities have passed the WJA Safety Awareness examination plus at least one WJA practical module, or provide proof of your intention to ensure they meet WJA standards.

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

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

**8.3 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.**

#### **8.4 PERSONNEL EMPLOYED**

**Please state the average number of personnel employed in your company who have been engaged in water jetting activities – as operatives, supervisors and operational managers over the last full financial year.**

Please attach copies of the insurance certificates itemised below.

Public liability insurance – expiry date

Employer liability insurance – expiry date

Professional indemnity – expiry date (training providers only)

Hired-in plant or product liability insurance – expiry date

Motor insurance – expiry date

Please note: you have an obligation to ensure your insurance is fit for purpose and to disclose all your business activities on your policies.

Please provide copies of additional policies you hold, for example your health and safety policy, as applicable.

### 11.1 Membership declaration

We undertake to pay the annual subscription fee of **£400 plus VAT** and the administration fee of **£75 plus VAT**.

All details provided shall be based on a declaration of truth, integrity and honesty. We also undertake to notify the WJA in writing of any changes to our organisation relevant to membership.

These details will provide the WJA Membership Board with the information required to propose or decline membership.

Any shortfalls in information required will be identified through the application process. The WJA will provide you with guidance on how to complete your application for approval.

Upon acceptance of your membership application, we will issue your membership invoice via QuickBooks. Once payment is received, we will issue your membership documentation.

**Please note:** our membership year runs from 1st January to 31st December.

### 11.2 Audited Membership

The WJA offers the opportunity to become an WJA Audited Member. This is achieved by agreeing to undergo a planned site audit, carried out by a WJA approved assessor.

Passing this audit will provide your customers and stakeholders with an additional level of assurance that your operation meets WJA standards and is aligned with our codes of practice.

The membership fee for this process is **£900 + VAT** and the administration fee of **£75 plus VAT**.

**If you wish to become a WJA audited member, please tick this box**

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The WJA Technical Manager will then contact you to answer any questions and arrange a site audit.

### 11.3 Returning your completed membership form

Please send your completed form, with the requested documents attached to it, to the WJA office team by email: **renewals@waterjetting.org.uk**.

If you have any questions, please contact us using the same email address or by telephoning: **+44 (0) 208 320 1090**.

**Signed for and on behalf of the company:**

**Name**

**Position in company**

**For (company name)**

**Date**