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# **C3 HIRE MEMBERSHIP RENEWAL 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.

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## **The Water Jetting Association**

**The Engine House, 2 Veridion Way, Erith, Kent. DA18 4AL**

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**E: [enquiries@waterjetting.org.uk](mailto:enquiries@waterjetting.org.uk) W: [www.waterjetting.org.uk](http://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.

## 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 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.

Your C3 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 Blue and Red Codes 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 1](#)

#### [C1 and C1P membership: provision of evidence](#)

Advice for C1 and C1P applicants on where to find additional information about evidence required to support applications

#### [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](http://WATERJETTING.ORG.UK/MEMBERSHIP-FORMS)**

# MEMBERSHIP RENEWAL FORM C3 HIRE **PART 2**

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


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

Please complete this section only if information has changed


**5. AREAS OF BUSINESS**

For example, equipment manufacturer, sales, hire and training.


**6. WATER JETTING EQUIPMENT**

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

**6.1. Please list an example of each 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 to hirers.**


**6.3. Please provide evidence of your company's plant and machinery maintenance and testing procedures in compliance with PUWER 1998 regulation 6 (service records).**

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


Reference: [WJA Blue Code sections 18.0, 18.3 and 18.5](#)

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: [WJA Blue Code section 14.0 and Appendix 2 and 3](#)

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: [WJA Blue Code sections 6.5 and 6.6](#)

Reference: [Red Code sections 6.5 and 6.6](#)

Guidance: [Noise assessment advice](#)

**6.6. Mandatory:** Please provide documentary example of how your company tests equipment for hire, including carrying out run-up tests, and completes a pre-delivery inspection sheet for each item of equipment before it is sent out on hire.

Guidance: [Guidelines for hirers](#)

Example: [Sample pre-delivery inspection sheet](#)

**6.7. When hiring out equipment, how do you assess a client's competence and check that the hirer's operators are compliant with the specific equipment in your terms and conditions?**

Your customers should provide evidence that they, or their operatives, have passed relevant WJA training courses, or that courses have been booked and will be completed by the date of the start of hire.

Please provide evidence of a tick box on hire applications and hire agreements confirming the compliance of the hirer's operatives.

**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: [WJA Blue Code sections 6.01, 6.5, 6.6 and 7.12.3](#)

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: Hire and maintenance staff involved in the running up and setting up of equipment for hire must attend a WJA Safety Awareness course.**

Please provide documentary evidence to show this occurs for at least two of your personnel.

Reference: [Blue Code Appendix 8](#)

Reference: [Red Code section 4.0 to 4.2.6, 5.0 and 20.4](#)

**8.2. Mandatory: Your company must have a training matrix for your water jetting equipment maintenance and hire staff. It should show training required and courses attended, including for the use of PPE.**

Please provide documented evidence for at least two of your personnel.

Example: [Sample training matrix](#)

Example: [Sample PPE issue record](#)

Example: [Sample employee training record](#)

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

Please provide documented evidence for at least two personnel.

Reference: [Blue Code Appendix 7](#)

Reference: [Red Code section 5 and Appendix 8](#)

Example: [Sample competency monitoring scheme](#)

8.4. Please describe how your maintenance and hire personnel are trained in water jetting.

WJA USE ONLY

9. POLICIES

YES

NO

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, ISO 9001 2015, FORS, the Construction Plant Hire Association.

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.

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**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**

Please attach copies of the insurance certificates itemised below.

Public liability insurance – expiry date

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Employer liability insurance – expiry date

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Professional indemnity – expiry date

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Hired-out 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. 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

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Date

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Print name

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Position in company

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For and on behalf of

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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.**