

## Information and Application Procedure

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### 1. Introduction

The Constructed Wetland Association (CWA) was formed to promote the application of constructed wetland technology in wastewater management and in water pollution control and prevention. As such the CWA takes a lead role in advocating the application of this environmentally friendly and sustainable technology for water pollution prevention and the creation of wetland habitat.

The CWA was also formed to promote and encourage the creation of an industry in which good practice is shared and quality standards of design, installation and maintenance are established and upheld. We aim, through our membership to:

- ✓ Create a body of professional excellence
- ✓ Spread and share good practice
- ✓ Set industry quality standards
- ✓ Recognise those who uphold those standards through a process of Accreditation
- ✓ Create and maintain a national and global network of bona fide practitioners involved in wetland design and construction

### 2. Who is Accreditation for ?

We recognise that not all members of the CWA will wish to seek Accreditation. It applies primarily to those involved within the following areas work:

- Design and Consultancy
- Installation and Refurbishment
- Servicing and Maintenance

### 3. Benefits of Accreditation

- ✓ Quality assurance. Accreditation will provide assurance to clients that:
  - Systems will be designed, installed and maintained to a standard approved and promoted by the CWA
  - Materials and equipment will be supplied to an approved standard. Wetland plants to be of approved quality and be fit for purpose.
- ✓ Greater marketing value to clients
- ✓ Greater assurance to Professional Indemnity insurance brokers and potentially lower premiums
- ✓ Improved publicity opportunities
- ✓ Promotion via the CWA website
- ✓ Use of a specific “Accredited” CWA logo
- ✓ Peace of mind for companies and clients through peer review of activities in the industry

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### 4. Requirements for Accreditation

The CWA Application Form lists all the requirements to be fulfilled by applicants. The Application Form is split into four parts:

- a) General Information
- b) Competency Framework
- c) System Examples
- d) References

The applicant is free to add any other information considered to be relevant but must limit additional information to 4 sides of A4.

### 5. Accreditation Process

- 1) Submission of the completed Application Forms with all required information to the CWA.
- 2) The CWA Accreditation Panel considers the application.
- 3) The CWA Accreditation Panel reports to the CWA Committee and the applicant is then notified.
- 4) If successful Accreditation will be valid for 3 years. Re-accreditation is required at the end of each 3 year period.

### 6. Confidentiality Process

All information and materials submitted by an applicant will be held and considered in the strictest confidence by the CWA.

It is appreciated that an applicant may submit material that is of a commercially valuable or sensitive nature.

The CWA and all its members are duty bound not to use any information, technology, process or design feature submitted by a candidate for their own commercial advantage without the full agreement of the applicant, individual or company concerned.

### 7. Guidelines

The CWA will use, as their main guidance for assessing candidates for Accreditation, the procedures, processes and protocols described in the booklet *“Constructed Wetland Association Methodology - A Good Practice Guide on how to undertake a Constructed Wetland Project”*

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### 8. Application Fees

All applicants for Accreditation are required to pay a fee of £395.00 (no VAT) which must be enclosed with their application and made payable to “The Constructed Wetland Association”. If the application is unsuccessful then the applicant will be reimbursed 50% of the application fee. The application fee for re-accreditation is £200.00 (no VAT).

### 9. Complaints

The CWA has a complaints procedure whereby any complaint against an accredited member would be reviewed by the CWA Committee.

### 10. Termination

Accreditation will be revoked if the Accredited member:

- 1) Ceases to trade or becomes insolvent\*

Or

- 2) Is considered by the CWA Committee to have brought the CWA and/or its aims and ethos into disrepute

Or

- 3) Is considered by the CWA Committee to have lowered its standards

On termination the member must remove all signs of Accreditation from its literature and marketing information within one month of notice of termination including all digital and online platforms.

\* Becomes insolvent, in this context means “Threatens to cease to trade or becomes or is deemed insolvent, is unable to pay its debts as they fall due, has a receiver, administrative receiver, administrator or manager appointed of the whole or any part of its business assets, makes or commences negotiations in relation to any composition or arrangements with its creditors or an order or resolution is made for its dissolution or liquidation ( other than for the purpose of solvent amalgamation or reconstruction ) or takes or suffers any analogous procedure, action or event in any jurisdiction.”

### 11. Appeals

The CWA is committed to providing fair and transparent processes. The appeals procedure is open to applicants that were unsuccessful in an accreditation application or when an existing accreditation is terminated.

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### Grounds for an appeal

The grounds for appeal must be related to CWA's procedures or their application. The appeal process will consider whether the CWA's accreditation procedures are consistent and have been fairly and properly applied.

The principal grounds for appeal are:

- a) Irregularities in the conduct of the CWA Accreditation Panel or CWA Committee;
- b) Evidence to support that there has been a misinterpretation of the information provided to the CWA Accreditation Panel or CWA Committee.

Circumstances not accepted as grounds for an appeal:

- a) Claims of being unaware of, or not understanding the Accreditation standards and requirements.

### Making an appeal

Appeals must be submitted within 3 months of the date of notification of an unsuccessful application or accreditation termination. A fee of £200 is payable for appeals and is refundable if the appeal is successful. The CWA bears no responsibility or liability for any other expense or consequential loss incurred by members as a result of their entering into the appeals process.

Appeals must be submitted in writing to the CWA Committee and will be responded to within 1 month of receipt.

## 12. Transfer

Accreditation cannot be transferred from the accredited member to another organisation without written consent from the CWA. The CWA must be informed if key personnel responsible for constructed wetland design, installation or refurbishment leave the accredited organisation.

## 13. Duration

Accreditation will last for a period of 3 years. A member seeking re-accreditation will be required to submit information and case studies relating to work carried out in the previous 3 years of accreditation.

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### A. GENERAL INFORMATION

#### Accreditation(s) Applied For

Design and Consultancy

Installation and Refurbishment

Servicing and Maintenance

Please 'X' categories being applied for. Tick all that apply.

#### Applicant Details

Title		First Name		Surname	
Company Name					
Address 1:					
Address 2:					
Town / City					
County					
Country			Post Code / Zip Code		
Telephone					
Mobile					
Email Address					
<p>Number of Years of Practical Experience <i>(minimum requirement of 2 years)</i></p>					
<p>The relevant application fee has been included?</p>				YES / NO	

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### B. COMPETENCY FRAMEWORK

Please complete the following competency framework.

All applicants must complete the Business Information section.

Please only complete the sections relevant to your application for Design and Consultancy, Installation and Refurbishment or Servicing and Maintenance.

Please rate your experience as either 'None', 'Basic', 'Competent' or 'Experienced'. Guidance is given below regarding the competency levels. Please ensure that your competency level is supported by a truthful and comprehensive evidence statement that does not exceed 500 words for each section. Evidence statements should be supported with attached CVs of key personnel.

Please attach supporting information to this application.

#### *Competency Levels*

**None:** No knowledge or experience of this area.

**Basic:** Have a basic knowledge, with a simple understanding of terminology and concepts. Have some experience of practical application and would be able to carry out some typical activities.

**Competent:** Have the knowledge and experience essential to carry out these activities confidently and consistently. Likely to require to seek advice before carrying out complex or non-typical activities.

**Experienced:** Have the knowledge and experience of this activity to carry out complex, specialist or non-typical tasks confidently and consistently. Aware of alternative options and approaches and able to provide guidance, instruction and advice to others on all relevant options.

# ACCREDITATION

## Application Forms



<b>Business Information (to be completed by all applicants)</b>		
<b>Category</b>	<b>Information</b>	<b>Evidence statement</b>
Company/organisation information <ul style="list-style-type: none"><li>• Company name, registration address and number</li><li>• Years of trading</li></ul>		
Environmental policy <ul style="list-style-type: none"><li>• Environmental policy and management system (ISO14001 or equivalent)</li></ul>		

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# ACCREDITATION

## Application Forms



<p>Quality control</p> <ul style="list-style-type: none"><li>• Quality management system (ISO9001 or equivalent)</li></ul>		
<p>Insurances</p> <ul style="list-style-type: none"><li>• Professional Liability Insurance</li><li>• Employer's Liability Insurance</li><li>• Public Liability Insurance</li></ul>		

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# ACCREDITATION

## Application Forms



<p>Health and Safety</p> <ul style="list-style-type: none"><li>• Health and Safety Policy</li><li>• Health and Safety Procedures and Manual</li><li>• Health and Safety Accreditations e.g. CHAS, Construct Online</li></ul>		
<p>Current knowledge</p> <ul style="list-style-type: none"><li>• Relevant CPD courses, conferences etc. attended in last 3 years</li></ul>		

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# ACCREDITATION

## Application Forms



<b>Design and Consultancy</b>		
<b>Skill</b>	<b>Experience</b>	<b>Evidence statement</b>
Site survey <ul style="list-style-type: none"><li>• Characterisation and calculations of flows &amp; loads</li><li>• Soil survey</li><li>• Topographic survey (where required)</li><li>• Hydrological survey (where required)</li></ul>		
System design <ul style="list-style-type: none"><li>• Data analysis</li><li>• System sizing and design</li><li>• Specification documentation</li><li>• Drawings</li><li>• Construction plans</li></ul>		

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# ACCREDITATION

## Application Forms



<p>Operation and management plans</p> <ul style="list-style-type: none"> <li>• Environmental Permit Application (or equivalent)</li> <li>• Production of Environmental Management System or Operation &amp; Maintenance guidance</li> <li>• Guidance for dealing with system failures</li> </ul>		
<p><b>Installation and Refurbishment</b></p>		
<p><b>Skill</b></p>	<p><b>Experience</b></p>	<p><b>Evidence statement</b></p>
<p>Installation and refurbishment</p> <ul style="list-style-type: none"> <li>• System installation</li> <li>• System refurbishment</li> <li>• Quality control measures for supply chain</li> </ul>		

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# ACCREDITATION

## Application Forms



<b>Servicing and Maintenance</b>		
<b>Skill</b>	<b>Experience</b>	<b>Evidence statement</b>
Servicing and maintenance <ul style="list-style-type: none"><li>• System servicing and maintenance</li></ul>		

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### C. SYSTEM EXAMPLES

#### Titles of Case Studies

- 1)
- 2)
- 3)
- 4)
- 5)
- 6)


(please 'X'  
if attached)

*Note: The number of case studies required are: 2 for accreditation for Design and Consultancy, 2 for accreditation for Installation and Refurbishment and/or 2 for accreditation for Servicing and Maintenance, Applicants should include case studies for all categories for which accreditation is sought.*

#### Details required for each case study

- 1) Photographs of system (min 2 photos)
- 2) System description, services provided and tasks undertaken


#### For Design and Consultancy case studies the following is required

- 3) Design basis, configuration, years of operation and compliance with environmental permit
- 4) Description of operation and maintenance schedule for system


(please 'X'  
if attached)

*Note: Financial aspects of projects are not required*

### D. REFERENCES

Please provide a minimum of 3 referees. At least one should be a client and one a professional reference. Please use and copy the form attached.

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# ACCREDITATION

## Reference Form



### Applicant Details

Title		First Name		Surname	
Company Name					

### Referee Details

Title		First Name		Surname	
Company Name					
Address 1:					
Address 2:					
Town / City					
County					
Country		Post Code / Zip Code			
Telephone					
Email Address					

Please provide information on your relationship with the applicant detailing your knowledge of their experience and competency in undertaking tasks related to constructed wetlands.

Signature:		Date:	