



UK Weighing Federation

Membership Guidelines

Version 1.1

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Introduction

The UK Weighing Federation (UKWF) is a member-driven trade association committed to upholding quality standards that empower consumers and businesses to trade confidently by weight while ensuring compliance with all relevant legislation. We collaborate with UK, European, and international partners to establish common metrological standards, supporting fair trade practices. Our mission includes engaging with government bodies and UK regulators to maintain confidence in metrological standards and compliance.

To further our goal of promoting international cooperation and trade, we invite membership applications from businesses that share our vision and objectives.

Membership Composition

Individuals, companies, and trade associations may apply for either Ordinary or Associate membership.

- ***Where a member has subsidiaries***, the turnover of all subsidiaries/group companies that are involved in weighing must be included, and all such subsidiaries/group companies will be non-voting members.
A list of the subsidiaries/group companies is to be provided, although details of individual turnover is not required.
- ***Where a member is a subsidiary***, it may only itself be a member if its parent is either not UK based or is not involved in weighing.

Ordinary Membership

Individuals and companies that undertake any of the following services for weighing equipment and essential components and who are registered in the UK are only eligible for Ordinary Membership.

- Manufacturing
- Repairing
- Selling
- Servicing
- Calibration
- Verification
- Inspection

Associate Membership

Individuals, companies, and trade associations associated with the weighing industry but not qualifying for Ordinary Membership may apply for Associate Membership.

Membership Criteria

Potential applicants must meet the criteria outlined in our Articles of Association:

1. Ordinary Membership Criteria

Candidates applying for Ordinary Membership or renewing their membership must meet all mandatory requirements and two or more additional requirements.

Mandatory Requirements

- Significant Industry Involvement : definitions include
 - *The majority of the business turnover should stem from weighing-related activities. For larger companies, a weighing division must function independently.*
 - *Act as a manufacturer with comprehensive control over the design and production of weighing equipment.*
 - *Contribute significantly to technological advancements within the weighing industry.*
 - *Participate in the development of recognised standards or legislation governing the weighing industry.*
- Legally registered in the UK
- Employ at least 2 full-time staff in the UK (for service, manufacturing, or distribution entities).
- Possess an independently audited Quality System certified by an accredited body* that includes calibration and/or verification within its scope (e.g., ISO 9001:2015, ISO 17025, or relevant certifications under Directives 2014/31 or 2014/32).
**The accrediting body must be a National Accreditation Body (like UKAS) or a signatory of the ILAC Mutual Recognition Arrangement (ILAC MRA).*

Additional Requirements

- Have at least one principal or director with a minimum of 2 years' experience in the weighing sector.
- Have ownership or lease of suitable premises (preferably industrial).
- Ensuring if calibration and/or verification is part of your activity that is included within the scope of the Quality Management system (and must be evidenced within 6 months of joining by forwarding a copy of your quality manual and certification).
- Show commercial viability, integrity, and expertise.
- Maintain a strong reputation to uphold the image of UKWF and comply with all association rules and regulations.

2. Associate Membership Criteria

Entities, Individuals and Companies not qualifying for Ordinary Membership may apply for Associate Membership by meeting the criteria below:

Mandatory Requirements

Legally registered in their country of operation with a valid business license.

Additional Requirements

- Preferably a minimum of 2 years in business, with exceptions for newer organisations demonstrating potential or relevant expertise.
- For international associations, a minimum of 5 members.
- Full compliance with local laws and regulations and agreement to uphold UKWF Codes of Practice and Policies.
- No legal or financial issues that could jeopardise the reputation or interests of UKWF or its members
- A demonstrated commitment to the values and objectives of the UK Weighing Federation
- Associate members should be willing to engage in member events or contribute through knowledge sharing and networking initiatives

Application Procedure

Prospective members should follow this application process:

1. **Submit Application:** Complete an application form and provide supporting documents.
2. **Member Notification:** All existing UKWF members will be notified about the application and invited to provide feedback.
3. **Board Review:** The application will be reviewed by a Board panel of Directors who have discretion in membership matters.
4. **Consideration of Comments:** Member feedback will be considered during the Board panel meeting, where the application will be accepted or rejected by a vote.
5. **Additional Documentation:** The Board reserves the right to request more information during the evaluation process.
6. **Notification:** Applicants will be informed of their membership status within 6 weeks of submission.

Approval and Induction

Once approved, new members will be inducted into the association and will receive membership details, including access to member resources, events, and communications.

Member Entitlements and Obligations

<u>Entitlement</u>	<u>Ordinary Members</u>	<u>Associate Members</u>
Attend all Federation meetings.	Yes	Yes
Vote at general meetings.	Yes	No
Eligible for election to the Board of Directors.	Yes	No
Access technical support and advice from the technical officer.	Yes – Unlimited Access	Yes – 2 consultations per membership year
Access UKWF Training	Yes at preferential rates	Yes at Associate rates
Receive communications from the Federation, including updates and notices.	Yes	Yes
Access the UKWF website.	Yes	Yes
Use UKWF logo in correspondence and on their website	Yes	Yes
Reference UKWF membership in publicity materials and business negotiations	Yes	Yes
Have a listing on the UKWF website	Yes – Ordinary listing	Yes - Associate listing
Contacts from the subsidiary/group companies can attend meetings and receive technical support – but may not vote or put forward nominees for director positions.	Yes	Yes
<u>Obligations</u>	<u>Ordinary Members</u>	<u>Associate Members</u>
Adhere to all Federation Codes of Practice and Policies that apply to them.	Yes	Yes

Membership Fees

Membership fees vary based on the size and turnover of the business. Specific fee categories will be provided upon application, with an annual review of all membership fees.

Codes of Conduct

By applying for membership, applicants commit to adhering to the association's Codes of Practice and Policies as applicable.

These codes will be provided upon application and if calibration and/or verification is part of your activity, it must be included within the scope of the Quality Management system (and must be evidenced within 6 months of joining by forwarding a copy of your quality manual and certification).

The UK Weighing Federation promotes ethical behaviour, respect for diversity, and engagement with its values and activities. Any breaches of the code or unethical conduct may result in a review of membership status and potential termination.

Contact Information

For inquiries regarding membership, please contact us:

- Email: admin@ukwf.org.uk
- Phone: 01727 582015
- Website: www.ukwf.org.uk

Note: This document is subject to revisions to address the evolving needs of the UK Weighing Federation and its members.