

# Membership Application

Wellsite Permit to Work Association Inc.



# Introducing the Wellsite Permit to Work Association Inc.

The Wellsite Permit to Work Association Inc. (Association) is the nationally and internationally recognised owner and manager of the Wellsite Permit to Work System (System).

The System provides a means to coordinate and authorise multiple activities conducted at a wellsite in a systematic, formalised and auditable manner. As a standardised work planning and scheduling mechanism, the System is well suited for all wellsite work, including use in simultaneous operations situations forming part of a company's overall safety management system.

Access to the System and processing permit related data is via a Digital Application (App) using wifi technology and a secure database.

Becoming a member of the Association (Member) entitles an organisation to actively contribute to and use the Australian onshore oil and gas industry's highly regarded work permit process, ensuring only the highest safety standards are adopted across the industry.

The Association's role is to:

- Oversee the content and use of the System and App to ensure it remains consistent, high quality and in line with Australian safety standards and international best practices
- Develop System minimum training requirements for personnel using the System, and endorse training providers
- Conduct forums, conferences, workshops and seminars to share learnings, improve and advance the System and App
- Conduct or commission research, studies or activities to monitor, improve and assess the status or effectiveness of the System and App.

## How does the System and App operate?

The System is a unique, industry-wide, leading practice work permit process used throughout Australian Onshore Oil and Gas and intended specifically for use in a wellsite environment. The App has the capacity to work offline and store information for later upload where connectivity may be an issue.

A Handbook which describes the System and permitting process is available to members as well as online role holder training at a reduced rate. The System covers a range of permit types, including Lifting Operations, Hot Work, Cold Work, Pressure Systems, Explosives/Radioactive Work, Working at Heights and Confined Space Entry.

Each Wellsite Permit category includes specific work precautions that must be in place before starting work, and ongoing work conditions that must be maintained while carrying out the work.

Wellsite Permits are normally authorised by the Senior Representative of the Primary Wellsite Contractor and endorsed by the Operating Company Representative and issued to those conducting work on that wellsite, including personnel from the Primary Wellsite Contractor, other wellsite contractors, visiting contractors and the Operating Company.

The System can be used in association with a wellsite handover process to allow interfacing with an Operating Company's existing work permit processes if needed.

The Application is a highly responsive digital platform to support the System's permitting process that can be loaded onto PCs, laptops and tablets and can run locally at wellsites 24/7 without requiring a consistent (or fast) internet connection.

**Please note:** Use of the Application will require acceptance of our terms of use—a copy of which can be found [here](#) on our website.

# Membership

The Association has two categories of membership: Corporate and Associate (each a 'Member').

**Corporate Members** of the Association are companies or other businesses that are users of the System, typically including operating companies, rig contractors, and service companies.

Corporate membership fees:

- Joining fee: \$1,500 (+GST)
- Annual membership fee is determined by the Corporate Member class below:
  - Category 1 Member: Larger and frequent users of the System: \$15,000 (+GST)
  - Category 2 Member: Medium and regular users of the System: \$5,000 (+GST)
  - Category 3 Member: Smaller and less frequent users of the System: \$2,000 (+GST)

**Associate Members** of the Association are companies or other businesses that provide support to Corporate Members in using the System. Associate Members typically include training providers, personal protective equipment suppliers, governmental groups, some consulting companies and other supporting organisations.

Associate membership fees:

- Joining fee: \$1,500 (+GST)
- Annual membership fee: \$3,000 (+GST)

The Board of the Association assesses and approves all applications.

## Benefits of Membership

Membership benefits include:

- Access to the current version of the Handbook, App and support materials for the international leading practice Wellsite Permit to Work System
- Input into ongoing improvements to the System and App
- Support from knowledgeable personnel via helpdesk, website FAQ, or similar
- Access to an online database for all personnel who have been trained in the use of the System, with training expiry dates
- Access to 'Verification of Competency' tools
- Access to the System's self-auditing and assessment tools.

## Membership FAQ

### What is the role of a Member Representative?

When applying for membership, each Corporate and Associate Member must nominate an employee of their organisation to act as their Association representative (Member Representative). Each Member can also nominate an alternate person to act in the Member Representative's absence.

The Member Representative is authorised to act for or on behalf of the Member in all matters relevant to the Member's interest in the Association. All correspondence relating to the Association will be sent to the Member Representative.

Importantly, he or she is entitled to vote on behalf of the Member at general meetings of the Association.

### Can subsidiaries and / or related companies become Members?

Subsidiaries and related companies of a Member are eligible for membership of the Association in their own right. In the event a subsidiary or related company applies for membership in its own right, it should apply for the category of membership applicable to their usual business.

In the event each separate company (or legal entity) applies for membership in its own right, it must nominate one of its own employees as their Member Representative. One person cannot be the Member Representative for more than one Member.

A parent company may choose to include its subsidiaries in its membership and if so, must disclose each subsidiary at the time of applying for membership.

### How are membership applications assessed?

The Board of the Association will assess membership applications on an individual case by case basis and may in its sole discretion approve or reject membership and determine the Corporate Member class.

For more membership information, go to:

[www.wellsite.org.au](http://www.wellsite.org.au)



## Application for Membership (Page 1 of 2)

Application form for membership of the Wellsite Permit to Work Association Inc.

### Company / Organisation Details (Member)

Company Name \_\_\_\_\_

ABN \_\_\_\_\_

Trading Name (if different to Company Name) \_\_\_\_\_

Street Address \_\_\_\_\_

Postal Address  
(if different to street address) \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

### Membership category

Please select one only

Corporate Membership	Joining Fee (ex-GST)	Annual Fee (ex-GST)	Associate Membership	Joining Fee (ex-GST)	Annual Fee (ex-GST)
Category 1 Member: Larger and frequent users of the System	\$1,500	\$15,000	Training Provider	\$1,500	\$3,000
Category 2 Member: Medium and regular users of the System	\$1,500	\$5,000	Consultant	\$1,500	\$3,000
Category 3 Member: Smaller and less frequent users of the System	\$1,500	\$2,000	Other (please specify) _____	\$1,500	\$3,000

### Membership

Please provide brief description of organisation, including summary of operations in Australia

### Membership for subsidiary organisations

If you wish to include subsidiaries in your membership, please provide a list all subsidiary organisations to be included in your membership. **Please note:** You may only nominate one Member Representative irrespective of the number of subsidiaries included in your membership.

Subsidiary Name \_\_\_\_\_

ABN \_\_\_\_\_

Trading Name (if different to Company Name) \_\_\_\_\_

Street Address \_\_\_\_\_

Postal Address  
(if different to street address) \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

## Application for Membership (Page 2 of 2)

### Member Representative Details

Name (Title, First Name, Surname) \_\_\_\_\_

Job Title \_\_\_\_\_

Street Address \_\_\_\_\_

Postal Address  
(if different to  
street address)

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

#### Personal / Executive Assistant contact details (if relevant)

Name (Title, First Name, Surname) \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

### Alternate Member Representative Details

Name (Title, First Name, Surname) \_\_\_\_\_

Job Title \_\_\_\_\_

Street Address \_\_\_\_\_

Postal Address  
(if different to  
street address)

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

#### Personal / Executive Assistant contact details (if relevant)

Name (Title, First Name, Surname) \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

The completion of this application for membership allows the Wellsite Permit to Work Association Inc Board to consider the admission of the applicant as a member. If membership is approved, the applicant will become subject to the Rules of the Association. If membership is approved, the applicant also agrees to assign any intellectual property the applicant may have in the System (including background intellectual property) to the Association.

### Declaration and returning your form

We \_\_\_\_\_ (company) hereby apply for membership of the Wellsite Permit to Work Association Inc and agree to be bound by the membership terms set out in this application form.

Authorised signature \_\_\_\_\_

Name in full and title (please print) \_\_\_\_\_ Date \_\_\_\_\_

#### Please forward your completed application to:

Wellsite Permit to Work Association Inc.  
PO Box 456, Unley, SA 5061  
Or to our email: admin@wellsite.org.au

#### Payment can be made via:

##### Electronic Funds Transfer (EFT) to:

Bank: ANZ Branch: Unley  
BSB: 015-208 Acc No: 203843358  
Acc Name: Wellsite Permit to Work Association Inc

##### Or by cheque to:

Wellsite Permit to Work  
Association Inc. Posted to:  
PO Box 456, Unley SA 5061

**Contact the Association**

**Phone:** 1800 078 939

**Email:** [admin@wellsite.org.au](mailto:admin@wellsite.org.au)

**Post:** PO Box 456, Unley, SA 5061

**Website:** [wellsite.org.au](http://wellsite.org.au)

ABN: 72 800 943 236

ARBN: 600 417 187