The mission of the Australian Window Association is to provide services to Members that will enhance their business opportunities and support their efforts to operate successfully while endorsing compliant, energy efficient and quality product.

AWA Members Shall:

• Provide products and services that comply with or exceed the minimum performance requirements of all relevant Australian Standards and the National Construction Code.
• Provide a minimum 6 year guarantee against faulty workmanship and materials.
• Adhere to the AWA third party NATA* accreditation program.
• Submit to inspections by accredited auditors.
• Provide access for customers to a complaints handling procedure.
• Maintain a high standard of integrity, and apply honesty and fair dealing in all aspects of their operations.
• Commit to the AWA Code of Conduct.

* NATA is the authority responsible for the accreditation of laboratories, inspection bodies, calibration services, producers of certified reference materials and proficiency testing scheme providers throughout Australia. It is also Australia’s compliance monitoring authority for the OECD Principles of GLP.
**Technical Skills**

- Provide products and services that comply with or exceed the minimum performance requirements of the relevant NCC (National Construction Code) and regulated Australian Standards.
- Continue to develop professional knowledge and technical skills.
- Undertake only activities they are competent to perform and, when in doubt, obtain appropriate advice and assistance that will allow these activities to be competently carried out.
- State qualifications, experience and prior responsibilities accurately.

**Public Responsibility**

- Provide access for customers to a complaints handling procedure.
- Ensure that actions and general conduct help maintain the prestige of window related activities.
- Provide the community with information that will assist it in formulating policies and making decisions on matters affecting window related activities.
- Ensure that advice and directions provided give full and proper cognizance of window requirements.

**Behaviour**

- Maintain a high standard of integrity and apply honesty and fair dealing in all aspects of their operations.
- Carry out their professional duties with care and diligence.
- Conduct themselves in a manner which is neither derogatory to their colleagues, nor likely to lessen the confidence of the public in window related activities or the Code of Conduct for window related activities.

**Societal & Environmental**

- Seek opportunities to be of service to their community in matters relating to the window industry and local sponsorship to develop a positive community profile.
- Ensure their manufacturing processes are monitored to show due regard to the environment and, wherever possible, look to implement practices that encourage sustainability and maintain pollution below legal limits.
- Ensure work practices consider the health and well being of their staff, customers and the general public to increase satisfaction and staff retention.
- Respect and not claim ownership of private knowledge (intellectual property) of individuals.
Auditing

- The Code is not intended to be audited. However, serious breaches of the Code can lead to the triggering of investigation by the AWA and disciplinary action.

Complaints handling

- The AWA will recommend methods of recording, investigation and resolution of complaints by the Membership but not prescribe any specific systems.
- The AWA will use current complaints handling systems to record, investigate, educate, help resolve, communicate and if required discipline Members.

Disciplinary Action

- The AWA will take all reasonable steps to influence the member in breach of its obligation under the Code of Conduct to comply.
- In the event that a member still fails to comply, the AWA will terminate Membership.

Appeals

- In the event that a member wishes to appeal disciplinary measures proposed by the AWA secretariat management, the AWA Board of Directors can appoint a group of specialists to review the issue.
- The decision of that group is to be considered final.

Disclaimers

- All statutory requirements will take precedence over any conflict with the Code of Conduct.
- The Code of Conduct is not intended to be a complete guide for the safe conduct of activities.
- No warranty will be made by the AWA as to the accuracy and reliability of opinions or recommendations provided.
- The AWA takes no responsibility, as far as the law permits, for any direct or indirect loss suffered by any organisation as a result of how the Code of Conduct is managed.
Who is the AWA?

The AWA is the peak national industry association representing all window Manufacturers and their suppliers.

What does the AWA do?

- Provides a national voice on technical issues through representation on numerous Australian Standards Committees, Residential and Commercial Building Code committees, Committees for Mandatory Energy Requirements and the Housing Industry Association (HIA) Technical Committee.
- Owns and manages the Window Energy Rating Scheme (WERS).
- Keeps the industry informed via Windows Magazine, Window Watch e-news, training, website, meetings, conferences and industry exhibitions.
- Promotes the profile of the window industry to Builders, Designers and Consumers via editorials in media outlets, trade exhibitions and presentations at a range of industry conferences.
- Advocacy at the Federal, State and Territory levels on regulations and issues affecting the industry.
- Manages Accreditation programs for Manufacturers that independently verify product energy, structural and water performance claims to regulators, builders and homeowners.
- Provides a dispute resolution service with consumers that may encompass expert inspections.
- Maintains strong working partnerships with Australian building industry associations and government bodies including the Window Associations in NZ, USA, UK, Asia, Europe and South Africa.
- Provides training that meets the needs of industry and provides a career pathway for Members through its training arm, the Australian Fenestration Training Institute (AFTI).

How is the AWA run?

With over 600 Members, the majority of which are small to medium sized, the Australian Window Association is run as a co-operative. Eligible Members have one vote irrespective of size and financial contribution.

A full-time Executive Director manages the Association’s eleven staff. The Association Strategic Plan is monitored and revisited regularly. All states and territories have representation on the Association’s Board of Directors.
What’s in it for me?

#Compliance #Technical #Knowledge #Communication

**Save Time**
- Being informed in advance of industry changes both technical and regulatory: The AWA is represented on numerous Australian Standards committees, the National Construction Code, the HIA’s technical committee and the Australian Fenestration Rating Council which ensures information from all of these bodies (impacting on the window industry) is relayed in advance of any changes.
- Utilising PR and promotional opportunities: The AWA has a full time marketing and communication manager.
- Access to a variety of compliance tools for business use.
- Access to marketing tools.
- Access to efficientglazing.net online tools.

**Your Voice**
- Having input into standards, practices and legislation: The AWA holds regular state and regional meeting and responds to Members views.
- The AWA’s initiatives over recent years have achieved significantly higher consumer and building industry awareness and appreciation of the importance that windows can play in the comfort, security and resale value of a home.

**Gain Knowledge**
- Choosing from a comprehensive range of training courses. The AWA provides industry specific training, both online and face-to-face.
- Events: The AWA holds an annual national conference and state and territory member forums.
- Communication: The quarterly magazine, Windows, and monthly e-newsletter, Window Watch, are packed full of industry relevant information to keep you up to date with relevant information.

**Protection**
- Reducing legal exposure. The AWA offers up to date technical, regulatory and compliance information and guidance.
- Having access to mediation services: The AWA works in the best interests of both its Members and the consumer.
- Being part of third party accreditation: The AWA has a NATA accredited program using independent auditors.
- Membership is tax deductible.
- Free Membership of the Window Energy Rating Scheme (WERS) for Manufacturer Members.
Membership Types

Manufacturer Membership

AWA Manufacturer Membership includes Membership to WERS (Window Energy Rating Scheme). A company shall be eligible for Manufacturing Membership if they:

(a) Are engaged in manufacturing products such as, but not limited to windows; doors; curtain walls; shop fronts and entrances; skylights; space enclosures; and related products; and

(b) Do so in its own facilities or under its direct control; or

(c) Are engaged in the design, testing and fabrication instructions of window and door systems on behalf of franchisees and purchasers; and

(d) Meet the eligibility standards approved by the Board of Directors.

A Manufacturer member is entitled to vote in the affairs of the Association and is eligible to hold office within the Association.

Supplier Membership

AWA Supplier Membership has the option to become a member of WERS (Window Energy Rating Scheme). Any company not eligible for Manufacturer Membership, shall be eligible for Supplier Membership if they:

(a) Are a producer of materials or components used by Manufacturer Members; and

(b) Meet the eligibility standards approved by the Board of Directors.

A Supplier member is entitled to vote in the affairs of the Association and is eligible to hold office within the Association.
Manufacturer Members and Supplier Members of the Association agree to:

- Abide by the Rules of the Association.
- Adopt and abide by the Association’s Code of Conduct.
- Manufacture window and door products in compliance with the relevant Australian standards.
- Provide in writing 12 months notice of resignation from the Association or not less than such other period as the Board of Directors may determine.
- Members must register the NATA test results for their products with the Executive Director of the Association on joining the Association or at such other time as directed by the Board of Directors.
- Members test results shall only remain valid for the range of products tested and in the form tested, any changes or modifications are to be submitted by 1st July each year.
- Members must label window and door products in accordance with the Association’s Accreditation Program.

Members are entitled to one vote per Membership.

The Board of Directors shall be drawn from member companies throughout Australia. No two Directors can belong to the same company or corporate group. The Board shall have a minimum representation of States/Territories as follows:

- Two from North (QLD and NT)
- Three from South (VIC, TAS and SA)
- Two from East (NSW and ACT)
- One from West (WA)
- Two Suppliers (National)

Service Provider (Associate) Membership

A company not eligible for Manufacturer Membership or Supplier Membership, shall be eligible for Service Provider Membership if they:

(a) Are a supplier of services to:
    Manufacturer Members or Supplier Members or persons trading in that manner; building owners, whether such supply is direct or indirect, and
(b) Meet the eligibility standards approved by the Board of Directors.

A Service Provider member is not entitled to vote in the affairs of the Association nor are they eligible to hold office within the Association. Some examples of companies that may fulfil the criteria for Service Provider Membership are: dealers; distributors; glazing contractors; installers; and test laboratories.

Professional (Affiliate) Membership

A person who is not eligible for, or employed by a person eligible for, Membership as a Manufacturer or Supplier member shall be eligible for Professional Membership if they:

(a) Are engaged in a profession involving windows; sliding glass doors; curtain walls; shopfronts; skylights; space enclosures; and related products for residential, commercial, institutional or industrial new construction or remodelling.
(b) Meet the eligibility standards approved by the Board of Directors.

A professional member is not entitled to vote in the affairs of the Association nor are they eligible to hold office within the Association.
Objectives

- To ensure that Members manufacture their products in accordance with the fabrication details on their AS 2047 test reports.
- To continuously verify that product ratings and labelling requirements are maintained to provide meaningful consumer information for comparison of a product’s performance.
- To enable architects, specifiers and building inspectors to meet or enforce compliance with Building Codes.
- To ensure manufactured product being supplied to the market is compliant and has passed AS 2047 Physical Tests.
- To undertake market surveillance of widow products and ensure compliance to AS 2047 through independent physical testing.

The AWA Accreditation Scheme is being expanded in 2015.

Previously, the scheme covered annual audits of all Manufacturer Members manufacturing plants. In recognition of the need to increase the stringency of the scheme Market Surveillance of member and non-member companies will now be included.

Market Surveillance will be carried out through the purchase of product from member and non-member companies, which will be physically tested to the requirements of AS 2047. Results of member product testing will only be disclosed to the member.

Audits will be conducted in Manufacturer Member’s factories based on the Member’s accreditation status. Existing Manufacturer Members that have been part of the auditing scheme will be ranked according to previous audit results and compliance to the scheme. Higher ranking companies may not necessarily be subject to an annual audit.

The fee for the Accreditation Scheme is included in the annual Membership fees for all companies, no extra charges for the scheme will be passed on to Australian based Members throughout the year.

If Members factories are based at an overseas location and an audit is carried out there will be an additional fee charged on top of the Membership fee. These rates are shown on page 16.
Administration

• The Compliance Audit Scheme will be conducted in a co-operative spirit, aimed at assisting Members’ senior management to meet AWA compliance.

• Audits will be carried out at the production locations of Members dependent on their accreditation status.

• Auditors will be drawn from a small independent team of senior industry personnel residing in each State capable of reaching Members on a cost effective basis. All audit personnel, together with the AWA appointed Audit Administrator, will be NATA accredited.

• The Audit Administrator, working from the master audit register, will issue a pre-numbered set of three inspection forms to the State Auditor as his authority to conduct the audit.

• The State Auditor will contact the member, giving one week’s notice prior to the agreed date of inspection and will confirm the details in writing prior to the audit.

• The AWA member should accord auditors normal visitor courtesy. That is, be prepared and have the necessary documents to facilitate the audit. At the conclusion of the audit the inspection form will be signed by both parties to signify mutual agreement as to its content.

• The Auditor will give the signed Member’s copy to the principal executive on site. The Auditor will retain the second copy in his file and forward the third copy to the System Administrator at the AWA.

• Should the report be noncompliant then the Site Manager will be required to forward his response within 14 days, setting-out the remedial action taken. If a reply is not forthcoming a copy of the noncompliant report will be forwarded to his CEO.

• The Audit Administrator will consider a noncompliant report to determine the appropriate follow-up action. This may require referral to the AWA Technical Committee, either at his discretion or at the request of the member as a form of mediation.

• On conclusion of the process the report will be filed in the Member’s AWA Audit file.

• The System Administrator will produce a quarterly report of all audits and outcomes for consideration by the AWA Board of Directors.

• In Australia the cost of an audit is included in the Membership fee (AWA and WERS).

• In Asia the cost of an audit will be $1440, invoiced on completion of the audit (AWA and WERS).

• Audits in other countries: Price on application.

• The Scheme will be reviewed annually.

PLEASE NOTE: In 2015 the Accreditation scheme has been changed. The accreditation fee is included in annual Membership fee for all manufacturing companies in Australia.
Window Energy Rating Scheme

Requirements for fenestration products have been in the National Construction Code for many years. Originally, these requirements had more to do with structural performance and safety rather than with energy. However, since 2003, energy efficiency requirements have been progressively established for windows in both residential and commercial construction.

The Window Energy Rating Scheme (WERS) rates the energy performance of windows, glazed doors, skylights, and applied window films.

WERS is truly international in its basis and draws on over 100 person-years of research and development in 15 countries over the last decade. It is based on close and continuing collaboration with the evolving energy-rating systems developed by the US National Fenestration Rating Council (NFRC). WERS is an accredited scheme.

All participating window Manufacturers listed on the WERS website are able to use WERS data, providing their products have passed the testing requirements of AS 2047.

WERS complies with the procedures and protocols of the Australian Fenestration Rating Council (AFRC) which is a requirement of the Building Code of Australia.

PLEASE NOTE: WERS results can only be claimed and used by WERS Members

Residential Ratings

The residential rating process produces star ratings for heating and cooling performance. This complements the existing energy rating of consumer appliances, vehicles and buildings. The WERS star ratings are performance rankings based on the predicted annual energy demand of the 'model house' when fitted with the chosen windows.

WERS ranks the window in terms of its annual energy impact on a house. The energy loads are the amount of annual (heating) energy that must be added to a house, and the amount of annual (cooling) energy that must be removed, to keep the house within a comfortable temperature range.

This generates star ratings for cooling (summer and solar control performance) and heating (winter performance).

The system uses separate scales of 0-10 stars for heating and cooling impact, in half-star increments. The star ratings are based on the relative, whole-house energy improvement caused by the use of a given window compared with using the base-case product (single glazed clear, thermally unbroken aluminium frame).

The star rating process is understandable to the non-technical consumer and the window specifier who need to know if the window will enhance or degrade the house in energy and comfort terms.

WERS operates on three levels in conveying information about the energy performance of custom-rated windows and these levels are depicted in the WERS certificate:

- Star ratings for heating and cooling.
- Indicative per cent reduction in heating and cooling needs.
- Thermal, solar and optical performance data.

WERS is based on extensive international research and experience and has been developed specifically for Australian conditions. Australian climates vary from alpine through to humid tropical. Star ratings are constant across the country to within the half-star resolution used by WERS.

The rankings are valid for all orientations, a wide range of window sizes and both raised timber and concrete slab-on-ground floors. If the homeowner does not heat or cool, the rankings still indicate which windows will yield the most comfortable house. Thus the choice of window is based on the relative importance of heating versus cooling in each location.

However, WERS rankings will be less accurate where there are:

- Very large glass areas (total glass area more than 35% of floor area).
- Large areas of overhead glazing (including sunspaces, attached conservatories and large skylights).

Commercial Ratings

WERS Commercial is designed to provide the industry with custom ratings for the commercial market. It allows commercial products to be rated for their custom performance.

A Custom Rating provides an exact rating for a product, based on its individual materials and specifications for frame, glazing and other components. Weather tightness is
based on reported air infiltration data obtained according to the AS 2047 performance test.

A Custom Rating is the better option for Manufacturers who wish to distinguish their product from others and who wish to maintain seamless continuity between research and development and the rating process.

WERS Commercial provides information for thermal, solar and optical performance data.

**General Information**

WERS aims to:

- Provide a fair, rigorous, scientifically based and easily used method for comparing the relative energy performance of different windows.
- Reduce Australia's energy consumption for residential and commercial heating and cooling.
- Cut greenhouse-gas emissions by the use of energy efficient windows, particularly higher performing windows. Provide links to other building energy rating schemes, codes and standards.
- Educate the community about the benefits of energy efficient windows.

The operational energy efficiency of Australia's building stock is improving steadily and it is envisaged it will increase dramatically as energy-efficient windows become more readily available.

Climates with a significant heating fraction (‘heating’ and ‘mixed’ climates) account for 70% of Australia’s population. Numerous studies show that in such climates more advanced windows return a net energy benefit over a whole year, regardless of which direction they face.

- It is possible for a window’s energy gains to exceed its losses even if it faces south.
- A building with large windows can outperform one with smaller windows and the milder the climate the easier it is for the windows to reach or exceed the break even point.
- A well-designed building, including energy-efficient windows, needs no purchased energy for space heating or cooling.

The energy performance rating of a window establishes the basic solar, thermal and optical properties of the glazing unit and window frame, based on either:

- Measurements obtained in a laboratory alone, or
- A combination of laboratory measurements and computer simulation.

Air infiltration must be measured according to procedures meeting AS 2047 for windows.

The solar/thermal properties of the window are the first outcome of the procedure and comprise:

- U-value
- Solar Heat Gain Coefficient (SHGC)
- Visible Transmittance (TVw)

The energy properties of a window are an area weighted average of the corresponding properties of its component parts or regions.

These parts are the:

- Centre-of-glass
- Edge-of-glass
- Frame

Energy efficient windows offer significant benefits to building owners and occupants. In addition to reducing energy costs and greenhouse gas emissions, a properly selected window plays an important role in improving comfort and well being.
Websites

AWA

- 12,000 visitors per month.
- Latest industry news.
- Member Only access to technical support.
- Online shop.
- Events.
- Member search function.

All websites shown can be accessed via www.awa.org.au

AFTI

www.afti.edu.au

AFTI is the training arm of the AWA and runs industry specific online and face-to-face training. The AFTI section of the website will keep you up to date with upcoming training dates and industry training news.

WERS

www.wers.net

- Latest industry energy news
- Advanced product search function
- Member only access to technical support

The Efficient Glazing Website

www.efficientglazing.net

The efficientglazing.net website contains online tools to empower the community to make the best choices when purchasing energy efficient windows and doors.

Encouraging an understanding of the benefits of energy efficient design in terms of thermal comfort, ongoing heating/cooling costs and carbon emissions.

This website hosts the members only AS 4055 and AS 1288 tools.
Testing Facilities

Azuma Design
52 Justin Street
Smithfield NSW 2164
t. 02 9604 0255
f. 02 9604 0466
www.azumadesign.com.au

Ian Bennie & Associates
1 Luisa Avenue
Dandenong VIC 3175
t. 03 9768 3640
f. 03 9768 3642
www.ibalab.com.au

Schlegel
PO Box 813
Liverpool NSW 2170
t. 02 8707 2000
f. 02 8707 2070
www.schlegel.com/australasia

Shanghai JinQiao Branch
Building T-52-8
No. 1201 Gui Qiao Road
JinQiao Development Area
Pudong District Shanghai 201206
China
t. +86 21 5031 9089
f. +86 21 3872 0003
www.intertek.com

Architectural Testing
130 Derry Court
York, PA 17406
t. +1 717 764 7700
e. icenter@intertek.com
www.architecturaltesting.com
# Australian Window Association

## Membership Fee Structure

**January to December 2015**

Fee Structure based on turnover* per annum

### Manufacturer Membership

<table>
<thead>
<tr>
<th>Category</th>
<th>Turnover</th>
<th>Fee</th>
<th>GST</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>M1</td>
<td>Over $100m</td>
<td>$45,200</td>
<td>$4,520</td>
<td>$49,720</td>
</tr>
<tr>
<td>M2</td>
<td>$50 - $100m</td>
<td>$31,200</td>
<td>$3,120</td>
<td>$34,320</td>
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<tr>
<td>M3</td>
<td>$25 - $50m</td>
<td>$21,200</td>
<td>$2,120</td>
<td>$23,320</td>
</tr>
<tr>
<td>M4</td>
<td>$10 - $25m</td>
<td>$11,440</td>
<td>$1,144</td>
<td>$12,584</td>
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<tr>
<td>M5</td>
<td>$5 - $10m</td>
<td>$6,540</td>
<td>$654</td>
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<td>M6</td>
<td>$2.5 - $5m</td>
<td>$1,760</td>
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<td>M7</td>
<td>$0 - $2.5m</td>
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### Supplier and Service (Associate) Membership

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<th>GST</th>
<th>Total</th>
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</thead>
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<td>Over $10m</td>
<td>$3,900.00</td>
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<td>A2</td>
<td>$5 - $10m</td>
<td>$2,655.00</td>
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<td>A3</td>
<td>$1 - $5m</td>
<td>$1,430.00</td>
<td>$143.00</td>
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<td>$0 - $1m</td>
<td>$745.00</td>
<td>$74.50</td>
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<tr>
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### Professional (Affiliate) Membership

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<tbody>
<tr>
<td>P1</td>
<td>$310.00</td>
<td>$31.00</td>
<td>$341.00</td>
</tr>
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</table>
AWA and WERS Accreditation Scheme

Members who manufacture windows and doors contribute to the Accreditation Scheme, this contribution is included in the above Membership fees for all companies in Australia.

PLEASE NOTE: The annual audit for overseas Manufacturer Members is an extra cost per year over and above the Membership Fee.

Overseas Members will be charged an additional fee on top of Membership for factory audits.

- AWA and WERS Asia: $1440 for each manufacturing site
- Other Countries: Price on Application

The accreditation scheme in 2015 has changed and is now made up of two parts, Auditing and Market Surveillance. Refer to pages 9 and 10 for further information.

*Turnover should encompass all window products and window ancillary components, either manufactured or supplied to fabricators (for example, bar lengths) and designed for residential or commercial buildings, whether high rise or cottage (for example, reveals, fly-screens, building in lugs, hinged door, entry frames, external bi-folds).

PLEASE NOTE: All Manufacturer Memberships include WERS Membership. Supplier and Service Memberships have the option of AWA Membership only or AWA and WERS Membership
APPLICATION FORM

Manufacturer Membership

Company Name: ____________________________ ABN: ____________________________

Trading/Business Name: ____________________________
If different from Company Name ____________________________

Site Address: ____________________________

Postal Address: ____________________________
If different from Site Address ____________________________

Postcode: __________ Country: __________ Phone: __________ Fax: __________

Email: ____________________________ Website: ____________________________

State of Operations:
☐ NSW ☐ VIC ☐ QLD ☐ SA
☐ TAS ☐ WA ☐ ACT ☐ NT
☐ Overseas (Please specify): ____________________________

Number of years trading: ____________________________

Products Manufactured:
1. ☐ Residential ☐ Commercial
2. ☐ Aluminium ☐ Timber ☐ uPVC ☐ Composite
☐ Other (please specify): ____________________________

NATA tested in __________ by ____________________________

Annual Turnover Bracket: $ __________ No. of Employees: __________

Window System Supplier:
1. ____________________________ 2. ____________________________

Glass Supplier: ____________________________ Hardware Supplier: ____________________________

Your company’s main person of contact to the AWA: ____________________________

Contact’s email: ____________________________ Contact’s position: ____________________________

The following AWA Members support my application for Membership:

Name: ____________________________ Company: ____________________________

Name: ____________________________ Company: ____________________________

I/we hereby apply for Membership of the Australian Window Association Inc. and if accepted agree to abide by the rules of the Association

Name: ____________________________ Signature: ____________________________

Position: ____________________________ Date: ____________________________

Office Use Only
Received: Executive: M/Ship No. WERS No.
Proposed: Seconded:
MEMBERSHIP AGREEMENT

Manufacturer

Dear Madam,

I acknowledge the conditions of Membership of the Australian Window Association Incorporated in that my Company agrees to:

☐ Commit to the principle of manufacturing products to the applicable Australian Standards.

☐ Provide a 6 Year Guarantee on window products.

☐ Provide in writing 12 months notice of resignation from the Association.

☐ Abide by the Licence Agreement for AWA and WERS Trademarks.

☐ Partake in the AWA Accreditation Program.

☐ Supply to the Association NATA test results for each standard product being sold at the time of joining the Association. It is understood that the NATA test results will remain confidential.

☐ Notify the Association of any changes or modifications to the submitted test results and/or provide test results for any new products by 1st July of each year.

☐ Label or certify each fenestration product with the AWA certification label or certificate as per AS 2047.

☐ The WERS accredited rating authority will provide the WERS Administrator a copy of the report record of energy rated products for both generic and individually rated products as prepared by the independent rater.

☐ Notify of any changes or modifications to an energy rated product at the time of change or modification.

☐ Use only approved WERS Certificate (as provided by the WERS Administrator) when clarifying the energy performance of a product.

☐ Follow the Complaint Investigation Procedure.

☐ Submit to and cover costs of an annual compliance audit.

PLEASE NOTE: The annual audit for overseas Manufacturer Members is an extra cost per year over and above the Membership Fee.

Yours Faithfully,

__________________________________________  
Signature

Name: ___________________________ Position: ___________________________

Company: ___________________________ Date: ___________________________
# AUSTRALIAN WINDOW ASSOCIATION ACCREDITATION SCHEME

## TEST REPORT RECORD

### TO: Australian Window Association

Ground Floor, 71 Ridge Street, Gordon NSW 2072
Fax: 02 9498 3816   Email: admin@awa.org.au

### FROM:

Company: ______________________
Address: ______________________

Contact: ______________________
Tel: ______________________
Fax: ______________________

### Date submitted: ______________________

### Revised: ______________________

## Performance Ratings

### TEST REPORT RECORD

<table>
<thead>
<tr>
<th>Test Laboratory</th>
<th>Date</th>
<th>Test Report No.</th>
<th>Size</th>
<th>Drawing No/Catalogue No. Code/Configuration</th>
<th>SLS</th>
<th>ULS</th>
<th>Water</th>
<th>Air</th>
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### AS2047 RATINGS

<table>
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<tr>
<th>WERS</th>
<th>Acoustics</th>
<th>AS1530.8.1</th>
<th>AS1530.8.2</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Yes / No</td>
<td>Yes / No</td>
</tr>
<tr>
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<td>Yes / No</td>
</tr>
</tbody>
</table>

### Test Laboratory SLS

Date Test Report No. FZULS WERS Acoustics Size Bushfire Water

20

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Note: Details shown in the "Product Details" should allow any product listed to be identified by reference to the company sales brochures or other available company material.

Note: If you would prefer, a copy can be emailed to you, please contact the AWA on (02) 9498 2768 or admin@awa.org.au

(v1.2) 10/2011
APPLICATION FORM

Supplier Membership

Company Name: ___________________________ ABN: ___________________________
If different from Company Name
Trading/Business Name: ___________________________
Site Address: ___________________________
If different from Site Address
Postal Address: ___________________________
Postcode: ___________ Country: ___________ Phone: ___________ Fax: ___________
Email: ___________________________ Website: ___________________________

State of Operations:
[ ] NSW [ ] VIC [ ] QLD [ ] SA
[ ] TAS [ ] WA [ ] ACT [ ] NT
[ ] Overseas (Please specify): ___________________________

Number of years trading: ___________________________

Annual Turnover Bracket: $ ___________________________ No. of Employees: ___________________________

Products Manufactured: ___________________________

Products Supplied to:
1. ___________________________
2. ___________________________
3. ___________________________

Your Company's main person of contact to the AWA: ___________________________

Contact’s email: ___________________________ Contact’s position: ___________________________

Include Membership to the Window Energy Rating Scheme (WERS):
[ ] Yes [ ] No

The following AWA Members support my application for Membership:

Name: ___________________________ Company: ___________________________

Name: ___________________________ Company: ___________________________

I/we hereby apply for Membership of the Australian Window Association Incorporated and if accepted agree to abide by the rules of the Association

Name: ___________________________ Signature: ___________________________

Position: ___________________________ Date: ___________________________

Office Use Only
Received: ___________________________ Executive: ___________________________
M/Ship No. ___________________________ WERS No. ___________________________
Proposed: ___________________________ Seconded: ___________________________
MEMBERSHIP AGREEMENT

Supplier

Dear Madam,

I acknowledge the conditions of Membership of the Australian Window Association Incorporated in that my Company agrees to:

☐ Commit to the principle of manufacturing products to the applicable Australian Standards.

☐ Provide a 6 Year Guarantee on window products.

☐ Provide in writing 12 months notice of resignation from the Association.

☐ Abide by the Licence Agreement for AWA and WERS Trademarks.

Yours Faithfully,

______________________________
Signature

Name: ___________________________ Position: ___________________________

Company: ___________________________ Date: ___________________________
APPLICATION FORM

Service Membership

Company Name: ___________________________ ABN: ___________________________
Trading/Business Name: ___________________________
Site Address: ___________________________
Postal Address: ___________________________
Postcode: ____________ Country: ____________ Phone: ____________ Fax: ____________
Email: ___________________________ Website: ___________________________

State of Operations:
☐ NSW       ☐ VIC       ☐ QLD       ☐ SA
☐ TAS       ☐ WA       ☐ ACT       ☐ NT
☐ Overseas (Please specify): ___________________________

Number of years trading: ___________________________
Annual Turnover Bracket: $ ___________________________ No. of Employees: ___________________________
Business Type: ___________________________

Service Provided: 1. ___________________________
2. ___________________________
3. ___________________________

Your Company’s main person of contact to the AWA: ___________________________
Contact’s email: ___________________________ Contact’s position: ___________________________

Include Membership to the Window Energy Rating Scheme (WERS):
☐ Yes       ☐ No

The following AWA Members support my application for Membership:

Name: ___________________________ Company: ___________________________
Name: ___________________________ Company: ___________________________

I/we hereby apply for Membership of the Australian Window Association Incorporated and if accepted agree to abide by the rules of the Association

Name: ___________________________ Signature: ___________________________
Position: ___________________________ Date: ___________________________

Office Use Only
Received: ___________________________ Executive: ___________________________
Proposed: ___________________________ M/Ship No. ___________________________
Seconded: ___________________________ WERS No. ___________________________
MEMBERSHIP AGREEMENT

Service

Dear Madam,

I acknowledge the conditions of Membership of the Australian Window Association Incorporated in that my Company agrees to:

☐ Provide in writing 12 months notice of resignation from the Association.

☐ Abide by the Licence Agreement for AWA and WERS Trademarks.

Yours Faithfully,

______________________________________________
Signature

Name: ____________________________ Position: ____________________________

Company: ____________________________ Date: ________________
APPLICATION FORM

Professional Membership

Name: _______________________________  ABN: _______________________________

Business Name: _______________________________

Postal Address: ________________________________________________________________

Postcode: ________  Country: ________  Phone: ________  Fax: ________

Email: _______________________________  Website: _______________________________

State of Operations:

☐ NSW  ☐ VIC  ☐ QLD  ☐ SA

☐ TAS  ☐ WA  ☐ ACT  ☐ NT

☐ Overseas (Please specify): _______________________________

Business Type: _______________________________

Include Membership to the Window Energy Rating Scheme (WERS):

☐ Yes  ☐ No

I/we hereby apply for Membership of the Australian Window Association Incorporated and if accepted agree to abide by the rules of the Association

Name: _______________________________  Signature: _______________________________

Position: _______________________________  Date: _______________________________

Office Use Only

Received: _______________________________

Executive: _______________________________

M/Ship No. _______________________________

WERS No. _______________________________
MEMBERSHIP AGREEMENT

Professional

Dear Madam,

I acknowledge the conditions of Membership of the Australian Window Association Incorporated in that I agree to:

☐ Provide in writing 12 months notice of resignation from the Association.

☐ Abide by the Licence Agreement for AWA and WERS Trademarks.

Yours Faithfully,

______________________________
Signature

______________________________
Name: Position:

______________________________
Company: Date: