

# EMC Test Club application form

*I would like to apply to join the EMC Test Club. I have read the Club rules (Members Terms and Conditions) and agree to abide by them. My details are as follows:*

*Name:* .....

*Position:* .....

*(Signature)* .....

*Company:* .....

*Address:* .....  
.....  
.....  
.....

*Phone:* .....  
*(extension)* .....

*Mobile:* .....

*E-mail:* .....

*Fax:* .....

*I am interested in the following EMC Standard:*

.....

*– please add to the Test Club’s Standards library.*

*I wish to apply for an individual / corporate group membership*

**(please delete whichever does not apply. For group applications, would additional members of the group please fill in page 2).**

**Privacy policy: your details are used solely for the purposes of managing the EMC Test Club, and will never be passed on to a third party.**

**Please send your application form and cheque, payable to EMC Test Club, to:**

**The Manager  
EMC Test Club  
126 Great North Road  
Hatfield  
Herts AL9 5JN**

## **Corporate Group membership**

Companies can join up more than one employee as a group member, at the same total cost as an individual member, with the same number of test hours as an individual, shared between members of the group. Extra hours can be booked if required. The group should arrange to undergo training in the use of the test equipment and facilities as a single group. Group members should each complete and sign the application below.

*I would like to apply to join the EMC Test Club. I have read the Club rules (Terms and Conditions) and agree to abide by them. My details are as follows:*

Name: .....

Position: .....

(Signature) .....

Mobile no: .....

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Name: .....

Position: .....

(Signature) .....

Mobile no: .....

*I would like to apply to join the EMC Test Club. I have read the Club rules (Terms and Conditions) and agree to abide by them. My details are as follows:*

Name: .....

Position: .....

(Signature) .....

Mobile no: .....

## Member's Terms and Conditions

Membership is assigned to a named person, or (in the case of a Company membership) group of persons, who will receive training in the use of the Club's facilities (in the case of a group membership, the group should arrange to attend training sessions together). In the case of company membership, the company should nominate specified employee(s) to become delegated members of the EMC Test Club (whether as an individual or as a group). The costs quoted are per person (or group - in which case the group will share the allocated hours of use - which can be topped up). Membership is deemed effective from the first available working day following the Club's acceptance of the membership application, and clearance of the initial payment for the joining and membership fees.

The member must ensure that Employee Liability Insurance covers the member(s) and any colleagues while they are on the Club site and/or using the Club's facilities.

Colleagues of members may attend at the same time as member(s), for training purposes for example. However, in the event of the member being unable to take up their booking, the booking must be cancelled and re-scheduled; a substitute person who is not a member or group member cannot take their place because they will not have received training in the use of the facilities.

In the case of a Company membership, in the event of a nominated person (individual or part of a group membership) leaving that company, the company may nominate another person to continue membership, but that person must receive training in the use of the Test Club facilities before using them.

On the EMC Test Club's nominated Training days, inclusive training will be given to new members on the use of the Club's facilities. Additional free training will be given as new equipment and/or software is added to the Club's facilities. There will not be any charges for training in the use of Club equipment and facilities, but there may be optional additional symposia and events offered to members, involving outside trainers and speakers, which costs would not be included in the subscription.

Once testing has been completed by the member, his / her data must be saved and taken away from the Club premises. The Test Club is not responsible for the security or privacy or members' data or possessions left on the Club's premises, although every effort is made to operate in the memberships' best interests.

Membership applications may not be accepted, or existing memberships may be cancelled or not be renewed, if the Club's management decide this is in the best interests of the Club and the overall membership

## EMC Test Hours:

The minimum booking is four hours (two hours for off-peak or standby) – this includes setting up and dismantling the equipment.

Members may remain on the premises beyond their allotted time slot, but they must be clear of the actual test rooms when their agreed time is up, if the next member is ready to set up.

To ensure that all members have equal availability, we reserve the right to limit the number of peak hours that may be booked in advance. In this case, extra hours can be booked as off-peak (or stand-by if there are cancellations).

Peak hours: 08.30 - 17.30 Monday-Friday. A peak time half day 4 hour booking will normally be 8.30 to 12.30 or 13.30 to 17.30 except by prior arrangement. A full day is 08.30 to 17.30, which will be logged as 8 hours to allow for refreshment and lunch breaks.  
Off-peak hours: prior to 08.30 and after 17.30 Monday-Friday, and all weekend.

Standby: last minute booking made within 24 hours e.g. a slot becomes available due to a cancellation.

The membership fee allows up to 24 hours of test room use per annum, which can be peak or off-peak. Once the 24 hours have been used within the current year, then if more test time is required, an extra payment can be made to permit further off-peak or standby hours to be booked.

There may be times that booking of the test room facilities may not be possible, due to staffing constraints or equipment failure, etc. Every effort is made to fit in with customers' requirements, but 24 / 7 availability is not guaranteed.

Members can book the test room facilities by telephone or e-mail, normally in multiples of four hours (peak) or two hours (off peak). In the event of a technical failure with the equipment, or test room facilities, we will notify you if your booking has to be cancelled and re-scheduled for a later date and time.

## Payment Terms:

A cheque to include the once-off joining fee and the first month's membership subscription (or the first year's membership subscription if paying annually) should be submitted with the completed membership application form (downloadable from this site). When the application is accepted, the cheque will be paid in to the bank. Once the cheque has cleared, the member can book his training session, and he will be provided with a storage medium and copy of the test software to use to analyse his results, and templates to assist in creating Technical Documentation and EC Declaration of Conformity.

The monthly subscription (after the first month) is to be made by Bank Standing Order. Alternatively, membership subscription may be paid in advance annually, a saving of approximately 5%. When paid annually, the fee can be paid by cheque or bank standing order / transfer. Cheques should be payable to 'EMC Test Club'.

Extra time (i.e. once the basic 24 hours within the current year has been used and further time is required), can be purchased, which should be off-peak / standby time so that all members have an equal opportunity for peak hour testing.

Members who wish to leave the Club should give one month's notice of termination. To re-join, the joining fee must be paid again.

In the event of non-payment of membership fees, membership of the EMC Test Club will be immediately cancelled. To re-join, the joining fee must be paid again.

In the interests of the whole membership, the management reserves the right to make changes to the Terms and Conditions from time to time. We would welcome any suggestions for changes which would help all of us work better together.