



APEGGA

*The Association of
Professional Engineers, Geologists
and Geophysicists of Alberta*

***Practice Standard for
Authenticating
Professional Documents
v2.0***

April 2002

**Practice Standard for
Authenticating Professional Documents**

FOREWORD

An APEGGA practice standard presents a level of performance expected of APEGGA members. Although a standard is not specifically legislated under the Engineering, Geological and Geophysical Professions Act or the General Regulation, members must conform to it in order to be practising in accordance with what is deemed to be acceptable practice.

Practice standards documents use the word *shall* to indicate requirements to be followed in order to conform to the standard (*Shall equals is required to*). The word *should* indicates that among several possibilities, one is recommended as particularly suitable without mentioning or excluding others; or that a certain course of action is preferred but not necessarily required; or that (in the negative form) a certain course of action is disapproved of but not prohibited (*Should equals is recommended that*). The word *may* is used to indicate a course of action permissible within the limits of the standard (*May equals is permitted*).

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1. OVERVIEW

Stamping, signing and dating (authenticating) professional documents is a requirement under the law as expressed in the Engineering, Geological and Geophysical Professions Act and the Regulations under the Act. Authentication of such documents is also required under numerous other pieces of legislation (acts, regulations, codes, etc.). Furthermore, persons associate the appearance of a professional member's stamp on a professional document as indicative of a professional's involvement and the professional's acceptance of responsibility for the work contained in the document.

1.1 Scope

This is a standard of practice for authenticating engineering, geological and geophysical documents. Since the standard expands on the requirements contained in the Act and Regulations, it uses the word *shall* to indicate a mandatory requirement. Use of the word *should* indicates an APEGGA recommendation that is not binding.

1.2 Purpose

This standard is meant to assist professionals in complying with the statutory requirements for authenticating professional documents and to provide guidance concerning matters related to the documents, such as storage, transmittal, use of electronic systems, etc. This practice standard is a revision of the previous guideline entitled *Professional Designations, Professional Stamps and Permit Stamps - A Guideline*, which it replaces.

1.3 Definitions

For the purposes of this standard, the following terms and definitions apply.

Act

The Engineering, Geological and Geophysical Professions Act.

Association

The Association of Professional Engineers, Geologists and Geophysicists of Alberta (APEGGA).

Authentication

Application of the professional member's stamp, signature and date.

Electronic

Created, recorded, transmitted or stored in digital form or in other intangible form by electronic, magnetic or optical means or by any other means that has capabilities for creation, recording, transmission or storage.

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Electronic signature

Information in electronic form that a professional member has created or adopted in order to sign a document and that is in, attached to or associated with the document and that is used to represent the equivalent of a paper signature.

Electronic stamp

Information in electronic form that a professional member has created or obtained in order to stamp a document and that is in, attached to or associated with the document.

Final document

A professional document issued to another person on which that person is permitted to rely.

Integrity (of professional documents)

The ability to verify that the information contained in the document has not been changed since the document was authenticated, and that the medium used provides stability and the required longevity to the information.

Professional document

Plan, drawing, detail drawing, map, geological cross-section, geophysical cross-section, specification, report or other document or a reproduction of any of them that expresses engineering, geological or geophysical work as contemplated in the Act (sections 3, 6 and 8) or Regulations (section 54).

Permit number

The number issued by the Association to a permit holder entitled to engage in the practice of engineering, geology or geophysics.

Person

A corporation, company, association, firm, partnership, society, or other organization, as well as an individual.

Professional member

A professional engineer, professional geologist, professional geophysicist, registered professional technologist (engineering), registered professional technologist (geological), registered professional technologist (geophysical) or licensee entitled to engage in the practice of engineering, geology or geophysics under the Act.

Regulations

Alberta Regulation 150/99 (Engineering, Geological and Geophysical Professions Act).

Stamp

The stamp or seal issued to a professional member by the Association.

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2. RESPONSIBILITIES

2.1 Professional member's responsibility

A professional member shall only apply his or her stamp to professional documents he or she has prepared or to professional documents that were prepared under his or her supervision and control. In the case of professional documents prepared by someone else, a professional member shall only apply his or her stamp to the documents after thoroughly reviewing the documents and accepting professional responsibility for them.

A professional member shall maintain direct control of his or her stamp at all times. The professional member shall apply the stamp personally, or he or she may allow the stamp to be applied by a person acting under his or her direct control.

A professional member shall only use the stamp while registered with the Association and while having the right to practice. The stamp shall be returned to the Association on demand.

2.2 Permit holder's responsibility

A permit holder is corporately responsible for the integrity of its projects. A permit holder is responsible for putting in place an organization that enables skilled, professional practice to be carried out by skilled professionals, qualified by virtue of training and experience, in the fields of the profession contained in the document. It is responsible for putting sufficient quality control procedures in place to preclude errors or omissions in the technical content of a professional document so that the result is a complete and accurate document. A permit holder is responsible for carrying out its business in accordance with the APEGGA Code of Ethics.

A more extensive discussion of the responsibilities of professional members (permit holders and individuals) is contained in APEGGA's *Professional Practice - A Guideline*.

2.3 Responsibility vs. liability

A professional member is responsible for practicing within his or her area of competence. The regulatory requirements for authentication of professional documents do not affect matters of civil liability. A professional member could be found liable with regard to professional documents that he or she prepared whether or not he or she authenticated them. Civil liability issues are for the courts to decide.

3. AUTHENTICATION PROCESS

3.1 Professional stamps

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Authentication shall consist of applying the professional member's stamp, his or her signature and the date of authentication. The Act and Regulations do not provide for any other form of authentication of professional documents. The member's signature should appear across the stamp without obscuring the member's name.

The date should appear below the stamp and shall be in a format that is not ambiguous. For example, 02-12-01 is ambiguous, as is 2002-09-08.

The Regulations require that a professional member shall authenticate all final professional documents that he or she has prepared or reviewed (section 54) or reproductions or copies of the documents (sections 3, 6 and 8 of the Act). A professional member's authentication indicates that he or she has accepted professional responsibility for a professional document.

In the strictest sense, the Regulations could be interpreted as requiring all professional members who jointly prepare a document to each authenticate the document. Where a professional document has been prepared by more than one professional member, it may be authenticated by each of them. If this is not practical, the document shall be authenticated by at least one professional member to indicate professional responsibility for the document. The identity of the other professional members and their professional titles (e.g., P.Eng., P.Geol., P.Geoph. or RPT) should appear on the document. A record should be kept of each professional member's contribution and responsibility.

The decision as to who will authenticate a professional document should be made prior to any work on its preparation.

A professional document that contains components that have been prepared or reviewed by professional members of different disciplines shall be authenticated by a professional member who is able to accept responsibility for the related work to each of those disciplines. The responsibility of each professional member who authenticates the document should be clearly indicated on the document. As noted above, the identity and professional title of any other professional members who contributed to the document's preparation should appear on the document. A record should be kept of each professional member's contribution and responsibility.

3.2 Permit numbers

The Regulations also require that when a permit holder is carrying on the practice of engineering, geology or geophysics, professional documents shall also show the permit number issued by the Association to the permit holder (section 49).

The permit number should appear in the proximity of the professional member's stamp. For example, it may be part of a title block on a drawing, map or cross-section. The significance of the number should be obvious. Someone unfamiliar with the professions would not necessarily interpret "P1234", by itself, as a permit number. The number should be accompanied by words such as "APEGGA Permit" or "APEGGA Permit to Practice". No signature is required to accompany the permit number.

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Where two or more permit holders produce different components of the same document, all permit numbers shall appear on the document.

The presence of a permit number indicates that the permit holder is registered and entitled to engage in the practice of engineering, geology or geophysics.

3.3 Retention of authenticated professional documents

A professional member (or permit holder) should endeavour to retain the authenticated original document and issue an authenticated reproduction to the client. If the original is provided to the client, the professional member should retain a duplicate authenticated original or an authenticated reproduction for record purposes. The document should be identified as a record copy to the effect: "This copy or document is for record purposes and shall not be revised."

A professional member should keep a professional document at least until the period of professional liability expires or longer as circumstances may require. The Alberta Limitations Act that came into force on March 1, 1999 provides for a total maximum time of 10 years to discover an "injury" and make a claim. Within those 10 years, the claim must be made within 2 years from the date that the necessary basis of a claim was discovered. Therefore, a document should be kept for at least 10 years.

An authenticated professional document of record should be stored so that its integrity remains intact.

3.4 Professional documents requiring authentication

The Act and Regulations refer specifically to several kinds of documents that express engineering, geological or geophysical work as requiring authentication including: a plan, drawing, detail drawing, map, geological cross-section, geophysical cross-section, specification, report or other document or a reproduction of any of them (sections 3, 6 and 8 of the Act and section 54 of the Regulations). Further amplification is provided below as well as in the Appendix under the section entitled Frequently Asked Questions.

APEGGA's Council has determined that the Regulations concerning the authentication of professional documents shall be interpreted to mean "all originals and all copies of final documents shall include a signed and dated professional stamp or a facsimile thereof." (Council minutes, April 27, 2000).

Plans, drawings, detailed drawings

Each sheet in a set of drawings shall be authenticated.

Reports

A report may be authenticated by authenticating the cover page at the front or the signature page at the end of the report.

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Specifications

Specifications that are separate from related project documents should clearly refer to the related documents and shall be authenticated.

Maps, geological cross-sections, geophysical cross-sections

Maps, geological cross-sections and geophysical cross-sections shall be authenticated.

Reviewed Documents

A professional member who has thoroughly reviewed and accepts responsibility for a professional document prepared by another person shall authenticate the document.

The thorough review should include sufficient research, calculations and other professional work so that the professional member is satisfied that the work described in the document is safe and meets appropriate codes and standards. The professional member's authentication will be regarded in the same manner as if he or she was the original author. A thorough review does not necessarily imply a complete rework. The test that should be applied is "Does the work meet the acceptable professional and regulatory standards?", not "Is this the way that I would have performed the work?". The professional member should describe, either in notes or attached documents, what the review consisted of and how extensive it was.

Revisions

A professional document that has been revised shall be authenticated in a manner that clearly indicates a professional member's acceptance of responsibility for the revisions. Care should be taken in documenting the revisions to clearly identify the boundary of professional responsibility between the original and revised documents.

4. ELECTRONIC DOCUMENTS

4.1 Stamping Electronic Documents

If the professional member who creates a document and the person requesting the document both agree, they may use electronic documents that are stamped and signed electronically. Nothing in this guideline, the Act or the Regulations requires a person to use or accept documents in electronic form.

The principles that apply to stamping a paper document apply equally to an electronic document including the requirement that a signature and date accompany the stamp.

A professional member who wishes to use an electronic stamp may obtain it in two ways:

- by requesting an electronic stamp (computer file) from APEGGA's Registration Department or

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- by generating his or her own electronic copy of the manual stamp obtained from APEGGA.

The image of an electronic stamp must correspond in all aspects to the original stamp issued by APEGGA in order to preserve its characteristics. The size of an electronic stamp image must be sufficient to ensure the elements of the stamp are legible.

As with the manual stamp, the professional member shall ensure that access to the electronic stamp remains under his or her control to prevent unauthorized use. Similarly, the stamp shall be applied by the professional member or by a person acting under the member's direct control.

4.2 Signing Electronic Documents

As in the case of paper documents, the professional member's handwritten signature is required on the electronic document together with the stamp. It should appear across the stamp without obscuring the member's name. The digitized image of the signature may be generated from the member's own handwritten signature.

Since a digitized signature is capable of being copied, a secure form of electronic signature is required for electronic documents, for example, digital signatures, biometrics, passwords, etc. The specific type of electronic signature shall enable verification that:

- the document came from the professional member whose stamp and signature appear on it (identification),
- the information in the document has not changed since it was signed (integrity).

As with the stamp, the member shall ensure that proper procedures and processes are implemented to guard against misuse of his or her electronic signature.

4.3 Issuing Electronic Documents

Electronic documents may be issued for use provided that the authentication procedure maintains the integrity of the documents and the authenticity of the stamp and signature. If that is not possible, the stamp and signature must not appear on the document. As a consequence, such a document cannot be used for the purposes contemplated in the Regulations, such as using a structural design drawing for construction. A notice to that effect shall be included in the document.

4.4 Storing Electronic Documents

Electronic documents that have been authenticated electronically shall be stored in a manner that maintains their integrity. If that is not possible, the electronic documents shall be stored without their stamps and signatures and another means shall be employed to store the authenticated documents (e.g., paper documents).

APPENDIX

A-1 FREQUENTLY ASKED QUESTIONS

Permit stamp

Does a permit holder's responsible member still need to apply and sign the APEGGA permit stamp on all professional documents?

The Regulations no longer require a permit stamp, but a permit number is required to be shown. The permit stamp may still be used as a means of applying the permit number, however. Permit holders may employ the permit stamp as a means of quality control if they wish.

Articles

Is it necessary for a professional member to authenticate an article he or she has prepared for publication in a technical journal or for presentation at a conference or seminar?

Such articles intended for non-specific, general information are not required to be authenticated.

Errors in authenticated documents

What should a professional member do when he or she discovers that a professional document that he or she has authenticated and issued to someone contains errors?

The professional member shall notify the person to whom he or she has issued the document and recall, cancel and/or supersede it as soon as possible with a satisfactory replacement. If appropriate, the original author of the document should be informed.

Preliminary documents

Should preliminary professional documents be authenticated?

Preliminary documents that are incomplete should not be authenticated. However, where professional documents are issued for some restricted purpose and where someone may rely on those documents, they shall be authenticated. The professional documents shall be authenticated but shall be clearly identified as to their intended purpose or their limitations, e.g., "For Budget Purposes", "For Site Planning Only", as appropriate.

Software and Firmware

Do computer software programs and embedded electronic control programs that were prepared by a professional member need to be authenticated?

The creation or modification of software and firmware programs that involve the practice of the professions results in products of a professional nature. These include, for example, programmable logic controller (PLC) code, application, modeling and

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simulation programs. The original version or modifications of the program or code (either written or electronic) shall be authenticated.

"As-built" drawings

My client has asked me to authenticate a set of as-built drawings now that the project has been completed. Can I do that?

Typically, "as-built" drawings are considered to be a professional member's documents that have been marked up by someone else to indicate on-site conditions that are not shown on the original drawings. Unless a professional member can verify that the documents accurately represent on-site conditions, they should not be authenticated. This is particularly the case where a third party who is not under the direct supervision and control of the professional member may have recorded changes. Ideally, a professional member should determine in advance whether the client requires authenticated "as-built" drawings. He or she should then perform the adequate amount of work necessary to responsibly state that the drawings represent actual conditions.

In this instance, "as-built" drawings are regarded as distinct from record drawings. Record drawings are considered to be documents that a professional member created to record design changes for which he or she has accepted responsibility. Record drawings shall be authenticated.

Employee professionals keeping copies

I will soon be leaving my present employer. Can I, as an employee professional, take and keep copies of professional documents that I have authenticated while working for my employer?

Professional documents created by a professional member as an employee are the property of the employer including the copyright to those documents. However, the employer should allow the employee to keep copies of any documents he or she has authenticated with the understanding that the work contained in the documents is the property of the employer and cannot be used by the employee for any purpose without the employer's permission.

Design Notes and Calculations

Am I required to authenticate the design notes and calculations?

Design notes or calculations are usually considered to be the property of the professional member for his or her own use. If the design notes or calculations are issued for review or use by another person, either in accordance with the scope of the project or by agreement, the cover sheet shall be authenticated in a manner that clearly indicates acceptance of professional responsibility for the notes or calculations without needing to authenticate each page. Design notes and calculations should be prepared in a format which records the names of the responsible professional member, designers and checkers and the dates on which their work was performed.

Manuals

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Are manuals considered to be professional documents that would require authentication?

Manuals prepared for direction and guidance of others in technical and public safety areas shall be authenticated using the same principles of quality control and professional responsibility as apply to other professional documents.

Fabricator drawings

Do "fabricator", "shop" or "spooling" drawings need to be authenticated?

There may be several kinds of drawings that might be referred to as shop drawings or fabricator drawings. The fabricator commonly prepares them after he or she reviews the drawings and specifications supplied by a professional member. Authentication requirements are as follows:

Fabricator general arrangement drawings

Drawings that specifically describe the location of structural members, connections and components to be supplied by the fabricator, and that may be reproducible copies of the drawings provided by a professional member on which the fabricator's information is noted, are not considered to be design drawings and therefore do not require authentication.

Fabricator detail drawings

Drawings produced by the fabricator to provide information needed by shop personnel to fabricate or assemble the items are not required to be authenticated since they do not contain any fabricator's engineering design.

Fabricator design drawings

Structural elements or special connections that have been designed specifically for a particular application by a professional member acting for a fabricator shall be authenticated.

Fabricator proprietary items

Drawings for proprietary items (such as open web steel joists) shall be authenticated by the professional member who prepared them.

Standard connections

A professional member may specify that standard connections be selected from industry handbooks. Although the connection drawings do not require authentication, the professional member responsible for their selection shall authenticate the specification.

Erector drawings

Drawings or documents produced by the erector to address temporary loading, temporary bracing, falsework and erection sequence instructions shall be authenticated.

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A-2 OWNERSHIP OF DOCUMENTS

In *The Canadian Law of Architecture and Engineering*, the authors distinguish between the ownership of drawings, specifications and other documents and the ownership of copyright. They say "the ownership of drawings and related documents refers to the ownership of the drawings themselves, and is governed by the contract between the architect or engineer and the client. The ownership of copyright, on the other hand, refers to the ownership of the expression of the idea embodied in the drawings and the right to reproduce that expression. Architects or engineers who create the copyright work retain copyright in the work unless they expressly assign it to another."¹

Professional members as independent contractors

Based on the reference noted below, it appears that: Where a professional member or permit holder is in the position of independent contractor providing services to a client, the professional is not considered to be the client's agent for such purposes. Documents created by professional members only to help them in performing their professional duties are theirs. Unless a contract between the professional member and the client specifies otherwise, documents prepared for the client at the client's request belong to the client once the client has paid for them. However, the copyright in the documents is owned by the professional member and cannot be reproduced by the client without the professional member's consent, subject to any agreement between them to the contrary.

Professional members as agents of their clients or employers

Professional members might act as agents for their clients for different reasons. They could represent the clients in negotiations with contractors, authorities having jurisdiction or other professionals. Based on the reference noted below, it appears that: Drawings and documents prepared for the client by the professional in that capacity belong to the client. Documents provided by the professional member to an authority for project approval on behalf of the client belong to the client. Similarly, professional members who are employees would be considered agents of their employers, not independent contractors. With regard to copyright, where work is performed under a service contract or under employment, the copyright belongs firstly to the employer unless there is an agreement otherwise.

Matters of copyright should be discussed prior to commencement of work, and it may be appropriate to seek legal counsel. The information above is not to be construed as legal opinion or advice.

¹ Beverley M. McLachlin, Wilfred J. Wallace, and Arthur M. Grant, *The Canadian Law of Architecture and Engineering*, Second edition, (Vancouver, BC: Butterworths Canada Ltd., 1994), 264.

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A-3 SUPERVISION AND CONTROL

The Act restricts the practice of engineering, geology or geophysics to professional members or to persons who are under their direct supervision and control. For the purpose of this practice standard, an adequate supervision and control system is defined as a system which permits a professional member to properly accept professional responsibility for the results of the engineering, geological or geophysical tasks performed by others working under a professional member's supervision and control.

Judging the adequacy of a supervisory and control system is an exercise in risk management. No system will guarantee perfect results. However the following factors, if properly considered, could increase the probability of satisfactory work.

- The training and experience (knowledge) of the supervisor.
- The training and experience (knowledge) of the persons performing the tasks.
- The reliability of the persons performing the tasks.
- The degree of technological novelty of the tasks.
- The degree of complexity of the tasks.
- The number of discrete tasks being controlled.
- The physical distance between the supervisor and the persons performing the tasks.
- The communication system between the supervisor and the persons performing the tasks.
- The formality of the approval process.
- The schedule within which the tasks should be accomplished.

The ultimate criteria for judging the adequacy of a supervision and control system is the quality of the completed work as represented by the final documents.

A-4 EXCERPTS FROM THE ACT AND REGULATIONS

A-4.1 Who may use a stamp and permit number

The Engineering, Geological and Geophysical Professions Act spells out who is allowed to apply the professional stamp or the permit number and under what circumstances it may be applied.

Engineers

3(2) No individual, corporation, partnership or other entity, except a professional engineer, licensee or permit holder entitled to engage in the practice of engineering, shall affix the stamp or seal of a professional engineer or licensee or the permit number of a permit holder or allow that stamp, seal or permit number to be affixed to a plan, drawing, detail drawing, specification or other document or a reproduction of any of them unless

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(a) that plan, drawing, detail drawing, specification, other document or reproduction was prepared by or under the supervision and control of, and

(b) the stamp, seal or permit number is affixed with the knowledge and consent or in accordance with the direction of

the professional engineer or licensee to whom or the permit holder to which the stamp, seal or permit number was issued.

(3) Despite subsection (2), a professional engineer, licensee or permit holder may affix a stamp, seal or permit number, as the case may be, to a plan, drawing, detail drawing, specification, other document or reproduction prepared by other persons if the professional engineer, licensee or permit holder completes a thorough review of and accepts professional responsibility for that plan, drawing, detail drawing, specification, other document or reproduction.

Geologists

6(2) *No individual, corporation, partnership or other entity, except a professional geologist, licensee or permit holder entitled to engage in the practice of geology, shall affix the stamp or seal of a professional geologist or licensee or the permit number of a permit holder or allow that stamp, seal or permit number to be affixed to a map, geological cross-section, specification, report or other document or a reproduction of any of them unless*

(a) that map, geological cross-section, specification, report, other document or reproduction was prepared by or under the supervision and control of, and

(b) the stamp, seal or permit number is affixed with the knowledge and consent or in accordance with the direction of

the professional geologist or licensee to whom or the permit holder to which the stamp, seal or permit number was issued.

(3) Despite subsection (2), a professional geologist, licensee or permit holder may affix a stamp, seal or permit number, as the case may be, to a map, geological cross-section, specification, report, other document or reproduction prepared by other persons if the professional geologist, licensee or permit holder completes a thorough review of and accepts professional responsibility for that map, geological cross-section, specification, report, other document or reproduction.

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Geophysicists

8(2) No individual, corporation, partnership or other entity, except a professional geophysicist, licensee or permit holder entitled to engage in the practice of geophysics, shall affix the stamp or seal of a professional geophysicist or licensee or the permit number of a permit holder or allow that stamp, seal or permit number to be affixed to a map, geophysical cross-section, specification, report or other document or a reproduction of any of them unless

(a) that map, geophysical cross-section, specification, report, other document or reproduction was prepared by or under the supervision and control of, and

(b) the stamp, seal or permit number is affixed with the knowledge and consent or in accordance with the direction of

the professional geophysicist or licensee to whom or the permit holder to which the stamp, seal or permit number was issued.

(3) Despite subsection (2), a professional geophysicist, licensee or permit holder may affix a stamp, seal or permit number, as the case may be, to a map, geophysical cross-section, specification, report, other document or reproduction prepared by other persons if the professional geophysicist, licensee or permit holder completes a thorough review of and accepts professional responsibility for that map, geophysical cross-section, specification, report, other document or reproduction.

Registered Professional Technologists (Engineering)

79.4(1) No individual, corporation, partnership or other entity, except a registered professional technologist (engineering), shall affix the stamp or seal of a registered professional technologist (engineering) or allow that stamp or seal to be affixed to a plan, drawing, detail drawing, specification or other document or a reproduction of any of them unless

(a) that plan, drawing, detail drawing, specification, other document or reproduction was prepared by or under the supervision and control of, and

(b) the stamp or seal is affixed with the knowledge and consent or in accordance with the direction of

the registered professional technologist (engineering) to whom the stamp or seal was issued.

(2) Notwithstanding subsection (1), a registered professional technologist (engineering) may affix a stamp or seal to a plan, drawing, detail drawing, specification, other document or reproduction prepared by other persons if the registered professional technologist

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(engineering) completes a thorough review of and accepts professional responsibility for that plan, drawing, detail drawing, specification, other document or reproduction.

A-4.2 How the stamp and permit number are to be used

The Act also addresses the use of the stamp and the permit number, leaving the specific requirements to be dealt with in the General Regulation.

76(1) *A professional member, licensee or restricted practitioner shall, in accordance with the regulations,*

(a) sign documents or records, and

(b) stamp or seal documents or records.

(2) A permit holder shall affix its permit number on documents or records in accordance with the regulations.

79.92(1) *Sections ... 76 ... apply to registered professional technologists (engineering) as if they were professional members.*

Stamp

From the General Regulation under the Act:

54(1) *A stamp or seal issued to a professional member or licensee must at all times remain under that person's direct control and must be applied by the professional member or licensee, or by a person acting under the professional member's or licensee's immediate and direct control, to all final plans, specifications, reports or documents of a professional nature*

(a) that were prepared by the professional member or licensee or under the professional member's or licensee's supervision and control, or

(b) that were prepared by another person in circumstances where the professional member or licensee has thoroughly reviewed them and accepted professional responsibility for them.

(2) No person shall permit a stamp or seal to be physically located in a manner that would allow its use by a person other than the professional member or licensee to whom it was issued.

(3) When a stamp or seal is applied, the professional member or licensee to whom it was issued shall ensure that the stamp or seal is accompanied with that person's signature and the date on which the stamp or seal is applied.

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(4) A stamp or seal may be applied to the cover page or final page of reports or documents in a manner which clearly indicates acceptance of professional responsibility for the reports or documents, without being applied to each page.

(5) A professional member or licensee shall not acquire a stamp or seal from any source other than the Registrar.

(6) A professional member or licensee shall only use a stamp or seal while that person is registered pursuant to this Regulation.

(7) Stamps and seals are the property of the Association and a person in possession of a stamp or seal shall surrender it to the Association on demand.

(8) A professional member or licensee may, with the approval of the Registrar, apply a computer generated facsimile of the stamp or seal if that person otherwise meets the requirements of the Act and this Regulation.

Permit Number

From the General Regulation:

49 *When the practice of engineering, geology or geophysics is carried on by a partnership, corporation or other entity pursuant to a permit under section 48, all final plans, specifications, reports or documents of a professional nature must*

- (a) be signed by, and stamped or sealed with the stamp or seal of*
 - (i) the professional member or licensee who prepared them or under whose supervision and control they were prepared, or*
 - (ii) in the case of plans, specifications, reports or documents that were prepared by other persons, the professional member or licensee who thoroughly reviewed and accepted professional responsibility for them,*

and

- (b) show the permit number issued to the partnership, corporation or other entity under section 48.*

53 *The permit number issued to a permit holder may only be used by the professional members or licensees referred to in section 48(1)(c) (whom APEGGA refers to as Responsible Members).*

**Practice Standard for
Authenticating Professional Documents**

v2.0

A-4.3 Surrender of the stamp

The by-laws of the Association outline the circumstances requiring return of the stamp to APEGGA.

35 *Professional members, licensees, permit holders, certificate holders, and registered professional technologists shall surrender to the Registrar, forthwith upon development of any of the following eventualities, any seals, stamps and certificates that have been issued to them:*

(a) temporary withdrawal of the professional member, licensee, permit holder, certificate holder, or registered professional technologist from practice of the profession for a period estimated to exceed 1 year;

(b) resignation of the professional member, licensee, permit holder, certificate holder, or registered professional technologist from the Association;

(c) the suspension or cancellation of the professional membership, license, permit or certificate.