



GUIDE TO THE STANDARD FOR DOCUMENTED FIELD REVIEWS DURING IMPLEMENTATION OR CONSTRUCTION

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ENGINEERS &
GEOSCIENTISTS
BRITISH COLUMBIA

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PREFACE

This *Guide to the Standard for Documented Field Reviews During Implementation or Construction* (the “Guide”) was developed by Engineers and Geoscientists British Columbia to explain the standards of practice, conduct, and competence for Professional Registrants related to the carrying out of Field Reviews during implementation or construction.

This current revision was undertaken to incorporate Registrant Firm requirements, describe the risk assessment requirements related to Field Reviews, and add reference to the [*Guide to the Standard for Documented Risk Assessments*](#) (Engineers and Geoscientists BC 2026a).

This Guide provides Engineers and Geoscientists BC’s interpretation of Section 7.3.3 of the Bylaws. Professional Registrants and Registrant Firms are required to meet this standard by having regard for the information provided in this Guide. Professional Registrants are required to exercise their professional judgment when applying this standard in their practice. Registrant Firms are required to have documented policies and procedures in their Professional Practice Management Plan (PPMP) to meet this standard. This Guide is a living document that is to be revised and updated as required to reflect the developing state of practice.

ABBREVIATIONS

ABBREVIATION	TERM
AHJ	Authority Having Jurisdiction
BC	British Columbia
<i>BCBC</i>	<i>British Columbia Building Code</i>
EGBC	Engineers and Geoscientists BC
PPMP	Professional Practice Management Plan

DEFINED TERMS

The following definitions are specific to this Guide. These words and terms are capitalized throughout the document:

TERM	DEFINITION
Act	The <i>Professional Governance Act</i> , S.B.C. 2018, c. 47.
Authenticate (and derivatives) (see also Manual Authentication and Digital Authentication)	The act of a Professional Registrant Manually Authenticating or Digitally Authenticating a Document.
Bylaws	The Bylaws of Engineers and Geoscientists BC made under the <i>Act</i> .
Check (and derivatives)	A documented process to confirm the professional engineering or professional geoscience work is complete, meets all input requirements, and is suitable for its intended use or purpose. This encompasses all of the various Checks that occur or ought to occur throughout the development, presentation, production, and performance of any Regulated Practice work in any sector.
Digital Authentication (and derivatives)	A Professional Registrant applying all of the following to a Document: (a) the Professional Registrant's digital seal; (b) a digital image of the Professional Registrant's signature; (c) a digital image of the date of Authentication; and (d) the Professional Registrant's digital certificate.
Direct Supervision (and derivatives)	The responsibility for the control and conduct of the activities, work, or decisions related to the Regulated Practice that have been delegated to a Subordinate.
Document(s)	Includes any physical or electronic Record, including but not limited to a report, certificate, memo, specification, drawing, map, or plan, that conveys a design, direction, estimate, calculation, opinion, interpretation, observation, model, or simulation that relates to the Regulated Practice.
Documentation	See the definition for "Record."
Engineers and Geoscientists BC	The Association of Professional Engineers and Geoscientists of the Province of British Columbia, operating as Engineers and Geoscientists BC.
Field Reviewer	Unless another qualified party is selected by the client, owner, or employer to carry out Field Reviews, the Field Reviewer is the Professional of Record, or an individual under the Direct Supervision of the Professional of Record, who carries out the Field Reviews.
Field Reviews	Reviews conducted by Professional Registrants, or by Subordinates acting under Professional Registrants' Direct Supervision, at the site of the implementation or construction of professional engineering or professional geoscience work, that Professional Registrants in their professional discretion consider necessary to ascertain whether the implementation or construction of work substantially complies in all material respects with professional engineering or professional geoscience concepts or intent reflected in the Documents prepared for such work.
Firm	As defined in the <i>Act</i> : "(a) a government registrant; (b) a legal entity or a combination of legal entities that is engaged in a regulated practice, whether the practice occurs solely within the firm or in the provision of services to a person or entity outside the firm, unless the legal entity or combination of legal entities is exempted from this Act by regulation of the Lieutenant Governor in Council;"

TERM	DEFINITION
Guide	A guide to a program or regulatory topic, published by Engineers and Geoscientists BC. These include Guides to quality management standards that in accordance with the <i>Act</i> and Bylaws define professional obligations related to specific processes and explain the minimum standards of practice, conduct, and competence expected from Professional Registrants and Registrant Firms.
Letters of Assurance	Uniform, mandatory Documents that are intended to clearly identify the responsibilities of key individuals in a building project, and which are executed in accordance with the <i>British Columbia Building Code (BCBC)</i> or other applicable building code/bylaw.
Manual Authentication (and derivatives)	A Professional Registrant applying all of the following to a Document: (a) the Professional Registrant's manual seal; (b) the Professional Registrant's handwritten signature; and (c) the date of Authentication.
Permit to Practice	A certificate bearing a Permit to Practice number that is issued to a Registrant Firm by Engineers and Geoscientists BC and confirms the Registrant Firm is entitled to engage in the Reserved Practice in BC, subject to any suspensions, limitations, conditions, or restrictions on the Registrant Firm's registration.
Professional of Record	The Professional Registrant who is professionally responsible for activities, work, or Documents related to the Regulated Practice.
Professional Practice Management Plan	A Document developed and maintained by a Registrant Firm, which must meet the requirements set out in Section 7.7.3 of the Bylaws.
Professional Registrant	A Registrant of Engineers and Geoscientists BC who is registered in one of the following categories of Registrants: (a) professional engineer; (b) professional geoscientist; (c) professional licensee engineering; (d) professional licensee geoscience; (e) life member prior to 1998; (f) honorary life member.
Record (Documentation)	Any Document that is evidence of Regulated Practice activities, events, or transactions, or is evidence that a Professional Registrant has met their professional and contractual obligations.
Registrant	As defined in the <i>Act</i> : “(a) a professional engineer, (b) a professional geoscientist, (c) a firm that is registered with the regulatory body under this Act, if firms may be registered in respect of that regulatory body, or (d) an individual or firm, as applicable, that is registered with the regulatory body as another category or subcategory of registrant in accordance with the bylaws of the regulatory body”.
Registrant Firm	A Firm that is registered with Engineers and Geoscientists BC as a Registrant and is a holder of a Permit to Practice.
Regulated Practice	As defined in the <i>Act</i> and the <i>Regulation</i> , the carrying on of a profession by a registrant of a regulatory body, which for the purposes of this Guide means the practice of professional engineering or the practice of professional geoscience.
Regulation	The <i>Engineers and Geoscientists Regulation</i> , OIC 2021/037.
Reserved Practice	As defined in the <i>Act</i> and the <i>Regulation</i> , a Regulated Practice for which the right to practice is reserved for registrants of a regulatory body.
Subordinate	Any individual who engages in the Regulated Practice under the Direct Supervision of a Professional Registrant.

VERSION HISTORY

VERSION NUMBER	PUBLISHED DATE	DESCRIPTION OF CHANGES
4.0	September 1, 2026	Incorporated content and guidance specific to Registrant Firms from the retired <i>Regulation of Firms Permit to Practice Manual</i> ; clarified the risk assessment requirements related to Field Reviews; referenced the <i>Guide to the Standard for Documented Risk Assessments</i> ; added guidance on Field Reviews for standard drawings; minor editorial corrections.
3.0	June 15, 2023	Updated content to conform with the <i>Act</i> and updated Bylaws; added additional context to Field Reviews for out-of-province engineered and supplied equipment; added a new discussion on means and methods used for Field Reviews; minor editorial corrections.
2.0	February 17, 2021	Updated the content and terminology to conform with the <i>Act</i> and updated Bylaws; changed the main title to <i>Guide to the Standard for Documented Field Reviews During Implementation or Construction</i> ; changed the document category from “quality management guidelines” to “quality management guides.”
1.3	January 9, 2018	Updated the format to align with the new Engineers and Geoscientists BC brand; minor editorial corrections.
1.2	October 7, 2013	Minor editorial corrections.
1.1	February 25, 2013	Minor editorial corrections.
1.0	May 2012	Initial version.

1.0 INTRODUCTION

1.1 OVERVIEW

- 1.1.1 Engineers and Geoscientists BC is the regulatory and licensing body for the engineering and geoscience professions in British Columbia (BC). To protect the public interest, Engineers and Geoscientists BC establishes, monitors, and enforces standards for the qualifications and practice of Professional Registrants and Registrant Firms.
- 1.1.2 Engineers and Geoscientists BC provides practice resources to Professional Registrants and Registrant Firms to assist them in meeting their professional and ethical obligations under the *Act* and Bylaws. One category of these practice resources is Guides to quality management standards, which explain the standards of practice, conduct, and competence for quality management in professional activities.
- 1.1.3 This Guide explains the standards of practice, conduct, and competence expected of Professional Registrants when carrying out Field Reviews. It explains how Professional Registrants must address the requirement for carrying out Field Reviews, even if they are not the Professional of Record engaged for the Field Reviews and the documenting of the process.
- 1.1.4 This Guide provides Engineers and Geoscientists BC's interpretation of the standard described in Section 7.3.3 of the Bylaws. Professional Registrants

and Registrant Firms are required to meet the standard by having regard for the information included in this Guide. Professional Registrants are required to exercise their professional judgment when applying the standard in their practice. There may be limited circumstances where, in a Professional Registrant's professional judgment, there are sound technical or ethical reasons to depart from the interpretation in this Guide. In those circumstances, Professional Registrants should record the technical or ethical reasons for the departure and use their professional judgment to make sure the resulting work still meets the intent of the standards in the Bylaws. Any opinion, analysis, or other Document containing technical or ethical reasons for the departure is inherently related to the Regulated Practice and therefore constitutes a Record which must be maintained. When departing from the interpretation in this Guide, Professional Registrants remain responsible for exercising their professional judgment to conduct their practice in a manner that meets the intent of the standards in the Bylaws.

1.2 PURPOSE OF THIS GUIDE

- 1.2.1 This Guide provides a common approach applicable to all Professional Registrants who carry out Field Reviews themselves or have Field Reviews carried out by Subordinates under their Direct Supervision.

- 1.2.2 For Professional Registrants, this Guide is intended to:
- describe the minimum standards, scope, and purpose of carrying out Field Reviews during implementation or construction;
 - assist Professional Registrants in establishing and maintaining documented quality management procedures for Field Reviews of professional engineering or professional geoscience work;
 - assist Professional Registrants in understanding the purpose of carrying out Field Reviews;
 - assist Professional Registrants in clarifying the intent and frequency of Field Reviews and what they include;
 - clarify what Professional Registrants must do if they are not involved in Field Reviews;
 - provide guidance on how Professional Registrants should identify and address issues during Field Reviews; and
 - provide guidance on how to meet the quality management requirements under the *Act* and Bylaws when engaged in Field Reviews of professional engineering or professional geoscience work.

- 1.2.3 For Registrant Firms, this Guide details the requirements governing Field Reviews during implementation or construction. The principal obligation of the Registrant Firm is to establish and maintain documented policies and procedures detailing their approach to Field Reviews. The Registrant Firm must also ensure Professional Registrants employed by or under contract with the Registrant Firm follow these

policies and procedures so Field Reviews are carried out appropriately.

1.3 ROLE OF ENGINEERS AND GEOSCIENTISTS BC

- 1.3.1 This Guide was developed under the direction of Engineers and Geoscientists BC's Board and, prior to publication, underwent final legal and editorial reviews. This Guide forms part of Engineers and Geoscientists BC's continuing commitment to establishing and monitoring the quality of professional services Registrants provide to their clients and to the public.

- 1.3.2 Field Reviews are critical for Professional Registrants in fulfilling their professional obligations, including holding paramount the safety, health, and welfare of the public. Field Reviews ensure professional engineering or professional geoscience work substantially complies with the concepts or intent reflected in the Documents prepared for the work in a way that meets all regulatory requirements.

1.4 SCOPE

- 1.4.1 Proper and appropriate Field Reviews are fundamental to upholding the *Act* and Bylaws, including the Code of Ethics in Schedule A of the Bylaws, which requires all Professional Registrants hold paramount the safety, health, and welfare of the public, including the protection of the environment, and the promotion of health and safety within the workplace.

- 1.4.2 As required by the Bylaws, Professional Registrants must satisfy the Field

	Reviews requirements for all professional engineering and professional geoscience work or projects for which they are responsible.		
1.4.3	This Guide is intended to assist Professional Registrants in establishing and maintaining a documented quality management procedure for Field Reviews that complies with the requirements of the <i>Act</i> and of the Bylaws by addressing: • the purpose of Field Reviews; • the extent of Field Reviews; • what is included and not included in Field Reviews; • when Field Reviews should occur; • who is qualified to conduct Field Reviews; and • how to carry out, document, and address issues identified in Field Reviews.	1.4.5	Field Review obligations apply to Professional Registrants acting in their professional capacity in all industries and to all forms of professional engineering or professional geoscience activities or work including: • ongoing or time-limited activities or work; • temporary or permanent activities or work; • products, services, and operations requiring professional application of activities or work; • construction or implementation performed by the Professional Registrant, the Registrant Firm, or others; or • activities or work carried out for internal or external use.
1.4.4	This Guide is intended to assist Registrant Firms in ensuring: • documented policies and procedures are contained within their PPMP for their Professional Registrants to follow in order to meet the intent of this Guide; • the applicable sections of their PPMP are communicated to and followed by all individuals employed by or under contract with the Registrant Firm; and • reasonable steps are taken to assist Professional Registrants in meeting their obligations as set out in the Bylaws and in this Guide.	1.4.6	Terminology used within an industry may not match the terminology used in this Guide. However, the obligations of Professional Registrants and Registrant Firms in all industries remain the same: to ensure Field Reviews take place to meet the intent of the <i>Act</i>, the Bylaws, and this Guide.

2.0 REGULATORY FRAMEWORK

- 2.1 Section 57(1) of the *Act*, Standards of conduct and competence, states that:
- “(1) Subject to subsections (2) and (3), the board of each regulatory body must make bylaws establishing the following:
- (a) standards of professional and ethical conduct for registrants, which standards may be different for different categories or subcategories of registrants;
 - (b) standards of competence for registrants, which standards may be different for different categories or subcategories of registrants or different areas of practices;
- ...”
- 2.2 Section 7.3.3, of the Bylaws, Standard for Field Reviews, states that:
- “(1) Field reviews must be completed during the construction, manufacturing, fabrication, implementation, testing, or commissioning of work related to the Regulated Practice by a Professional Registrant, or a Subordinate under the Professional Registrant’s Direct Supervision, in a manner that is appropriate to the level of risk that has been assessed through a documented risk assessment pursuant to section 7.3.9 of the Bylaws [*Standard for Documented Risk Assessment*].
- (2) If applicable pursuant to subsection (1), a Professional Registrant must establish, maintain, and follow documented procedures for documented field reviews of work related to the Regulated Practice in British Columbia.
 - (3) Through a documented field review, a Professional Registrant, or a Subordinate under the Professional Registrant’s Direct Supervision, must determine whether the construction, manufacturing, fabrication, implementation, testing, or commissioning of work related to the Regulated Practice substantially complies with the concepts or intent reflected in the Documents prepared for the work related to the Regulated Practice.
 - (4) If applicable pursuant to subsection (1), a Registrant Firm must do all of the following:
 - (a) establish and maintain documented policies and procedures for Professional Registrants employed by or under contract with the Registrant Firm to follow in relation to field reviews and the obligations of Professional Registrants pursuant to this section of the Bylaws, which may include
 - (i) process flowcharts,
 - (ii) checklists, or
 - (iii) forms;

- (b) ensure that the Professional Registrants employed by or under contract with the Registrant Firm adhere to the documented policies and procedures of the Registrant Firm established pursuant to subsection (a);
- (c) take reasonable steps to facilitate the Professional Registrants employed by or under contract with the Registrant Firm in adhering to the obligations of Professional Registrants pursuant to subsections (1), (2), and (3).
- (d) retain complete documentation related to field reviews in accordance with section 7.3.2 of the Bylaws [*Standard for Retention and Preservation of Complete Project Documentation*].”

2.3

This Guide is intended to assist Registrants in understanding the standard of practice and in fulfilling their professional obligations in accordance with Section 7.3.3 of the Bylaws. This Guide may be used by Engineers and Geoscientists BC in disciplinary proceedings as evidence of professional standards, and of the conduct expected of a Registrant in particular circumstances, in support of allegations of conduct unbecoming a Registrant, incompetence, or professional misconduct.

3.0 STANDARDS FOR PRACTICE

3.1 PURPOSE AND REQUIREMENTS OF FIELD REVIEWS

3.1.1 Field Reviews are periodic reviews conducted by Professional Registrants, or by Subordinates under Professional Registrants' Direct Supervision, at the site of the implementation or construction of professional engineering or professional geoscience work, that Professional Registrants in their professional discretion consider necessary to ascertain whether the implementation or construction of work substantially complies in all material respects with professional engineering or professional geoscience concepts or intent reflected in the Documents prepared for such work.

3.1.2 Field Reviews also help Professional Registrants keep employers, clients, owners, and other relevant professionals informed about the quality of the implementation or construction work as it pertains to compliance with the Documents prepared for the work.

3.1.3 Decisions about the number and extent of Field Reviews must always remain at the discretion of Professional Registrants. Consequently, Professional Registrants may not, in their agreements with employers, clients, owners, or anyone else, agree in advance to limit the number or extent of Field Reviews. It is, however, appropriate for Professional Registrants to provide estimates of the number of

anticipated Field Reviews and/or the costs for attending sites for Field Reviews to employers, clients, or owners. If additional Field Reviews are required, the discretion to increase the number and extent of the Field Reviews must always remain with the Professional Registrant.

3.1.4 Decisions about the means and methods used for undertaking Field Reviews are also at the discretion of the Professional of Record; however, the Professional of Record must undertake adequate due diligence and bears ultimate responsibility for the Field Reviews, regardless of any technology utilized in the Field Reviews process.

3.1.5 As per Section 7.3.9 of the Bylaws, prior to the initiation of professional engineering or professional geoscience work, Professional Registrants must complete a documented risk assessment and use it to determine the number, extent, frequency, and timing of Documented Field Reviews and whether delegation is appropriate. Refer to the [*Guide to the Standard for Documented Risk Assessments*](#) (Engineers and Geoscientists BC 2026a) for guidance on how to meet the documented risk assessment requirements.

3.1.6 To comply with the Bylaws, Professional Registrants must have established, or have access to through the Registrant Firm's PPMP, documented quality management procedures that address performing or Directly Supervising and documenting Field Reviews of their projects during implementation or construction.

3.1.7	A documented quality management process may be captured in a written procedure, process flowchart, set of checklists, forms, or other Documentation developed to suit the nature of the work undertaken by Professional Registrants. If a Registrant Firm frequently carries out Field Reviews of a specific type of work, the Registrant Firm should consider whether to create a standard form Document for Field Reviews of that work.	using internal or external resources to create an end product or end result. In this instance, the Professional of Record or Subordinate may conduct testing, review test results, inspect operations, review quality control processes, or carry out other actions to confirm the implementation meets the professional engineering or professional geoscience concepts or intent reflected in the Documents prepared for the work.
3.1.8	Although terminology may differ across areas and industries of practice, and the scope of Field Reviews will depend on the nature of the work, these obligations apply to Professional Registrants and Registrant Firms in all sectors. The following examples illustrate how Field Reviews may occur and what they may include, in a project situation or in a situation involving ongoing work.	
3.1.9	Example 1 – Consulting: Documents for the professional engineering or professional geoscience work are prepared by, or under the Direct Supervision of, the Professional of Record. The work is put out to tender and a contractor is selected to construct the work. In this instance, the Professional of Record or Subordinate carries out periodic Field Reviews to confirm the construction conforms to the professional engineering or professional geoscience concepts or intent reflected in the Documents prepared for the work.	3.1.11 Example 3 – Mineral Exploration: A Professional Registrant plans a drilling program. The drilling contractors are to follow the drill plan as laid out by the project geoscientist. The Field Reviewer confirms the exploration program proceeds as planned (e.g., locations, depths). In this instance, the Professional of Record or Subordinate carries out periodic Field Reviews to confirm the drilling program conforms to the drillhole layout designed by the Professional of Record.
3.1.10	Example 2 – Manufacturing or Technology: A process or program is engineered by the Professional of Record in a manufacturing or technology Firm. The Firm implements the process or program	3.1.12 Example 4 – Software in an Industrial Plant: A Professional Registrant leads a team that is developing a supervisory, control, and data acquisition software package for an industrial plant. The Professional Registrant works with other members of the plant design and operations teams to determine the software requirements. The Professional Registrant supervises the team's efforts to design and implement a suitable software system for the plant. The Field Reviewer confirms the developed software, through demonstrating software compliance to requirements, is appropriate for use in its intended application.

- In this instance, the Professional of Record or Subordinate carries out a software validation campaign that might include:
 - unit tests of software code during development;
 - factory tests of the software prior to release of the software to the plant; and
 - on-site tests of the software after deployment of the software to the plant, including that the proper software version has been deployed; and
 - commissioning of the software during normal plant operations.

3.2.2 Field Reviews are also not inspections of the work or safety at a contractor-controlled site, or a site managed by others, nor are they reviews of the relevant safety programs. This does not mean that Professional Registrants may exercise willful blindness when they see a safety violation or concern. Professional Registrants have a duty to hold public safety paramount and report unsafe or unethical work.

3.2.3 When Professional Registrants become aware of a safety violation or concern, they must inform the appropriate party in control of the site or responsible for the site safety. If no action is taken, Professional Registrants must then advise the client or relevant authorities.

3.2 WHAT ARE FIELD REVIEWS NOT INTENDED TO DO

3.2.1 Field Reviews are not supervision of the implementation or construction of work, nor are they a guarantee that all deficient work will be identified by Professional Registrants or Subordinates. The contractors or other parties implementing or constructing the work are responsible for supervising the work, delivering work that conforms with the Documents, and deciding the means and methods for doing so. Field Reviewers observe the work of contractors to ascertain whether the work substantially complies in all material respects with the professional engineering or professional geoscience concepts or intent reflected in the Documents prepared for the work. Field Reviewers may reject nonconforming work, but leave the means and methods for achieving what is required to the contractors or others who are tasked with implementing or constructing the work.

3.2.4 If the notified parties described in [Clause 3.2.3](#) fail to take appropriate actions, and Professional Registrants believe that workers or the public may be in imminent danger, Professional Registrants have a professional duty to act to stop the work. If a Professional Registrant's attempts to stop the dangerous work fail, the Professional Registrants should call WorkSafeBC or the appropriate authority having jurisdiction (AHJ) for assistance and indicate the urgency of the situation. When this level of action becomes necessary, it must be documented by the Professional Registrant. Registrant Firms and Professional Registrants both have related duties under applicable legislation (including, but not limited to, the *Workers Compensation Act* and the *Occupational Health and Safety Regulation*) which may be relevant in these circumstances. In addition to these related duties, Registrant Firms should be cognizant that the duty to report in Section 58 of the *Act* and in the Code of Ethics applies to Registrants, not solely Professional Registrants.

3.3 HOW OFTEN SHOULD FIELD REVIEWS TAKE PLACE

3.3.1 The timing and extent of Field Reviews must take into consideration and reflect the following:

- the number of Field Reviews that are deemed necessary, based on a Professional Registrant exercising reasonable professional judgment, to ascertain whether the implementation or construction of work substantially complies in all material respects with the professional engineering or professional geoscience concepts or intent reflected in the Documents prepared for the work;
- the level and nature of risk, complexity, unknown conditions, and duration of the implementation or construction;
- the standard of practice for the type and nature of work to be reviewed;
- the requirements of related Engineers and Geoscientists BC professional practice guidelines and/or practice advisories;
- the legislation, codes, standards, or other regulatory requirements that may be relevant and applicable to the nature of the Field Reviews to be carried out;
- the level of detail provided in the Documentation prepared for the project or work;
- the experience, reputation, and method of selection (e.g., public tender, prequalified bidders, or negotiated) of those implementing or constructing the work;

3.3.2 Professional Registrants must assess the work being carried out and the associated risks to determine the number, extent, frequency, and timing of Field Reviews. The number of reviews must be consistent with the standards of practice in the profession for the specific professional engineering and professional geoscience work.

3.3.3 Professional Registrants should act reasonably, but must not acquiesce to the demands of employers, clients, or owners to conduct fewer Field Reviews than Professional Registrants believe are necessary. Professional Registrants must not rely on the fact that an employer, client, owner, regulatory authority, or anyone else is carrying out reviews as a reason to reduce the number of Field Reviews that Professional Registrants carry out.

3.3.4 The number and frequency of Field Reviews may need to be adjusted if more deficiencies than expected are found early in the project or work.

3.3.5 If Professional Registrants determine the number or extent of Field Reviews that may be referenced in an agreement or scope of work is insufficient, Professional Registrants must undertake the following actions:

1. Advise the client, owner, or employer about the general rationale and project-specific reasoning for additional Field Reviews.
2. If the client, owner, or employer does not authorize additional Field Reviews, document and communicate

to the client, owner, or employer the consequences of not conducting sufficient Field Reviews, such as:

- placing the public interest at risk, including safety, health and welfare of the public, the protection of the environment, or health and safety in the workplace;
- obligations to notify the appropriate AHJ or other relevant regulatory body;
- not being able to execute Letters of Assurance required by the *BCBC*; and
- not being able to Authenticate assurance statements required by other legislation.

3.3.6 If the employer, client, or owner continues to refuse to authorize additional Field Reviews, Professional Registrants must notify the appropriate AHJ or other relevant regulatory body. The Professional Registrant may conclude that they are ethically obligated to remove themselves from the project. The Professional Registrant should create and retain a Record of these communications.

3.4 WHEN SHOULD FIELD REVIEWS OCCUR

3.4.1 Field Reviews should occur periodically to suit the nature and progress of the implementation or construction.

3.4.2 Field Reviews must take place during times when critical components of the work are visible and available to be observed. Field Reviews carried out after critical work is covered up are inadequate. If critical work is covered up before Field Reviews

can occur, Professional Registrants must consider whether to request that the work be opened up for review. Where uncovering or opening up the work is not feasible or practical, Professional Registrants must prepare Documents about what was observed relevant to the work and the performance of the contractors or those tasked with implementing the work. Professional Registrants must also identify and communicate in writing to the employer, client, or owner the consequences of not seeing the work and the reasons for not requiring that the work be uncovered or opened up.

3.4.3 Professional Registrants should consider conducting some Field Reviews randomly and unannounced, so the Field Reviewers are not observing work only when the contractor or other party implementing the work has had the opportunity to prepare for the Field Reviews.

3.5 WHAT DO FIELD REVIEWS INCLUDE

3.5.1 Field Reviews may involve Field Reviewers visiting the site where the implementation or construction of the professional engineering or professional geoscience work reflected in the Documents occurs; making observations; and communicating observations, interpretations, and advice.

3.5.2 In some instances, observations may need to be supplemented with testing, software validation, or surveying. Testing and analysis should be carried out to recognized standards. Equipment used for inspecting, measuring, testing, surveying, or similar purposes must be periodically

calibrated to recognized standards and Checked, where possible, before each use. Records of use, calibration, and current status should be maintained. In some industries, Field Reviews may involve reviewing quality control processes.

- 3.5.3 On occasion, the contractor or others implementing the work will seek advice or direction from Field Reviewers, or Field Reviewers will need to provide advice or direction based on what they observe. Where this advice or direction involves professional engineering or professional geoscience decisions, such decisions must be reviewed, documented, and Authenticated by the Professional of Record (see Section 3.2 of the [Guide to the Standard for Authentication of Documents](#) (Engineers and Geoscientists BC 2026b)). These decisions must be documented in an Authenticated Field Reviews report, or the Field Reviews report must indicate where the associated Authenticated Document that captures this information can be found. Where the decisions will have an impact on the cost, quality, function, or schedule of the end product, the Professional of Record must advise, and seek approval from, the employer, client, or owner before directing the contractor or others implementing the work to make any changes. The means and methods for fulfilling the advice must always be left to the contractor or others implementing the work.

3.6 WHO IS PERMITTED TO CARRY OUT FIELD REVIEWS

- 3.6.1 Section 7.3.3 of the Bylaws requires that Field Reviews be carried out by Professional Registrants or by Subordinates under

the Direct Supervision of Professional Registrants. For more information about Direct Supervision, refer to the [Guide to the Standard for Direct Supervision](#) (Engineers and Geoscientists BC 2026c) for guidance on how adequate supervision of Field Reviews is demonstrated. Where possible and appropriate, Field Reviewers should be accompanied by a representative of the owner and/or the contractor or other party responsible for the implementation or construction.

- 3.6.2 Engineers and Geoscientists BC recommends that the Professional of Record responsible for preparing Documents developed for implementation or construction also be responsible for Field Reviews during implementation or construction. This is the most common and preferred practice in industry, as it is not only in the best interests of clients, owners, or employers but also best reflects the intent of the Bylaws. The division of responsibilities for preparing the Documents and for carrying out Field Reviews is undesirable and should be avoided where possible.

- 3.6.3 Professional Registrants working in jurisdictions outside of BC must abide by the licensing, registration, and other regulatory requirements in those jurisdictions.

- 3.6.4 Professional Registrants may delegate Field Reviews only when the Field Reviews are carried out under their Direct Supervision. Before doing so, Professional Registrants must assess:

- the level, complexity, and critical nature of the Field Reviews;
- the requirements or recommendations set out in any related Engineers and

Geoscientists BC professional practice guidelines, practice advisories, or other standards, codes, and legislation that may preclude delegation of Field Reviews;

- the experience and training of the proposed Field Reviewers;
- any real or perceived conflict(s) of interest of the proposed Field Reviewers; and
- the ability of the proposed Field Reviewers to deliver the required level of quality and accuracy.

3.6.5 Professionals of Record must provide direction regarding the timing, frequency, and focus of Field Reviews. They must give directions about the required effort, reporting detail, and specific aspects of the implementation or construction activities to be Field Reviewed. Professionals of Record must be involved in any professional engineering or professional geoscience decisions made during or as a result of Field Reviews.

3.7 WHAT IF THE PROFESSIONAL OF RECORD IS NOT ENGAGED FOR FIELD REVIEWS

3.7.1 Engineers and Geoscientists BC understands that, in some instances, the client, owner, or employer may choose not to use the Professional of Record for the required Field Reviews. In these circumstances, Professional Registrants are required to have documented protocols in place that address the following:

1. Obtaining written confirmation from the client, owner, or employer about

how and by whom the Field Reviews will be carried out.

2. Confirming that a qualified engineering/geoscience professional, as appropriate for the work and registered in the governing jurisdiction where the implementation or construction will occur, will be conducting or Directly Supervising the Field Reviews.
3. Advising the client, owner, or employer and the engineering/geoscience professional responsible for the Field Reviews of the Professional Registrant's availability to answer questions regarding the work during implementation or construction.
4. Requesting copies of Field Reviews reports.
5. Retaining a Record of any communication confirming steps 1 to 4 and the client, owner, or employer's response.

3.7.2 If the Professional of Record cannot confirm Field Reviews will be carried out by a professional licensed or registered in the governing jurisdiction or by a qualified party under that professional's Direct Supervision, the Professional of Record must:

1. Advise the client, owner, or employer of the Professional Registrant's obligations under the *Act* and Bylaws and the consequences of the client, owner, or employer not having appropriate Field Reviews carried out, including:
 - placing public safety at risk, including safety in the workplace or risks to the environment;

- obligations to notify the appropriate AHJ or other relevant regulatory body;
 - not being able to execute Letters of Assurance required by the *BCBC*; and
 - not being able to Authenticate assurance statements required by other legislation.
2. If the client, owner, or employer continues to refuse to authorize appropriate Field Reviews, notify the appropriate AHJ or other relevant regulatory body and consider removing themselves from the project.
- 3.7.3 Similar protocols are recommended for work requiring Field Reviews outside of BC.
- 3.7.4 For buildings in BC subject to the *BCBC*, the Professional Registrant responsible for Field Reviews is the registered professional who signs the Letters of Assurance. If the original Professional of Record is not engaged to provide Field Reviews, the Professional Registrant assuming the Field Reviews responsibility must comply with the applicable version of the *Guide to the Letters of Assurance* (Province of BC 2025).

3.8 HOW SHOULD OUT-OF-PROVINCE ENGINEERED AND SUPPLIED EQUIPMENT BE HANDLED

- 3.8.1 Where Professional Registrants specify equipment, products, or components that are designed, manufactured, or fabricated out of province for use on projects in BC, they should begin by preparing and Authenticating a performance specification for the equipment, products, or components.

The specification should indicate the minimum functional, performance, interface, and quality requirements that apply to the equipment, products, or components being procured, and should require that the manufacturer or fabricator certify, with suitable evidence when required, that the equipment, products, or components meet the performance specifications. This will relieve Professional Registrants of any requirement to carry out Field Reviews at the place of fabrication.

- 3.8.2 However, when Professional Registrants receive such equipment, products, or components, they are responsible for conducting Checks in order to provide acceptance. Acceptance, in this circumstance, entails performing actions to reasonably ascertain that the requirements described in the specification were met by the supplier. The depth and types of activities required to provide acceptance are determined at the discretion of the Professional Registrant, and may involve activities such as inspecting the design, inspecting the delivered equipment, reviewing a vendor analysis, examining vendor or independent test results, and evaluating product heritage or ongoing industry use, such as for standardized manufactured components.

- 3.8.3 If occupational health and safety legislation imposes any requirements such as for guards and safety switches, Professional Registrants are responsible for Checking and Authenticating that the equipment meets those requirements. Professional Registrants must also confirm the equipment meets any requirements of the *Occupational Health and Safety Regulation* or Technical Safety BC. Where the equipment requires services such as

electrical, gas, or water feeds, Professional Registrants are responsible for specifying the types of services and their connections, and for carrying out Field Reviews of the connections between the procured equipment and such services.

3.9 HOW SHOULD FIELD REVIEWS BE HANDLED FOR STANDARD DRAWINGS

3.9.1 Standard drawings are drawings that represent a design intended to be used in more than a single instance. They are often used in situations where the work being undertaken is well understood, is conducted in largely similar conditions, and is for high-volume fabrication and installation. Standard drawings are discussed in the *Guide to the Standard for Authentication of Documents* (Engineers and Geoscientists BC 2026b) where guidance is provided as to when it is, or is not, appropriate to Authenticate standard drawings. Authentication is only recommended when the Professional of Record can sufficiently limit or specify the conditions under which the Authenticated drawings can be used. These conditions may include, but are not limited to, documented assumptions and limitations of site conditions, loading, materials, fabrication methods, installation tolerances, interfaces with other systems, environmental and operating condition, and setting requisite Field Reviews of an appropriate sample of implementations.

3.9.2 When using Authenticated standard drawings, the Professional Registrant must confirm the conditions, assumptions, and limitations associated with the drawings are appropriate and applicable to the

specific instance, and that the specific instance remains within those conditions, assumptions, and limitations. In this case, Field Reviews may be conducted by the Professional Registrant or an inspection may be conducted by qualified personnel to verify that the work conforms to the conditions, assumptions, and criteria set out in the standard drawings and thereby satisfies the intent of Field Reviews.

3.9.3 Where the conditions, assumptions, or limitations of the Authenticated standard drawings are exceeded for a specific instance, the Authenticated standard drawing is no longer applicable. In such cases, the Professional Registrant must obtain an Authenticated drawing by either:

- involving the original Professional of Record;
- assuming the role of the Professional of Record; or
- involving an appropriately qualified Professional Registrant to assume professional responsibility.

Field Reviews would be required upon application or implementation of the drawing.

3.10 HOW SHOULD ISSUES FOUND IN FIELD REVIEWS BE ADDRESSED

3.10.1 When work is observed that does not substantially comply in all material respects with the professional engineering or professional geoscience concept or intent, as reflected in the Documents that have been prepared to guide the implementation or construction, the

	problem must be communicated in writing to the party responsible for the implementation or construction. The written instructions should clearly indicate which work is nonconforming and why. The means and methods for how to rectify any nonconforming work must remain the responsibility of the contractor or others responsible for the implementation or construction. Professional Registrants must take care not to provide advice that could be construed as taking responsibility for how to correct any nonconforming work.	
3.10.2	Professional Registrants must confirm and record when the work is made to conform to the professional engineering or professional geoscience concept or intent, as reflected in the Documents that have been prepared to guide the implementation or construction, or what alternative strategy was employed.	3.11.2 Documentation and Records of Field Reviews can refresh memories, confirm directions given, and demonstrate that the required standards of practice have been met in Field Reviews. These Records may also serve as evidence in case of a dispute.
3.10.3	If the contractor, employer, client, or owner does not make the work conform, Professional Registrants must consider a written report to the appropriate AHJ or other relevant regulatory authority and must document the events and implications for the contractor, employer, client, or owner. Depending on the severity of the discrepancies between the relevant engineering and geoscience Documents and the observation made in the Field Reviews, the Professional Registrant may be ethically required to reject the work.	3.11.3 In some instances, the client, owner, or employer may choose to have Field Reviews conducted by someone other than the Professional of Record. In these circumstances, the Professional of Record should develop protocols as described in Section 3.7 of this Guide and retain required Records.
		3.11.4 Photographs or videos provide excellent Records of what was observed and are particularly useful where the work being Field Reviewed will be buried or covered by construction. When using photographs as Records, create an audit trail by: • Checking the equipment, date, and time settings before taking photographs; • including a description of what was photographed along with the date, time, location, and photographer; • setting up appropriate downloading and storage procedures; • creating a non-editable back-up of all photographs;
3.11	WHAT FIELD REVIEWS RECORDS MUST BE CREATED AND KEPT	
3.11.1	All Field Reviews must be documented and observations made during Field	

	• never deleting a photograph in the Record set; and • enhancing, cropping, or otherwise editing photographs for clarity only, and retaining the original unaltered photo with the edited photo.	3.11.7	Professional Registrants must continue to report nonconforming work until it is rectified. When the work is rectified, Professional Registrants must document compliance with an appropriate Record.
3.11.5	Any field notebooks used in Field Reviews to document dates, times, observations, surveys, and actions must be retained as Records.	3.11.8	If Field Reviews require equipment, the Documentation of the Field Reviews should indicate when and how equipment was used during the Field Reviews, include Records of the equipment's calibration, and include the status of the equipment at the time the Documentation was created.
3.11.6	All communications and directions to the contractor or others implementing the work about observations and nonconforming work must be provided in writing at the time of the Field Reviews, even if handwritten and followed up later with appropriate Documents. If the Field Reviews report or directions to the contractor or implementor include professional engineering or professional geoscience advice or services, the Field Reviews report must either be Authenticated by the Professional of Record or must indicate where the associated Authenticated Document that captures this information can be found. Copies must be provided to the owner and retained as a Record. Care must be taken to provide directions about what must be carried out by the contractor or others and to not use language that indicates how to rectify the nonconforming work. Using a standard form will help to ensure consistent and complete Records.	3.11.9	Records of test results must be copied to the contractor, client, or owner and retained as Records.
		3.11.10	Site meetings that discuss Field Reviews, observations, and resolutions must be recorded in meeting minutes, distributed to the contractor, owner, and other relevant professionals, and must be retained as Records.
		3.11.11	All Field Reviews Records must be retained with project or work Documentation. For further guidance about retaining project or work Documentation, see the <i>Guide to the Standard for Retention of Project Documentation</i> (Engineers and Geoscientists BC 2026d).

4.0 REFERENCES AND RELATED DOCUMENTS

4.1 LEGISLATION

British Columbia Building Code

Engineers and Geoscientists Regulation, OIC 2021/037.

Professional Governance Act, S.B.C. 2018, c. 47.

4.2 CITED WORKS

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