



Date: June 2006, revised March 21, 2019

Topic: **Discipline Committee Ordered Peer Review Guideline**

It is expected that a peer reviewer will conduct sufficient investigation so as to understand the key aspects of the design and/or recommendations being reviewed. Without limiting the generality of the foregoing, a discipline committee ordered peer reviewer should determine the following, based on what is considered best current practice.

(For the purposes of this Guideline, “Document” means reports or design documents, and includes any documents prepared by the member and upon which the opinion or design is based.):

- are the concepts and opinions presented in the Document, technically sound and appropriate;
- is the Document in substantial compliance with the applicable Codes, guidelines and standards;
- is the methodology being applied appropriate;
- are the appropriate skill sets being applied;
- based on a representative sample, are the details and calculations in support of the Document substantially correct;
- does the Document contain adequate information to determine the basis for the design or opinion;
- is the Document substantially complete, based on the nature of the work requested of the member;
- have the relevant parameters and technical considerations been taken into account in preparing the Document;
- are all the assumptions made in the Document substantially correct;
- does the Document substantially address the client's objectives ; and
- does the Document substantially address public safety and environmental impact?

With respect to reporting to the Registrar, the peer reviewer shall advise what was reviewed, whether any deficiencies were identified by the peer reviewer and how those deficiencies were addressed by the member. If a deficiency is identified by the peer reviewer and the member neglects or refuses to remedy it, the peer reviewer shall as soon as practicable notify the Registrar, who may notify the Discipline Committee and any other person(s) he or she deems appropriate. The peer reviewer shall also advise the Registrar whether he or she is of the opinion that the member under discipline would benefit from further training or lacks sufficient skill, knowledge and experience to be practicing in an area. The peer reviewer may also make any other recommendations that he or she feels would be of benefit to the member under discipline and/or are necessary for the protection of the public and the environment. The peer reviewer must disclose to the Registrar any conflicts of interest that could impair the independence of the review. Further information can be obtained from Jesse Romano, Investigation Manager, at 604-558-6647 or email jromano@egbc.ca.