



GUIDE TO THE STANDARD FOR THE USE OF PROFESSIONAL PRACTICE GUIDELINES

VERSION 3.0
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**ENGINEERS &
GEOSCIENTISTS**
BRITISH COLUMBIA

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PREFACE

This *Guide to the Standard for the Use of Professional Practice Guidelines* (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 use of Engineers and Geoscientists BC’s Professional Practice Guidelines in the course of their Regulated Practice.

This current revision was undertaken to incorporate Registrant Firm requirements 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 7.3.1 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
BC	British Columbia
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.
Bylaws	The Bylaws of Engineers and Geoscientists BC made under the <i>Act</i> .
Engineers and Geoscientists BC	The Association of Professional Engineers and Geoscientists of the Province of British Columbia, operating as Engineers and Geoscientists BC.
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;”.
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.
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.
Practice Advisory	An advisory, published by Engineers and Geoscientists BC, on time-sensitive, technical, and/or limited-scope issues related to the Regulated Practice.
Professional Practice Guideline	A guideline, published by Engineers and Geoscientists BC, on specific professional activities or work 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.

TERM	DEFINITION
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.
<i>Regulation</i>	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.

VERSION HISTORY

VERSION NUMBER	PUBLISHED DATE	DESCRIPTION OF CHANGES
3.0	September 1, 2026	Incorporated content and guidance specific to Registrant Firms from the retired <i>Regulation of Firms Permit to Practice Manual</i> ; referenced the <i>Guide to the Standard for Documented Risk Assessments</i> ; minor editorial corrections.
2.0	June 15, 2023	Updated content to conform with the <i>Act</i> and updated Bylaws; minor editorial corrections.
1.1	May 20, 2021	Minor revisions to align wording with Bylaws.
1.0	February 17, 2021	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 or work.

1.1.3 Throughout this Guide, any reference to Professional Practice Guidelines should be read to include Practice Advisories as a subset of Professional Practice Guidelines.

1.1.4 This Guide explains the standards of practice, conduct, and competence for Professional Registrants related to the use of Engineers and Geoscientists BC's Professional Practice Guidelines in the course of their Regulated Practice. It explains that Professional Practice Guidelines establish the expectations and obligations of professional practice in

relation to specific professional activities or work. Professional Practice Guidelines are established by Engineers and Geoscientists BC and all Professional Registrants are required to have regard for them.

1.1.5 This Guide provides Engineers and Geoscientists BC's interpretation of the standard described in Section 7.3.1 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 engage in areas of Regulated Practice for which Engineers and Geoscientists BC has published Professional Practice Guidelines. Professional Registrants are required to stay informed of, be knowledgeable about, and meet the intent of the Professional Practice Guidelines relevant to their Regulated Practice.
- 1.2.2 For Professional Registrants, this Guide is intended to:
- describe the purpose of Professional Practice Guidelines;
 - assist Professional Registrants in establishing and maintaining documented quality management procedures to stay informed of and knowledgeable about Professional Practice Guidelines relevant to their area of practice;
 - assist Professional Registrants in meeting the intent of Professional Practice Guidelines, applicable standards, policies, and plans;
 - describe the processes necessary to ensure that Professional Registrants are upholding their professional responsibilities as established under Professional Practice Guidelines;
 - explain the difference between Professional Practice Guidelines, Practice Advisories, and Guides; and
 - describe how Professional Registrants can properly depart from a Professional Practice Guideline while still meeting their professional and ethical obligations.

- 1.2.3 For Registrant Firms, this Guide details the requirements governing the use of Professional Practice Guidelines and Practice Advisories by the Professional Registrants employed by or under contract with the Registrant Firm. The principal obligation of the Registrant Firm is to establish and maintain documented policies and procedures detailing their approach to the use of Professional Practice Guidelines. The Registrant Firm must also ensure Professional Registrants employed by or under contract with the Registrant Firm follow these policies and procedures in relation to the use of Professional Practice Guidelines.

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 Engineers and Geoscientists BC has the duty to serve and protect the public interest as it relates to the practice of professional engineering and professional geoscience, including regulating the conduct of Professional Registrants. Engineers and Geoscientists BC is responsible for establishing, monitoring, and enforcing the standards of practice, conduct, and competence for Professional Registrants. One way Engineers and Geoscientists BC exercises

these responsibilities is by publishing Professional Practice Guidelines.

- 1.3.3 Engineers and Geoscientists BC does not publish Professional Practice Guidelines on every area of Regulated Practice engaged in by Professional Registrants. Where an applicable Professional Practice Guideline exists, it establishes how Professional Registrants can uphold their professional responsibilities while engaged in their area of Regulated Practice.

1.4 SCOPE

- 1.4.1 As required by the Bylaws, Professional Registrants must have regard for applicable standards, policies, plans, and practices that are relevant to their area of Regulated Practice. Engineers and Geoscientists BC establishes Professional Practice Guidelines to set the expectations and obligations of professional practice for Professional Registrants when engaged in specific professional activities or work. This includes outlining regulatory obligations as well as expectations related to conduct and competence.

- 1.4.2 This Guide is intended to assist Professional Registrants in establishing and maintaining a documented quality management procedure to meet the required standards of practice, conduct, and competence and that complies with the requirements of the *Act* and of the Bylaws by addressing:
- the purpose of Professional Practice Guidelines;
 - the processes necessary to ensure Professional Registrants are upholding their professional responsibilities

as established under Professional Practice Guidelines;

- the difference between Professional Practice Guidelines, Practice Advisories, and Guides; and
- how Professional Registrants can properly depart from a Professional Practice Guideline while still meeting their professional and ethical obligations.

- 1.4.3 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.

- 1.4.4 Use of Professional Practice Guideline 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.

1.4.5 Terminology used within an industry may not match terminology used in this Guide. However, the obligations of Professional Registrants and Registrant Firms in all industries remain the same: to ensure their work meets the intent of the *Act*, the Bylaws, and the applicable Professional Practice Guidelines.

2.0 REGULATORY FRAMEWORK

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| 2.1 | <p>Section 22(2) of the <i>Act</i>, General duty and responsibilities of regulatory bodies, states that:</p> <p>“(2) A regulatory body has the following responsibilities:</p> <p>...</p> <ul style="list-style-type: none"> (f) to establish, monitor, and enforce standards of practice to enhance the quality of practice so that registrants avoid (i) professional misconduct, (ii) conduct unbecoming a registrant, and (iii) incompetent performance of duties undertaken while engaged in the regulated practice; <p>...”</p> | <p>may be different for different categories or subcategories of registrants or different areas of practices;</p> <p>...”</p> |
| 2.2 | <p>Section 57(1) of the <i>Act</i>, Standards of conduct and competence, states that:</p> <p>“(1) Subject to subsections (2) and (3), the board of each regulatory body must make bylaws establishing the following:</p> <ul style="list-style-type: none"> (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 | <p>2.3</p> <p>Section 7.3.1 of the Bylaws, Standard for Use of Professional Practice Guidelines, states:</p> <p>“(1) EGBC shall publish professional practice guidelines approved by the Board on a public website maintained by EGBC and shall update professional practice guidelines as necessary.</p> <p>(2) A Professional Registrant must have regard for applicable standards, policies, plans, and practices established by the government or by EGBC, including professional practice guidelines published pursuant to subsection (1), by establishing, maintaining, and following documented procedures in order to do all of the following:</p> <ul style="list-style-type: none"> (a) stay informed of, knowledgeable about, and meet the intent of all applicable standards, policies, plans, and practices established by the government or by EGBC, including professional practice guidelines published pursuant to subsection (1), that are relevant to the Professional Registrant’s Regulated Practice; |

(b) document in writing the reason(s) for a departure from any relevant portion of a professional practice guideline published pursuant to subsection (1).		or under contract with the Registrant Firm in adhering to the obligations of Professional Registrants pursuant to subsection (2)."
(3) A Registrant Firm must do all of the following: (a) establish, maintain, and follow documented policies and procedures in order to (i) obtain information and details in a timely manner regarding professional practice guidelines published pursuant to subsection (1) that are relevant to the Regulated Practice carried out by the Registrant Firm and Professional Registrants employed by or under contract with the Registrant Firm, and (ii) inform the Professional Registrants employed by or under contract with the Registrant Firm in a timely and effective manner of professional practice guidelines published pursuant to subsection (1) that are relevant to the Regulated Practice carried out by the Registrant Firm and Professional Registrants employed by or under contract with the Registrant Firm; (b) take reasonable steps to facilitate all Professional Registrants employed by	2.4	The Code of Ethics in Schedule A of the Bylaws requires Professional Registrants to: "1. hold paramount the safety, health, and welfare of the public, including the protection of the environment and the promotion of health and safety in the workplace; ... 4. have regard for the applicable standards, policies, plans, and practices established by the government or EGBC; 5. maintain competence in relevant specializations, including advances in the regulated practice and relevant science; ... 12. undertake work and documentation with due diligence and in accordance with any guidance developed to standardize professional documentation for the applicable profession; ..."
(b) take reasonable steps to facilitate all Professional Registrants employed by	2.5	This Guide is intended to assist Registrants in understanding the standard of practice and in fulfilling their professional obligations in accordance with Section 7.3.1 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 WHAT ARE PROFESSIONAL PRACTICE GUIDELINES

- 3.1.1 Each Professional Practice Guideline establishes the expectations and obligations of professional practice that all Professional Registrants are expected to have regard for in relation to a specific professional activity. Professional Practice Guidelines may also assist in interpreting the standards of competence and ethical conduct established by the Bylaws. Professional Practice Guidelines do not replace the exercise of professional expertise and judgment and are intended to establish what professionals should do, not how they should do it.
- 3.1.2 Engineers and Geoscientists BC chooses Professional Practice Guideline topics with a risk-based analysis, prioritizing Professional Practice Guidelines that address practice activities or work involving increased risk to the safety, health, and welfare of the public, including the protection of the environment and the promotion of health and safety in the workplace. Professional Practice Guidelines are prepared by subject matter experts to address specific professional activities or work. Engineers and Geoscientists BC solicits comments through review and consultation with interested and affected parties, including Professional Registrants practising in the relevant areas of practice, before publishing Professional Practice Guidelines.

3.1.3 Engineers and Geoscientists BC publishes all Professional Practice Guidelines on its website. From time to time, Professional Practice Guidelines are revised or updated, so Professional Registrants should be familiar with the current versions of Professional Practice Guidelines applicable to their practice.

3.1.4 The number of Professional Practice Guidelines that apply to a Registrant can vary significantly depending on the professional activities or work they provide. It is incumbent on each Professional Registrant and Registrant Firm to periodically review the Professional Practice Guidelines to ensure they are familiar with the current Professional Practice Guidelines that apply to their professional activities or work.

3.2 PROFESSIONAL REGISTRANT REQUIREMENTS

3.2.1 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 are related to staying informed of, knowledgeable about, and meeting the intent of all applicable standards, policies, plans, and practices, including Professional Practice Guidelines, and providing written reasons for departing from any portion of a Professional Practice Guideline.

3.2.2 A documented quality management procedure 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.

3.2.3 Professional Practice Guidelines are created to help Professional Registrants fulfill their professional obligations. Professional Practice Guidelines establish a common level of expectation for clients, employers, the public at large, the profession, government, and regulatory agencies.

3.3 REGISTRANT FIRM REQUIREMENTS

3.3.1 Registrant Firms must have documented policies and procedures about staying current with new or revised Professional Practice Guidelines relevant to their areas of practice and inform their Professional Registrants of their availability in a timely and effective manner. Registrant Firms are also required to take reasonable steps to help and ensure their Professional Registrants follow and meet the intent of the Professional Practice Guidelines relevant to their areas of practice.

3.3.2 Failure to comply with the intent of Professional Practice Guidelines may be considered evidence of professional misconduct and may result in disciplinary proceedings by Engineers and Geoscientists BC.

3.4 DIFFERENCES BETWEEN PROFESSIONAL PRACTICE GUIDELINES, GUIDES, AND PRACTICE ADVISORIES

3.4.1 GENERAL

3.4.1.1 Engineers and Geoscientists BC publishes several different types of documents to help Professional Registrants meet the standards of practice, conduct, and competence. Professional Registrants should be aware of the differences between Professional Practice Guidelines, Practice Advisories, and Guides. Professional Registrants must be familiar with the Professional Practice Guidelines, Practice Advisories, and Guides that relate to their areas of Regulated Practice.

3.4.2 PROFESSIONAL PRACTICE GUIDELINES

3.4.2.1 Engineers and Geoscientists BC publishes Professional Practice Guidelines on specific professional activities or work where additional guidance is deemed necessary. Professional Practice Guidelines are written by subject matter experts and reviewed by interested and affected parties before publication. Engineers and Geoscientists BC's preparation of Professional Practice Guidelines is informed by a risk-based analysis of the professional activity or work that falls under Regulated Practice.

3.4.2.2 A Professional Practice Guideline establishes the expectations and obligations of professional practice for a Professional Registrant engaged in the specific professional activities or work it addresses. Professional Registrants have a duty to be knowledgeable about,

competent in, and meet the intent of Professional Practice Guidelines relevant to the professional activities or work they provide.

3.4.3 GUIDES

- 3.4.3.1 Engineers and Geoscientists BC publishes Guides to inform Professional Registrants about Engineers and Geoscientists BC functions that Professional Registrants may be expected to interact with. Guides describe the purposes, processes, and operations of Engineers and Geoscientists BC's programs.
- 3.4.3.2 Guides are provided as reference material for Professional Registrants. For example, a Professional Registrant can refer to the [*Guide to the Continuing Education Program*](#) (Engineers and Geoscientists BC 2026b) for a complete understanding of the continuing education requirements that Professional Registrants must fulfil.
- 3.4.3.3 Engineers and Geoscientists BC publishes Guides to quality management standards that explain professional obligations related to specific processes, as required in the *Act* and Bylaws. As with Professional Practice Guidelines, Guides to quality management standards are written by subject matter experts and reviewed by interested and affected parties before publication.
- 3.4.3.4 Each Guide to a quality management standard describes the expectations on how Professional Registrants and Firms can meet the quality management requirements as set out in the Bylaws.

3.4.4 PRACTICE ADVISORIES

- 3.4.4.1 Engineers and Geoscientists BC publishes Practice Advisories to keep Professional Registrants informed of time-sensitive technical and/or limited scope issues related to expectations and obligations of professional practice in the professional activity the Practice Advisory covers. Practice Advisories may address changes to legislation, regulations, or commonly used standards; public safety or environmental concerns; or a shift in a certain professional practice topic.
- 3.4.4.2 Practice Advisories are generally narrower in scope than Professional Practice Guidelines and focus on how Professional Registrants can have regard for the expectations and obligations of professional practice related to the topic being discussed. Practice Advisories may be expanded at a future date to become Professional Practice Guidelines or be incorporated into a future revision of an existing Professional Practice Guideline.

3.5 HOW TO DEPART FROM PROFESSIONAL PRACTICE GUIDELINES

- 3.5.1 Professional Practice Guidelines set the expectations and obligations of professional practice for Professional Registrants in relation to specific professional activities or work. However, Professional Registrants can exceed the intent of relevant Professional Practice Guidelines. For example, a Professional Registrant involved in the design of retaining walls may use a factor of safety

greater than that required by the relevant Professional Practice Guidelines – Retaining Wall Design (Engineers and Geoscientists BC 2024).

- 3.5.2 Professional Registrants may also depart from a Professional Practice Guideline if it is appropriate to do so for an identified reason. In such circumstances, the Professional Registrant must document the reason for departing from any relevant portion of the Professional Practice Guideline. Professional Registrants should

consider supporting this decision through a documented risk assessment. 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. The rationale must be consistent with the Professional Registrant’s obligations under the *Act*, relevant regulations, the Bylaws, and the Code of Ethics. Given the potential risks to the public and the environment that such departures pose, the Professional Registrant should evaluate whether to have the departure reviewed before implementation by an independent Professional Registrant.

4.0 REFERENCES AND RELATED DOCUMENTS

4.1 LEGISLATION

Engineers and Geoscientists Regulation, OIC 2021/37.

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

4.2 CITED WORKS

Engineers and Geoscientists BC. 2026a. Guide to the Standard for Documented Risk Assessments. Version 1.0. Burnaby, BC: Engineers and Geoscientists BC. [accessed: 2026 August 18]. <https://www.egbc.ca/Registrants/Practice-Resources/Quality-Management-Guides>.

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Engineers and Geoscientists BC. 2024. Professional Practice Guidelines – Retaining Wall Design. Version 1.2. Burnaby, BC: Engineers and Geoscientists BC. [accessed: 2026 August 18]. <https://tools.egbc.ca/Registrants/Practice-Resources/Guidelines-Advisories>.

