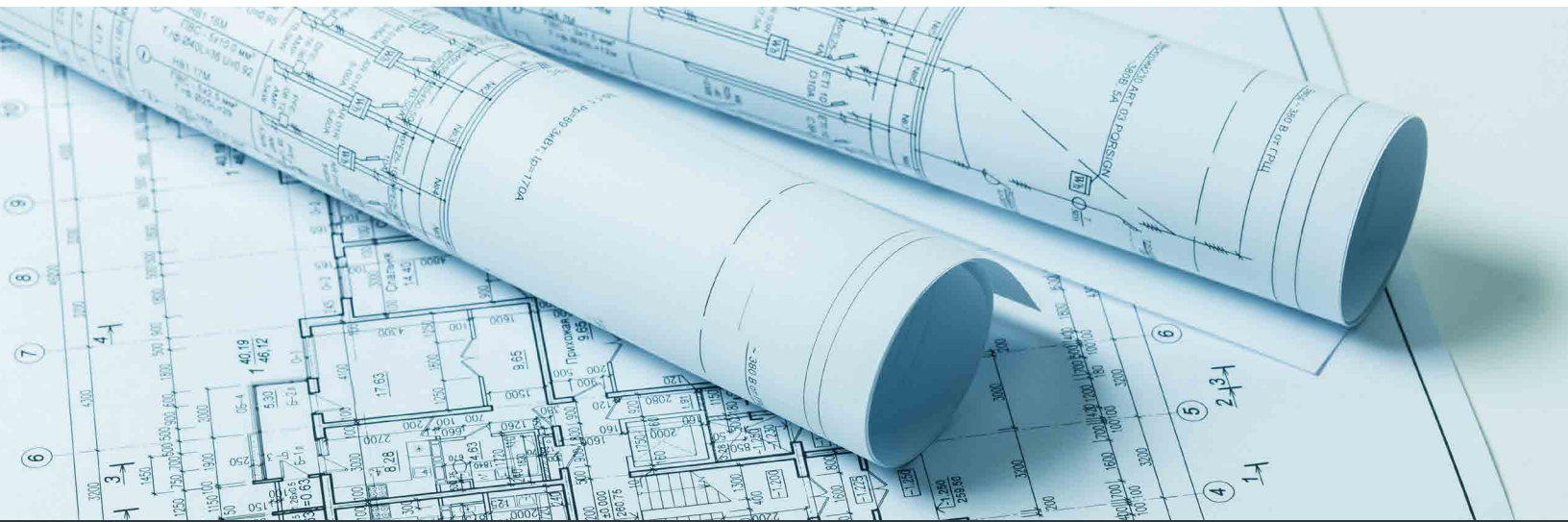




GUIDE TO THE STANDARD FOR THE AUTHENTICATION OF DOCUMENTS

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ENGINEERS &
GEOSCIENTISTS
BRITISH COLUMBIA

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PREFACE

This *Guide to the Standard for the Authentication of Documents* (the “Guide”) was developed by Engineers and Geoscientists British Columbia to explain the standards of practice, conduct, and competence for Professional Registrants related to their responsibility for Authenticating Documents.

This current revision was undertaken to incorporate Registrant Firm requirements, address the use of artificial intelligence (AI) as it relates to Authentication, and clarify issuance methods and Document security.

This Guide provides Engineers and Geoscientists BC’s interpretation of Section 7.3.7 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
AI	Artificial Intelligence
AIBC	Architectural Institute of British Columbia
BC	British Columbia
CADD	Computer-Aided Drafting and Design
EGBC	Engineers and Geoscientists BC
eQMS	Electronic Quality Management Systems
P3	Public-Private Partnerships
PDF	Portable Document Format
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
<i>Act</i>	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> .
Certificate Authority	A third party approved by Engineers and Geoscientists BC to issue Digital Certificates to Professional Registrants.
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.
Delegate (and derivatives)	A Subordinate being directed to undertake certain activities, work, or decisions related to Regulated Practice on behalf of a Professional Registrant who takes professional responsibility for the work of the Subordinate.
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.
Digital Certificate	A certificate issued to a Professional Registrant by a Certificate Authority that attests to the legitimacy of information through the use of encryption.
Digital Seal	A digital image of a Professional Registrant's Manual Seal with no material variation in format or wording.
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 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.

TERM	DEFINITION
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.
Manual Seal	The ink stamp or embossing machine issued to a Professional Registrant by Engineers and Geoscientists BC that can create an impression on a Document.
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.
Non-ink Signature	A signature created using a touch screen or electronic pen in a manner that requires a unique gesture for each instance.
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”.

TERM	DEFINITION
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.
Responsible Registrant	Professional Registrant who has been designated by a Registrant Firm pursuant to Section 5.12(5) of the Bylaws, must meet the criteria set out in Sections 5.12(7) and (8) of the Bylaws, and has the responsibilities set out in Section 5.12(9) of the Bylaws.
Seal (synonymous with stamp)	The Professional Registrant's Seal. It is either a Manual Seal or Digital Seal and is collectively called "Seal" in this Guide.
Shop Drawing	Includes, but is not limited to, a pre-existing standard or generic drawing, diagram, illustration, schedule, performance chart, brochure, or other printed information that is provided by a contractor to a Professional of Record, or is used by a Professional of Record, to illustrate details of a portion of work. Refer to the Engineers and Geoscientists BC <i>Professional Practice Guidelines – Shop Drawings</i> .
Subordinate	Any individual who engages in Regulated Practice under the Direct Supervision of a Professional Registrant.

VERSION HISTORY

VERSION NUMBER	PUBLISHED DATE	DESCRIPTION OF CHANGES
5.0	September 1, 2026	Incorporated content and guidance specific to Registrant Firms from the retired <i>Regulation of Firms Permit to Practice Manual</i> ; addressed the use of AI as it relates to Authentication; reorganized Section 3.6 of this Guide and added clarification on issuance methods and Document security; minor editorial corrections.
4.0	June 15, 2023	Updated content to conform with the <i>Act</i> and updated Bylaws; reorganized Section 3.2 of this Guide; added guidance for authorities in another jurisdiction not accepting Authenticated Documents; added guidance on standardized manufactured components; minor editorial corrections.
3.1	April 6, 2022	Added Sections 3.2.9.3 and 3.2.9.4.
3.0	February 17, 2021	Updated the content and terminology to conform with the <i>Act</i> and updated Bylaws; changed the main title from “Use of Seal” to <i>Guide to the Standard for the Authentication of Documents</i> ; changed the document category from “quality management guidelines” to “quality management guides.”
2.0	December 4, 2017	Updated format to align with new Engineers and Geoscientists BC brand; minor editorial corrections; additional clarifications and examples added.
1.2	October 15, 2013	Minor editorial corrections.
1.1	February 24, 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 Authenticating Documents. It explains how Professional Registrants must Authenticate Documents they have prepared or have been prepared under their Direct Supervision.
- 1.1.4 This Guide provides Engineers and Geoscientists BC's interpretation of the standard described in Section 7.3.7 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 Authenticate Documents as part of their professional activities or work.
- 1.2.2 For Professional Registrants, this Guide is intended to:
 - describe the minimum standard, scope, and purpose of Authenticating Documents;

- assist Professional Registrants in establishing and maintaining a documented quality management procedure for Authenticating Documents;
- explain the purpose of Authenticating Documents;
- clarify what Documents must be Authenticated;
- describe acceptable methods of Authenticating Documents; and
- provide guidance on how to meet the quality management requirements under the *Act* and Bylaws when Authenticating Documents.

1.2.3 For Registrant Firms, this Guide details the requirements governing the Authentication of Documents. The principal obligation of the Registrant Firm is to establish and maintain documented policies and procedures detailing their approach to the Authentication of Documents. 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 Manual Seals, Digital Seals, and the Registrant Firm's Permit to Practice number for the Authentication of Documents.

to establishing and monitoring the quality of professional services Registrants provide to their clients and to the public.

1.3.2 Authenticating Documents is a critical requirement for assisting Professional Registrants in fulfilling their professional obligations, including holding paramount the safety, health, and welfare of the public. The Authentication of Documents by Professional Registrants clearly evidences their taking of professional responsibility for the professional engineering or professional geoscience work they carry out, or which they Delegate to Subordinates. As such, clients and others may place reliance on the Documents and their contents as having been provided by Professional Registrants who are held to high standards of knowledge, skill, and ethical conduct for the provision of the professional services.

1.3.3 While Authentication enables reliance on the outcomes of the practice of professional engineering or professional geoscience, it is important to recognize the application of a Seal is not in itself determinative of whether professional practice has occurred. The *Regulation* defines the practice of professional engineering and the practice of professional geoscience, independently of whether a Seal has been applied.

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

1.4 SCOPE

1.4.1 Professional Registrants are required to Authenticate all Documents they prepare and deliver in their professional capacity or were prepared under their Direct Supervision. Authentication of professional engineering or professional

	geoscience Documents requires individual Professional Registrants to apply their Manual Seal or Digital Seal. If the Document is being Authenticated on behalf of a Registrant Firm, the Registrant Firm's Permit to Practice number must be applied to the Document, in addition to the Manual Seal or Digital Seal of the Professional Registrant Authenticating the Document.		- demonstrating how to Authenticate Documents with limited prior involvement; and - describing how to Authenticate Documents.
1.4.2	Once granted professional designation, Professional Registrants are issued a Manual Seal by Engineers and Geoscientists BC. Engineers and Geoscientists BC retains ownership of the Seal and is the sole authority to establish rules for its use.	1.4.5	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.
1.4.3	Upon registration, Registrant Firms receive a Permit to Practice certificate that bears a unique Permit to Practice number issued to that Registrant Firm by Engineers and Geoscientists BC. Registrant Firms will not receive a Manual Seal or Digital Seal with the Permit to Practice number.	1.4.6	If a Professional Registrant is working for a Firm that does not have a Permit to Practice, the Professional Registrant still has the obligation to Authenticate Documents if they are engaging in Regulated Practice. In this case, the Professional Registrant must ensure a documented policy and procedure is in place for Authentication of Documents.
1.4.4	This Guide is intended to assist Professional Registrants in establishing and maintaining a documented quality management procedure for the appropriate use of their Seals that complies with the requirements of the <i>Act</i> and of the Bylaws by: - explaining the purpose of a Seal; - defining which Documents require Authenticating; - defining who is permitted to Authenticate a Document; - demonstrating how to Authenticate Documents in one's professional capacity, including Documents prepared under one's Direct Supervision;	1.4.7	Authentication 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.

1.4.8 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 Authentication of Documents in Regulated Practice meets the intent of the *Act*, the Bylaws, and this Guide.

1.4.9 Although this Guide includes discussion of typical terms in professional liability insurance policies for Professional Registrants, this Guide does not intend nor purport to provide legal advice to Professional Registrants on insurance coverage issues. Professional Registrants should consult their insurance brokers and legal advisers on any questions they may have specifically in relation to their professional liability insurance policies and coverage.

2.0 REGULATORY FRAMEWORK

- 2.1 Section 49(3) of the *Act*, Certificate of registration and seal, states that:
- “(3) Subject to subsection (4), the board of the regulatory body may make bylaws
- (a) providing for the issuance of a seal to registrants in good standing, and
 - (b) governing the use of the seal.
- ...”
- 2.2 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;
- ...”
- 2.3 Section 7.3.7, of the Bylaws, Standard for Issuance of Manual Seal, Authenticating Documents, and Use of Permit to Practice Number, states that:
- “(1) EGBC may provide a Professional Registrant In Good Standing with a
- Manual Seal bearing the following information:
- (a) the Professional Registrant’s first initial(s), middle initial(s), and last name(s);
 - (b) the words “professional engineer”, “professional geoscientist”, “professional licensee engineering”, or “professional licensee geoscience”, as applicable.
- (2) EGBC retains ownership of a Manual Seal issued by EGBC.
- (3) A Professional Registrant must establish, maintain, and follow documented procedures related to a Professional Registrant’s Manual Seal, a Professional Registrant’s Digital Seal, and Authenticating Documents, in accordance with the requirements set out in this section of the Bylaws.
- (4) Only a Professional Registrant may Authenticate a Document.
- (5) A Professional Registrant must Authenticate
- (a) a Document that:
 - (i) the Professional Registrant has prepared in their professional capacity or has been prepared under their Direct Supervision,
 - (ii) contains content related to the Regulated Practice, and
 - (iii) will be relied on by others, or

- (b) a Document that is otherwise required to be Authenticated by applicable legislation, associated regulations, the Bylaws, or standards approved by the Board.
- (6) Despite subsection (5), a Professional Registrant who is a professional licensee engineering or a professional licensee geoscience must not Authenticate Documents outside the authorized area of practice identified on their licence.
- (7) If a deliverable is provided in a format that cannot be reasonably read by an individual, a Professional Registrant must adhere to an authentication process that has been prescribed by standards or guidelines approved by the Board.
- (8) A Professional Registrant must not charge a fee for only Authenticating a Document.
- (9) With respect to Manually Authenticating, a Professional Registrant must not allow another person to apply any of the following:
 - (a) the Professional Registrant's Manual Seal, or a likeness or digital image of the Professional Registrant's Manual Seal, except under the Professional Registrant's express and written authorization, which authorization must be specific to each application and not an ongoing authorization;
 - (b) the Professional Registrant's handwritten signature, or a likeness of the Professional Registrant's handwritten signature, under any circumstances;
- (c) the date of Authentication, except under the Professional Registrant's express and written authorization, which authorization must be specific to each application and not an ongoing authorization.
- (10) With respect to Digitally Authenticating, a Professional Registrant must not allow another person to do any of the following:
 - (a) apply the Professional Registrant's Digital Certificate under any circumstances;
 - (b) gain access to the Professional Registrant's Digital Certificate or to any password, PIN, or other factor used to secure access to or control over the Professional Registrant's Digital Certificate, under any circumstances.
- (11) In the event of suspension or cancellation of a Professional Registrant's registration,
 - (a) the Professional Registrant must return their Manual Seal to EGBC upon request,
 - (b) EGBC will disable any Digital Certificate issued to the Professional Registrant for the period of the suspension or cancellation, and
 - (c) the Professional Registrant must not Authenticate any Document for the period of the suspension or cancellation.
- (12) A Registrant must ensure that any Manual Seal and any Digital

Certificate issued to them remains secure and under their sole control at all times.

- (13) A Registrant Firm must do all of the following:
 - (a) establish and maintain documented policies and procedures for all individuals employed by or under contract with the Registrant Firm to follow in relation to the use of a Manual Seal, the use of a Digital Seal, the Authentication of Documents, and the obligations of Professional Registrants pursuant to subsections (1) to (12);
 - (b) ensure that all individuals 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 individual Registrants employed by or under contract with the Registrant Firm in adhering to the obligations of individual Registrants pursuant to subsections (1) to (12).
- (14) If a Professional Registrant employed by or under contract with a Registrant Firm Authenticates a Document on behalf of the Registrant Firm, the Registrant Firm's Permit to Practice Number must be applied visibly to the Document.
- (15) Only the following individuals may apply a Registrant Firm's Permit to Practice Number to a Document:

- (a) a Responsible Registrant of the Registrant Firm;
- (b) a Professional Registrant employed by or under contract with the Registrant Firm who has been authorized in accordance with the Registrant Firm's Professional Practice Management Plan.

- (16) A Registrant Firm must not allow any person to apply the Registrant Firm's Permit to Practice Number to a Document other than the individuals set out in subsection (15).
- (17) If a Registrant Firm has reasonable and probable grounds to believe that any person has applied the Registrant Firm's Permit to Practice Number to a Document other than the individuals set out in subsection (15), the Registrant Firm must report the person to EGBC and provide EGBC with any information requested regarding the circumstances of the application of the Permit to Practice Number.
- (18) In the event that a Registrant Firm's registration and Permit to Practice are cancelled, suspended, or subject to a condition prohibiting the Registrant Firm from engaging in the Regulated Practice,
 - (a) the Registrant Firm must not allow any person to apply the Registrant Firm's Permit to Practice Number to a Document,
 - (b) the Registrant Firm must not allow or cause the Registrant Firm's Permit to Practice Number to appear on any communication, website,

- document, or in any other manner that could suggest that the Registrant Firm's registration and Permit to Practice Number are not cancelled, suspended, or subject to a condition prohibiting the Registrant Firm from engaging in the Regulated Practice and
- (c) a Professional Registrant must not
- (i) apply the Registrant Firm's Permit to Practice Number to a Document, or
 - (ii) authorize another Professional Registrant to apply the Registrant Firm's Permit to Practice Number to a Document."

2.4 This Guide is intended to assist Registrants in understanding the standard of practice and in fulfilling their professional obligations in accordance with Section 7.3.7 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 AUTHENTICATION

3.1.1 The purpose of the Seal is for properly and appropriately Authenticating Documents that are prepared and delivered by Professional Registrants in their professional capacity or under their Direct Supervision. A Seal is neither a mark of warranty, nor is it a guarantee of accuracy. Instead, it should be considered a “mark of reliance” indicating that others can rely on the fact that the opinions, judgments, or designs in the Authenticated Documents were provided by a Professional Registrant held to high standards of knowledge, skill, and ethical conduct.

3.1.2 The Authentication of Documents using a Professional Registrant’s Seal with signature and date verifies that the Documents have not been modified or tampered with, and the Authentication further provides that the Professional Registrant has accepted professional responsibility for the original contents of the Documents.

3.1.3 Also, the Seal is important in visibly evidencing commitment by a Professional Registrant to the standards of the Professional Registrant’s profession in preparing the contents of the Documents. When Authenticating a Document, a Professional Registrant is confirming:

- that the professional engineering or professional geoscience work reflected in the Document was prepared by

the Professional Registrant in their professional capacity or under their Direct Supervision;

- that the Professional Registrant is professionally responsible and accountable for the Document;
- the authenticity of the Document;
- the Professional Registrant’s identity;
- the Professional Registrant’s designation, and that the Professional Registrant is entitled to engage in the relevant Regulated Practice;
- the requirements of relevant legislation have been met;
- the applicable requirements under the *Act* and the Bylaws have been met, including the quality management Bylaw and the Code of Ethics;
- the Professional Registrant is qualified by training or experience in the professional engineering or professional geoscience discipline(s) related to the Document; and
- the intent of the relevant Engineers and Geoscientists BC professional practice guidelines and practice advisories have been met.

3.1.4 In addition to the Seal, the Registrant Firm’s Permit to Practice number, which is a unique identifier associated with each Registrant Firm, must be visibly applied according to the Registrant Firm’s procedures as documented in its PPMP. If the operation of law does not require an

- organization to have a Permit to Practice, Authenticated Documents prepared by the organization's Professional Registrants do not need to bear a Permit to Practice number.
- 3.1.5 The Permit to Practice number can only be applied by a Responsible Registrant of the Registrant Firm or an individual authorized to do so in accordance with the Registrant Firm's PPMP. The Registrant Firm must report to Engineers and Geoscientists BC any person who they have reasonable and probable grounds to believe has applied the Registrant Firm's Permit to Practice number to a Document without authorization.
- 3.1.6 Registrant Firms are required to retain copies of all Authenticated Documents issued to others for at least 10 years after either the end of the project or the last use of the Authenticated Document, whichever is later. For further guidance about retaining project Documentation, see the *Guide to the Standard for Retention of Project Documentation* (Engineers and Geoscientists BC 2026a).
- 3.1.7 If a Registrant Firm's Permit to Practice is cancelled, suspended, or subject to a condition prohibiting the Registrant Firm from practising, the Registrant Firm:
- (a) must not allow any person to apply the Permit to Practice number to a Document;
 - (b) must not allow or cause the Permit to Practice number to appear in any context that would suggest the Registrant Firm remains entitled to practise professional engineering or professional geoscience; and
 - (c) must communicate to the Registrant Firm's Professional

Registrants that they must not apply or authorize another person to apply the Permit to Practice number to a Document.

3.1.8 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 Authentication of Documents.

3.1.9 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 WHICH DOCUMENTS REQUIRE AUTHENTICATION

3.2.1 GENERAL

3.2.1.1 Documents requiring Authentication are those that are prepared by Professional Registrants in their professional capacity or under their Direct Supervision, involving the delivery of products or services requiring the application of professional engineering or professional geoscience. Before deciding whether to Authenticate a Document, the Professional Registrant should ask:

1. Does the Document contain information resulting from the practice of professional engineering or professional geoscience?
2. Is the Document complete for its intended purpose?
3. Will the Document be relied upon by others (whether for

	bidding, permitting, construction, implementation, use, or other reliance)?	3.2.1.4	Professional Registrants should Authenticate a Document only after they have evaluated, and are ready to accept professional responsibility for, the Document and its professional engineering or professional geoscience contents.
	If the response to all three questions above is yes, then the Professional Registrant must Authenticate the Document.		
	If the Document is for information only, discussion purposes, or collaboration, or if the Document is not in its final form and cannot be relied upon to price, construct, install, implement, or use, do not Authenticate the Document.	3.2.1.5	If the receiver of the Authenticated Documents is in another jurisdiction and refuses to accept a Seal on the project deliverables, Professional Registrants may provide deliverables that are not Authenticated but must keep a Record of the refusal and the Authenticated version of the Documents.
3.2.1.2	The requirement to Authenticate Documents applies equally to physical and digital Documents.	3.2.1.6	Refer to Appendix A: When Authentication is Required , which identifies various types of Documents and provides recommendations on Authenticating according to good professional practices.
3.2.1.3	All Documents that are prepared and delivered for reliance by others must be Authenticated; this includes Documents prepared for the various stages of a professional engineering or professional geoscience project.		
	Typical stages in consulting engineering projects for buildings include, but are not limited to: • tendering; • design; • permitting; • construction; • commissioning; and • demolition. Other areas of professional engineering and professional geoscience are too varied to give relevant examples of typical stages. Nevertheless, the Authenticating of Documents is required in all areas of professional engineering and professional geoscience work.	3.2.2	DOCUMENT TYPE
		3.2.2.1	Internal Documents
		3.2.2.1.1	Documents issued informally within a Firm that are preliminary, conceptual, or not intended to be relied on by others, do not need to be Authenticated. However, when Documents are prepared by one department of a Firm and issued formally to another department, branch, office, division, or other part of the same Firm, and those Documents will be used, relied on, acted upon, or externally issued by the other part, those Documents must be Authenticated at the time of issuance by the preparer of the Documents.
		3.2.2.1.2	For example, preliminary Documents issued to another department to determine permitting requirements would not need to be Authenticated. However, Documents

	issued to another department that will be used to apply for a permit would need to be Authenticated, even if those Documents were not ready for or issued for construction.	who will rely on the adequacy of those Documents to provide fixed prices must be Authenticated.
3.2.2.1.3	Many Firms use electronic Quality Management Systems (eQMS) featuring robust controls that include access restrictions and auditable logs of Document authorship, review, revision, and approval. These controls do not constitute Authentication within the meaning of the Bylaws. The existence, use, and production of Document controls in an eQMS may, however, be taken into account by Engineers and Geoscientists BC as evidence in any regulatory process concerning Authentication of internal Documents.	Documents submitted for regulatory or permitting purposes, which, regardless of the level of detail within the Documents, are complete for the intended purpose, must be Authenticated.
3.2.2.2	Preliminary Documents	3.2.2.2.3 A work-in-progress non-finalized Document, or a draft Document, should be clearly marked with a notation that confirms the status of the Document such as “Preliminary,” “Draft,” “For Review Only,” “For Discussion Only,” or “Not For Reliance.”
3.2.2.2.1	Certain Documents are considered preliminary Documents and do not need to be Authenticated. These include Documents that: - are incomplete or are not in their final form (i.e., will not be relied upon); - are being issued to indicate general works or degree of complexity; and - are marked and issued as being “for discussion,” for “information only,” or for collaboration purposes.	3.2.2.3 Bound Documents and Drawing Sets
3.2.2.2.2	The intent that these Documents are preliminary must be clear to those who are receiving them, as in the following examples: Documents issued for “information only” to bidders to allow them to provide budget prices to a consultant do not need to be Authenticated; however, Documents issued to bidders	3.2.2.3.1 Drawings, maps, or plans bound into another Document, such as those listed in Clause 3.2.2.3.2 , do not require Authenticating, provided the Document into which they are bound is Authenticated. 3.2.2.3.2 Bound Documents may include booklets, reports, assessments, investigations, and evaluations. However, drawing sets are not considered bound Documents and each drawing in a drawing set must be Authenticated. 3.2.2.3.3 For drawing sets, since individual drawings may be reproduced and/or separated from their package, each drawing must be individually Authenticated. This prevents the mistaken use of a version that is not Authenticated.
		3.2.2.4 Reviewed Documents
		3.2.2.4.1 If a Document was prepared by a Professional Registrant, a Professional

- Registrant who is reviewing the work should not Authenticate the Document. The Document should only be Authenticated by the Professional of Record.
- 3.2.2.4.2 If a Document was prepared by an individual who is not a Professional Registrant, a Professional Registrant must have Directly Supervised the work and reviewed the Document in order to take responsibility for it. The Professional Registrant in this instance is acting as the Professional of Record and should Authenticate the Document. For more information, see the [*Guide to the Standard for Direct Supervision*](#) (Engineers and Geoscientists BC 2026b).
- 3.2.2.4.3 An independent review as outlined by Sections 7.3.5 and 7.3.6 of the Bylaws is a specific type of review that is required in certain circumstances. For more information on these requirements, see the [*Guide to the Standard for Documented Independent Reviews of Structural Design*](#) (Engineers and Geoscientists BC 2026c) and the [*Guide to the Standard for Documented Independent Reviews of High-Risk Professional Activities or Work*](#) (Engineers and Geoscientists BC 2026d). The independent review in these cases must be completed by a Professional Registrant who must Authenticate their Records of independent review.
- 3.2.2.5 [Copies of Originally Authenticated Documents](#)
- 3.2.2.5.1 Users of a Document that was previously Authenticated and delivered by the Professional Registrant may request copies of the original Document in hard copy or digital format. Where a copy of an Authenticated Document will suffice, the copy does not need to be Authenticated again.
- 3.2.2.5.2 A physical Document that has been Manually Authenticated may be scanned and transmitted digitally.
- 3.2.2.5.3 Professional Registrants are cautioned against issuing copies of Documents after they have been Authenticated (whether in hard copy, as a digital Portable Document Format (PDF) file, or in a fax transmission) without proper controls in place for preventing their Seals from being misused by others.
- 3.2.2.6 [Documents Issued in the Field](#)
- 3.2.2.6.1 Documents issued in the field include, but are not limited to, directions regarding remediation of non-conforming work, change directives, change order requests, and Field Review reports. Documents issued in the field that are not Authenticated at the time must be followed up with an appropriately Authenticated Document, when they include professional engineering or professional geoscience decisions or opinions that change Documents issued for construction or implementation. The Authenticated Document must be sent to the recipient of the field issued Document or their representative as soon as reasonably practical and filed and retained as a Record to meet the intent of this Guide.
- 3.2.2.6.2 If a Field Review report includes professional engineering or professional geoscience decisions or opinions but is not Authenticated, the Field Review report must indicate where the associated Authenticated Document that captures this information can be found.

3.2.2.7 Articles and Presentations

- 3.2.2.7.1 Purely informative materials that are prepared only for general information and are not materials on which someone would be expected to take action or rely, should not be Authenticated. Technical journal articles, conference papers, magazine articles, and slide presentations are examples of materials that may fall within this category.

3.2.2.8 Emails

- 3.2.2.8.1 If emails contain professional engineering or professional geoscience opinions or decisions that will be relied on by others, an appropriate approach is to follow up such transmissions by preparing a Document that is Authenticated and formally transmitted. In any case, the information that meets the three-question test, as outlined by [Clause 3.2.1.1](#), must be captured in an Authenticated Document within a reasonable timeframe. For example, the emailed information could be captured in the next issuance of an Authenticated drawing, Authenticated report, or in a weekly Authenticated memo.
- 3.2.2.8.2 Alternatively, if a Digital Seal is used in combination with the Digital Certificate, a Digital Seal and Digital Certificate can be applied to an email. This can be achieved by converting the email to a PDF Document, applying the Digital Seal and Digital Certificate, and attaching the PDF Document to a covering email. Professional judgment must be used to determine if the communication requires a Seal and what type of Authenticated Document is most appropriate.

3.2.3 DRAWING TYPE

3.2.3.1 Computer-Aided Drafting and Design (CADD) Drawing Files

- 3.2.3.1.1 Clients, such as municipal governments, may request CADD drawing files in an editable format, such as DWG, for ongoing maintenance of their facilities or infrastructure, and to publish online for use by others. Drawings in this file format can be altered by the client.

- 3.2.3.1.2 To Authenticate their work and distinguish it from future changes to the drawings that may be made by the receivers of such files, Professional Registrants may use the following methods:

- Embed the CADD file(s) in a PDF file and Authenticate the PDF file using a Digital Seal in conjunction with a Digital Certificate issued by a Certificate Authority that has been approved by Engineers and Geoscientists BC.
- Manually Authenticate a hard-copy version of the drawings and provide the hard copy together with a set of editable CADD files that are not Authenticated.
- Scan an Authenticated set of drawings and provide the Authenticated set together with a set of editable CADD files that are not Authenticated.

3.2.3.2 Shop Drawings

- 3.2.3.2.1 Refer to the Engineers and Geoscientists BC [Professional Practice Guidelines – Shop Drawings](#) (Engineers and Geoscientists BC 2015) to determine which types of Shop Drawings should be Authenticated by Professional Registrants.

3.2.3.3 Standardized Manufactured Components

3.2.3.3.1 Drawings and specifications prepared for standardized manufactured components that were designed and constructed to a recognized standard and have an approved certified mark by a recognized body generally do not require Authentication and can be relied upon. Examples of such bodies are the International Organization for Standardization (ISO), Canadian Standards Association (CSA), Underwriter Laboratories of Canada (ULC), and American Society of Mechanical Engineers (ASME).

3.2.3.3.2 Despite [Clause 3.2.3.3.1](#), Authentication is mandatory when the regulations, codes, or standards require a Professional Registrant who is an engineer to conduct the work or when additional supplementary engineering judgment is needed that falls outside the prescriptive requirements of the regulations, codes, or standards. Pre-engineered buildings are not considered standardized manufactured components and require Authentication as per [Clause 3.2.5.4](#) of this Guide.

3.2.3.3.3 Note that some regulations, codes, or standards may require Authentication of standardized manufactured components in certain instances. An example is the *Occupational Health and Safety Regulation* requirement for annual inspection and certification of certain types of equipment, as described in the *Professional Practice Guidelines – Annual Equipment Inspection and Certification in British Columbia* (Engineers and Geoscientists BC 2020).

3.2.3.3.4 When standardized manufactured components are incorporated into a custom design of a larger system, Authentication of the entire system design is required.

3.2.3.3.5 When standardized manufactured components are modified beyond the allowances provided in the regulations, codes, or standards, they are no longer standard, and Authentication is required.

3.2.3.4 Standard Drawings

3.2.3.4.1 A Professional Registrant may be asked to prepare a design drawing that is intended to be used in more than a single instance. The decision to Authenticate such a standard/generic drawing can only be made by the Professional Registrant who prepared the drawing. Prior to Authentication, the Professional Registrant must consider and clearly define the limitations and conditions governing the design and its implementation, including site conditions and appropriate Field Review requirements. Where it is not possible to sufficiently limit or specify the conditions under which the drawing can be used, the drawing should not be Authenticated. For Field Review requirements for the use of standard drawings, see Section 3.9 of the [Guide to the Standard for Documented Field Reviews During Implementation or Construction](#) (Engineers and Geoscientists BC 2026e).

3.2.3.4.2 A Professional Registrant who subsequently uses a standard drawing that is not Authenticated is responsible for determining that the drawing is suitable for the current purpose and for its Authentication.

3.2.3.4.3 Authenticated standard/generic drawings may be incorporated into general drawings that are not Authenticated only if procedures for the use of the Authenticated standard/generic drawings is documented in the Registrant Firm's PPMP, which includes conditions and/or limits for which

each Authenticated standard/generic drawing may be used.

Where issuing general drawings that are not Authenticated, it must be clearly noted that the engineering/geoscience content on the drawing has been produced following a documented quality management process using engineering/geoscience standards Authenticated by the Professional of Record under a Permit to Practice. The following is the recommended wording to be used:

“<firm name> engineering/geoscience content on this drawing has been produced following <firm name>’s documented quality management process using engineering/geoscience standards authenticated by the Professional of Record under Permit to Practice number <10#####>.”

3.2.3.4.4 A Registrant Firm may authorize a subcontractor to use standard/generic drawings Authenticated under the Registrant Firm’s Permit to Practice number if either:

(1)

- (a) the authorization is documented and retained as a Record by both parties; and
- (b) the subcontractor Authenticates all Documents in which standard/generic drawing(s) are used; or

(2)

- (a) the authorization is documented and retained as a Record by both parties;
- (b) the subcontractor follows the Registrant Firm’s PPMP and the

documented quality management process; and

- (c) when issuing general drawings that are not Authenticated, it must be clearly noted on each drawing that the engineering/geoscience content on the drawing has been produced following a documented quality management process using engineering/geoscience standards Authenticated by the Professional of Record under a Permit to Practice, as per [Clause 3.2.3.4.3](#) of this Guide.

3.2.3.4.5 A Professional Registrant who is preparing their own drawing but adding reference to an existing standard drawing by others (i.e., standard drawings from Master Municipal Construction Documents, municipalities, or utilities) can Authenticate their drawing but must consider the following: by Authenticating their drawing, the Professional Registrant is confirming the referenced standard drawing is appropriate for use within the context of their drawing, and is taking professional responsibility for its use.

3.2.3.5 Design-Build Drawings/Documents

3.2.3.5.1 Design-build Documents in a pre-bid package do not need to be Authenticated, as they are preliminary in nature and are prepared as part of the process of developing the final bid package for delivery. These Documents may include partially complete reports, letter reports, design briefs, memos, field memos, specifications, drawings, maps, or plans that provide recommendations, designs, directions, estimates, calculations, opinions, and interpretations or observations that involve technical

professional engineering or professional geoscience matters. These Documents are typically prepared by the design-build team under contract with a construction contractor or contractor joint venture for the purpose of developing a commercial bid for a project procured via design-build, engineering procurement construction, or public-private partnerships (P3).

3.2.3.5.2 The final bid package that will be submitted to the client(s), as well as any subsequent Documents, must be Authenticated prior to delivery. The design-build project model, which is commonly employed in P3 projects, involves preparing design-build drawings/Documents intended for use by those receiving and reviewing bid packages. Bid packages prepared for these purposes can vary in percentage of completion. There is a degree of uncertainty with respect to cost and impact on the final design.

3.2.3.5.3 To address these issues, the Professional Registrant responsible for the professional engineering or professional geoscience work should incorporate the following declaration into the Documents that are being prepared and delivered at this stage of a project:

“The seal and signature of the undersigned on this document only certifies that the accuracy and completeness of the design/information in the document is appropriate for the design-build tender stage of the project, and the state of completion of the document reflects that limited use.

The undersigned does not intend, warrant or guarantee, nor accept any responsibility for, the use of these documents for any purposes other than the design-build tender stage.”

3.2.3.6 Final Design Drawings

3.2.3.6.1 Engineers and Geoscientists BC recommends the Professional of Record responsible for design and Field Review services Authenticate the final design drawings upon completion of the construction project. These drawings reflect design changes made during construction and incorporate contract-related items such as addenda and change orders, but do not include as-constructed information provided by others.

3.2.3.7 As-Built or As-Constructed Drawings

3.2.3.7.1 Engineers and Geoscientists BC discourages use of the terms “as-built drawings” or “as-constructed drawings,” as those terms imply that the drawings show exactly what was built or constructed (in circumstances in which the Professional Registrant who supplied the drawings did not carry out or directly control the construction work). The terms may suggest an unintended level of certification or impose unintended liability on the Professional Registrant. For this reason, Engineers and Geoscientists BC recommends the Professional Registrant instead use the term “record drawings.”

3.2.3.7.2 Refer to [Section 3.2.3.8](#) for the appropriate requirements for these drawings.

3.2.3.8 Record Drawings

(I) GENERAL

3.2.3.8.1 There are substantial legal and liability issues associated with Professional Registrants Authenticating record drawings that include as-constructed conditions supplied by others who are not under the

- Direct Supervision of the Professional Registrants.
- 3.2.3.8.2 The Bylaws state that Professional Registrants must only Authenticate Documents that they have prepared in their professional capacity or that have been prepared under their Direct Supervision.
- 3.2.3.8.3 Professional Registrants are not permitted to Authenticate information on record drawings provided by others who are not under their Direct Supervision. This means that Professional Registrants are not permitted to take professional responsibility for record drawings that are prepared by, or are based on information or measurements provided by, a contractor, developer, operations manager, or others responsible for implementation or construction.
- 3.2.3.8.4 To Authenticate record drawings that include as-constructed conditions and remain in compliance with the Bylaws, the Professional Registrant (or the Professional Registrant's Subordinate) must observe and record all as-constructed information, including measurements, used in the record drawings. Even if the Professional Registrant (or the Professional Registrant's Subordinate) had been present on the project site full-time, it is unlikely that the Professional Registrant could sufficiently observe and record all necessary measurements to take professional responsibility for as-constructed information on the record drawings.
- 3.2.3.8.6 Standard professional liability insurance policies for Professional Registrants typically exclude coverage for claims against Professional Registrants resulting from warranties or guarantees that they provided, unless the Professional Registrant's liability would already exist at law.
- 3.2.3.8.7 If a Professional Registrant Authenticates and takes professional responsibility for record drawings, which include as-constructed information prepared by others, this may be considered a warranty or guarantee of the accuracy of the as-constructed information. As a result, the Professional Registrant's liability insurance coverage for any claim concerning the accuracy of the as-constructed information may be compromised or negated.
- 3.2.3.8.8 If, however, the Professional Registrant prepares the record drawing only with as-constructed information observed and recorded by the Professional Registrant (or the Professional Registrant's Subordinate), the Professional Registrant's liability would already exist at law and the exclusion in the standard professional liability insurance policy would not apply.
- (III) DECLARATION**
- 3.2.3.8.9 To address these legal and liability issues, Engineers and Geoscientists BC recommends that the Professional Registrant responsible for the professional engineering or professional geoscience work and Field Review does not Authenticate record drawings when the as-constructed information was provided by others, unless the following declaration (or a similar one prepared by the Professional Registrant's insurance or legal advisor) is provided on the drawing:
- 3.2.3.8.5 Authenticating record drawings also has serious implications for professional liability insurance coverage.

(II) PROFESSIONAL LIABILITY INSURANCE

“The seal and signature of the undersigned on this drawing certifies that the design information contained in these drawings accurately reflects the original design and the material design changes made during construction that were brought to the undersigned’s attention. These drawings are intended to incorporate addenda, change orders, and other material design changes, but not necessarily all site instructions.

The undersigned does not warrant or guarantee, nor accept any responsibility for, the accuracy or completeness of the as-constructed information supplied by others contained in these drawings, but does, by sealing and signing, certify that the as-constructed information, if accurate and complete, provides an as-constructed system which substantially complies in all material respects with the original design intent.”

(IV) EXPOSURE TO DISCIPLINARY PROCEEDINGS

- 3.2.3.8.10 If Professional Registrants Authenticate record drawings containing as-constructed information provided by others that they did not Directly Supervise, Professional Registrants may be exposed to disciplinary proceedings under the *Act* unless a declaration consistent with the one provided above is provided on the drawings.

3.2.4 OTHER APPLICABLE LEGISLATION

- 3.2.4.1 Professional Registrants must be aware of and follow Authentication requirements and protocols provided in other federal

or provincial legislation, such as the *Occupational Health and Safety Regulation of the Workers Compensation Act*, the *BC Building Code*, and the *Safety Authority Act*.

3.2.5 OUT-OF-PROVINCE ENGINEERED AND SUPPLIED EQUIPMENT

- 3.2.5.1 Where Professional Registrants specify using equipment, products, or components that require professional engineering design, manufacturing, or fabricating from out-of-province but 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 the manufacturer or fabricator certify, with suitable evidence when required, that the equipment, products, or components meet the performance specification. In such circumstances, Engineers and Geoscientists BC does not require Professional Registrants to Authenticate the fabrication or vendor drawings.

- 3.2.5.2 However, when Professional Registrants receive such equipment, products, or components, they do have some obligations that require Authentication. If occupational health and safety legislation imposes any requirements, such as with guards and safety switches, Professional Registrants are responsible for Checking and Authenticating the equipment meets those requirements. Professional Registrants must also confirm the equipment meets any Technical Safety BC requirements. Where the equipment requires services such as electrical, gas,

or water feeds, Professional Registrants are responsible for designing and Authenticating Documents that specify the types of services and their connections, and show how the procured equipment connects to such services.

3.2.5.3 For Field Review requirements of out-of-province engineered and supplied equipment, see the [*Guide to the Standard for Documented Field Reviews During Implementation or Construction*](#) (Engineers and Geoscientists BC 2026e).

3.2.5.4 Pre-engineered buildings designed and fabricated outside of BC are not considered equipment, products, or components; therefore, the design must be Authenticated by a Professional Registrant who is also responsible for Field Reviews during installation.

3.2.6 NON-ENGINEERING OR NON-GEOSCIENCE DOCUMENTS

3.2.6.1 Professional Registrants must not Authenticate Documents that do not contain professional engineering or professional geoscience content, unless the Documents are required to be Authenticated by applicable legislation, associated regulations, the Bylaws, or policies endorsed by Engineers and Geoscientists BC Board.

3.3 WHO IS PERMITTED TO AUTHENTICATE A DOCUMENT

3.3.1 GENERAL

3.3.1.1 Documents associated with professional engineering and professional geoscience

work, or projects that have been prepared and delivered by, or under the Direct Supervision of a Professional Registrant, must be Authenticated by the Professional of Record.

3.3.1.2 As Authenticating a Document indicates that a Professional Registrant is taking professional responsibility for the Document, Authentication involves the practice of professional engineering or professional geoscience. Non-practising Registrants therefore cannot Authenticate Documents. Non-practising Registrants must secure their Manual Seals and/or Digital Seals and take reasonable steps to prevent their use by another person.

3.3.2 PROFESSIONAL LICENSEES

3.3.2.1 Professional licensees engineering and professional licensees geoscience are granted scopes of practice, which are specified in their licences. Professional licensees engineering and professional licensees geoscience are authorized to Authenticate only those Documents that are within the defined scopes of practice identified on their licences.

3.3.3 WHO DECIDES WHETHER AND WHEN A DOCUMENT MUST BE AUTHENTICATED

3.3.3.1 Professional Registrants cannot avoid Authenticating Documents on the grounds of their job descriptions or at the request of employers or clients. Professional Registrants should, on their own, use their professional judgment to decide whether a Document must be Authenticated in accordance with the Bylaws.

3.3.3.2 The process for Authenticating Documents should not be automatic and should

only occur after Professional Registrants have evaluated and are ready to accept professional responsibility for Documents. The legal liability of Professional Registrants is not dependent on whether or not the Professional Registrants Authenticate Documents that they prepared, or that were prepared under their Direct Supervision, and delivered to others who will rely on them. Professional Registrants are professionally responsible and accountable for any aspect of a project, work, or Document that they have prepared and delivered, whether or not they Authenticate any aspect of a project, work, or Document.

- 3.3.3.3 Before deciding to Authenticate a Document, a Professional Registrant typically prepares or has others prepare the Document, reviews the Document, and takes professional responsibility for the Document's content. Only after doing so does the Professional Registrant Authenticate the Document and deliver it to those who will use or rely on it.

3.3.4 FEES ASSOCIATED WITH USE OF THE SEAL

- 3.3.4.1 A Professional Registrant may not charge a fee for simply Authenticating a Document. Authentication may be used only for professional engineering or professional geoscience work that the Professional Registrant carries out or reviews in their professional capacity, or for work carried out by others under their Direct Supervision.

3.3.5 AUTHENTICATING DOCUMENTS IN OTHER JURISDICTIONS

- 3.3.5.1 Professional Registrants who prepare Documents related to products or services

requiring the application of professional engineering or geoscience for works on projects located outside of BC must confirm the Authentication requirements in the jurisdiction in which the works or projects are located. If there are no Authentication requirements in the relevant jurisdiction, it is recommended that the Professional Registrant Authenticate the Documents. Where Authentication requirements exist, Documents may only be Authenticated by individuals who are authorized to practice in the other jurisdiction.

3.4 AUTHENTICATING IN PROFESSIONAL CAPACITY OR UNDER DIRECT SUPERVISION

3.4.1 GENERAL

- 3.4.1.1 Professional Registrants should only Authenticate Documents they prepared or were prepared under their Direct Supervision. See the [*Guide to the Standard for Direct Supervision*](#) (Engineers and Geoscientists BC 2026b).

- 3.4.1.2 Refer to [*Section 3.5*](#) for information on situations where Professional Registrants Authenticate Documents in their professional capacity despite having minimal or no prior involvement.

- 3.4.1.3 For guidance on intellectual property and copyright of Documents, refer to the [*Guidelines on Intellectual Property*](#), published jointly by the Association of Consulting Engineering Companies–British Columbia (ACEC-BC), Engineers and Geoscientists BC, and the Architectural Institute of British Columbia (AIBC) (ACEC-BC et al. 2009).

3.4.1.4 Professional Registrants should recognize the use of AI-based systems in preparing Documents may affect the appropriate scope, depth, and focus of the evaluation and Checks required prior to Authentication. Authentication signifies the Professional Registrant's application of professional judgment and accountability for the Document in its entirety, notwithstanding the tools or methods used in its preparation. Professional Registrants must understand the risks when using AI in their professional practice and mitigate those risks, where applicable, in their professional activities. Regardless of how or by whom AI is used, Professional Registrants remain professionally responsible for the final work product.

3.4.1.5 Refer to the practice advisory *Use of Artificial Intelligence in Professional Work* (Engineers and Geoscientists BC 2024) for guidance on using AI appropriately in professional activities or work. As this is a rapidly evolving context, professional judgment should be applied to the specific circumstances, recognizing that the published guidance may not keep pace with technological change.

3.4.2 SINGLE DISCIPLINE DOCUMENTS

3.4.2.1 Documents involving a single discipline of engineering or geoscience must always be Authenticated by the Professional of Record. Where there is input from one or more Professional Registrant specialists, each specialist must also Authenticate the Document and qualify the extent of their responsibility. For example, in such a case, a structural engineer could qualify the Authentication with a statement such as, "For Wood Trusses Only."

3.4.3 MULTIPLE DISCIPLINE DOCUMENTS

3.4.3.1 If more than one engineering and/or geoscience discipline is included in one Document, the Professional Registrants for each discipline must Authenticate the portions of the Document for their specific disciplines and qualify the extent of their responsibilities. Where there is input from one or more Professional Registrant specialists, each specialist must also Authenticate the Document and qualify the extent of their responsibility. For example, a structural engineer could qualify the Authentication with a statement such as, "For Structural Aspects Only."

3.4.4 REVISED DOCUMENTS

3.4.4.1 When an Authenticated Document is revised by, or is revised under the Direct Supervision of, the same Professional Registrant who was responsible for the originally issued Document, the following applies:

- The act of revising should be clearly indicated in the Document's title block.
- Any revisions should be clearly identified.
- When the Professional Registrant is ready to accept professional responsibility for the revisions, the Professional Registrant must Authenticate and date the Document to indicate the date of the revisions.

3.4.4.2 When an Authenticated Document is revised by, or is revised under the Direct Supervision of, a Professional Registrant other than the Professional Registrant who was responsible for the originally issued Document, the following applies:

	• The act of revising should be clearly identified in the Document's title block. • Only the revisions, including all elements of the Document affected by the revisions, must be Authenticated and dated by the Professional Registrant who is taking professional responsibility for the revisions.	3.4.5.2	An example of a Document reissued without revisions may be drawings previously prepared for a delayed phase of a project.
3.4.4.3	By Authenticating the revised Document, the Professional Registrant who Authenticates the revisions is responsible only for the revisions and their appropriateness in the revised Document. Care should be taken to clearly identify the revisions, as this identifies the boundary of professional responsibility between the Professional of Record for the original Document and the one taking responsibility for the revised Document.	3.4.5.3	When an Authenticated Document is reissued by or under the Direct Supervision of a Professional Registrant other than the Professional Registrant responsible for the originally issued Document, the following applies: • The act of reissuing should be clearly indicated in the title block. • The reissuing Professional Registrant must Authenticate the reissued Document, thereby accepting professional responsibility for the Document.
3.4.5	REISSUED DOCUMENTS	3.4.5.4	When a Professional Registrant other than the Professional Registrant responsible for the originally issued Document reissues or revises a Document, there is no requirement for the original Professional Registrant to be made aware of these actions.
3.4.5.1	When an Authenticated Document is reissued by, or is reissued under the Direct Supervision of, the same Professional Registrant who was responsible for the originally issued Document, the following applies: • The act of reissuing should be clearly indicated in the title block. • If a reissued Document is reproduced from a master Document that is not Authenticated, the Professional Registrant must Authenticate the reproduced Document. • When reissuing a copy of a Document that was previously Authenticated, the same Professional Registrant who originally Authenticated the Document must initial and date the reissued copy of the Document.	3.4.6	TRANSLATED DOCUMENTS
		3.4.6.1	Professional Registrants must not Authenticate Documents in languages other than their working language(s). This includes Documents that are partially in a language other than the Professional Registrant's working language(s).
		3.4.6.2	Accurate and reliable translation of engineering or geoscience Documents require knowledge and application of the principles those Documents rely on. If someone who is not a Professional Registrant translates engineering or geoscience Documents, the translated Documents could create serious risks to those who will rely on them. The act of

translating engineering or geoscience Documents is the practice of professional engineering or professional geoscience; therefore, it is unlawful for someone who is not a Professional Registrant to translate an engineering or geoscience Document.

- 3.4.6.3 It would also be unprofessional for a Professional Registrant to Authenticate an engineering or geoscience Document that was translated by someone who is not a Professional Registrant into a language other than the Professional Registrant's working language(s), or to Authenticate a Document that is entirely or partly in a language other than their working language(s).

3.5 AUTHENTICATING DOCUMENTS WITH LIMITED PRIOR INVOLVEMENT

3.5.1 GENERAL

- 3.5.1.1 Professional Registrants are occasionally asked to Authenticate Documents prepared by others who were not under their Direct Supervision. This may involve a recently prepared Document or a Document that was prepared years prior. Professional Registrants should generally avoid Authenticating a Document unless the Document was prepared in their professional capacity or under their Direct Supervision.
- 3.5.1.2 When Professional Registrants Authenticate Documents they did not prepare, they are accepting full professional responsibility for the content of that Document in the same manner and extent as if the Document had been prepared in their professional

capacity. This can result in a Professional Registrant being exposed to legal and insurance liability, as well as professional discipline, if the contents of the Document do not meet the standards expected of professional practice. In cases where it cannot be avoided, the Professional Registrant being asked to Authenticate the Document should follow the guidance provided in the following examples.

3.5.2 EXAMPLE 1: ORIGINAL PROFESSIONAL REGISTRANT IS NO LONGER AVAILABLE

- 3.5.2.1 There are circumstances in which the original Professional Registrant who carried out the work and prepared the Document is no longer available to Authenticate the Document. A Professional Registrant may Authenticate the Document only in circumstances where the Professional Registrant who originally prepared the Document is no longer able, for a valid reason, to Authenticate it.

- 3.5.2.2 Valid reasons why the Professional Registrant who prepared the Document cannot Authenticate the Document include circumstances where the Professional Registrant (list is not inclusive):

- has ceased being a Professional Registrant;
- is medically incapable of Authenticating the Document;
- cannot be contacted despite the best efforts of the person seeking to have the Document Authenticated; or
- is deceased.

- 3.5.2.3 Invalid reasons why the Professional Registrant who prepared the Document will not or cannot Authenticate the Document include circumstances where

the Professional Registrant (list is not inclusive):

- is involved in contractual disputes with the client; or
- is unavailable due to being on vacation or leave.

3.5.2.4 Professional Registrants cannot withhold Authentication of a Document if the Document was prepared in their professional capacity and is complete for its intended purpose. This situation often arises in the course of contractual disputes, where a Professional Registrant may be tempted to withhold Authentication until the client delivers payment. Refusing to Authenticate a Document until payment is delivered or some other contractual dispute is resolved is inappropriate and unprofessional behaviour.

3.5.2.5 The Professional Registrant may be requested to Authenticate a Document prepared by another Professional Registrant not under their Direct Supervision by an employer, client, Authority Having Jurisdiction (AHJ) or other government body or agency. In such cases, the Professional Registrant should request from the employer, client, AHJ, or other government body or agency a written explanation why the original Professional Registrant is unable to Authenticate the Document.

3.5.2.6 If the Professional Registrant determines that the reason the original Professional Registrant cannot Authenticate the Document is invalid as per this Guide, the Professional Registrant must notify the employer, client, AHJ, or other government body or agency in writing that they will not Authenticate the Document. If the employer, client, AHJ, or other government body or

agency is insistent that the new Professional Registrant Authenticate the Document, Professional Registrants should consider removing themselves from the situation and notifying Engineers and Geoscientists BC.

3.5.2.7 If the Professional Registrant determines that the reason the original Professional Registrant cannot Authenticate the Document is valid, the Professional Registrant should consider the following before Authenticating the Document and accepting professional responsibility for it:

- What is the purpose of the Document, including who will rely on it and the types of decisions that may be made based on it?
- Does the Professional Registrant have the appropriate expertise in the necessary area of practice to make a judgment on the adequacy of the Document to be Authenticated?
- Was the work conducted and Document prepared by the original Professional Registrant or someone under their Direct Supervision?
 - If the Document was prepared by someone under Direct Supervision, the Professional Registrant should consider discussing the Document with the person who prepared it.
- Does the Professional Registrant have or can they gain access to the project Documentation?
- Can the Professional Registrant confirm that the original Professional Registrant who carried out the work and prepared the Document
 - had the appropriate expertise to carry out the work,

- was a Professional Registrant at the time the work was carried out and the Document prepared, and
- had a formal quality management system in place when the work was carried out, including documented Checks?

The Professional Registrant must Document these considerations prior to determining whether to undertake the task. If the Professional Registrant undertakes the task, they must carry out an appropriate review of the professional engineering or professional geoscience work prior to Authenticating the Document. An appropriate review would include, at a minimum, a review of all key engineering or geoscience concepts but may require more in-depth review depending on the nature of the work.

3.5.3 **EXAMPLE 2: DOCUMENT WAS PREPARED BY A PERSON WHO IS NOT A PROFESSIONAL REGISTRANT IN BC**

3.5.3.1 There are circumstances in which a Professional Registrant is asked to Authenticate Documents prepared by someone who is not an engineering or geoscience professional in BC, and Authentication is required to permit the use or application of the Documents for a project or works located within BC. This includes Documents prepared by engineers or geoscientists who are entitled to practice in other jurisdictions but not entitled to practice in BC. These situations should be approached with caution.

3.5.3.2 The Professional Registrant must first consider whether they have the appropriate expertise in the necessary area of practice to take full responsibility for the Documents.

They must also consider the scope and risk of the work prior to proceeding.

3.5.3.3 If the Professional Registrant chooses to proceed, they must carry out a detailed, thorough, and Documented review and assessment of the engineering or geoscience Documents, including verification of inputs, assumptions, calculations, and any other relevant criteria. The review and assessment must be thorough to satisfy the Professional Registrant that the work is appropriate for its intended use to the degree that the Professional Registrant is willing to take professional responsibility for the work.

3.5.3.4 Once the Professional Registrant has reviewed and has satisfied themselves that the information in the Documents meets all applicable regulations, codes, and standards, as well as Engineers and Geoscientists BC requirements, they may choose to Authenticate the Documents, thus assuming full professional responsibility for the Authenticated Documents.

3.6 **HOW TO AUTHENTICATE AND ISSUE A DOCUMENT**

3.6.1 **GENERAL**

3.6.1.1 Authentication requires the application of the Professional Registrant's Seal, signature, and the date. The date must be the date of Authentication, even though this date may differ from the date when the work was carried out or the date on the Document.

3.6.1.2 To mitigate the risk of misuse or unauthorized reproduction of the Seal, it is recommended the date touch or cross the

	Seal. This recommendation applies to both Manual and Digital Seals. For guidance on the location of the Seal for different types of Documents, refer to Table 1: Where to Apply Professional Seals .	3.6.2.2	For examples of the various professional Seals, refer to Figure 1: Examples of Engineers and Geoscientists BC Seals .
3.6.1.3	If an Authenticated Document will be posted online for public tender or other use, it is acceptable to add a qualifying statement across/behind the Seal, such as “BC Bid Tender.” This helps indicate the context in which the Document is being issued and reduces the risk of misuse or unauthorized reproduction of the Seal.	3.6.2.3	To Manually Authenticate a physical Document, the ink impression of the Manual Seal should be clear and legible, and the Document must be signed and dated adjacent to or across the Seal. The best practice is for the Seal to be applied in one ink colour and for the signature and date to be applied in another clearly distinguishable ink colour.
3.6.1.4	Authenticated Documents must not be Authenticated by another individual signing on behalf of (“per”) the Professional Registrant who is identified on the Seal.	3.6.2.4	The Professional Registrant’s signature must not be Delegated and must be applied only by the Professional Registrant.
3.6.1.5	All Authenticated Documents must also have the Registrant Firm’s Permit to Practice number displayed visibly somewhere on the Document. The means and methods of applying the Permit to Practice number must be documented in the Registrant Firm’s PPMP and all Professional Registrants should be trained on the Registrant Firm’s procedures. If the operation of law does not require an organization to have a Permit to Practice, Authenticated Documents prepared by the organization’s Professional Registrants do not need to bear a Permit to Practice number.	3.6.3	DIGITAL SEALS, DIGITAL AUTHENTICATION, AND DIGITAL CERTIFICATE TECHNOLOGY
		3.6.3.1	To Digitally Authenticate a digital Document, a Professional Registrant must: 1. apply their Digital Seal; 2. apply a digital image of their signature in the vicinity of the Digital Seal; 3. apply a digital image of the date of Authentication adjacent to or across the Digital Seal; and 4. apply their Digital Certificate.
3.6.2	MANUAL SEALS AND MANUAL AUTHENTICATION	3.6.3.2	A Professional Registrant Digitally Authenticating Documents must not, under any circumstances, allow another person to apply their Digital Certificate or gain access to the Digital Certificate or to any password, PIN, or other factor used to secure access to or control of the Professional Registrant’s Digital Certificate. The digital certification must always remain the responsibility of the Professional Registrant, and they must not provide authority to another person to do this.
3.6.2.1	All Professional Registrants receive a traditional ink stamp that can be used to Manually Authenticate physical Documents. Professional Registrants can choose to additionally purchase an embossing machine.		

3.6.3.3 The minimum legal requirements established under the Bylaws regarding the use of Digital Seals and Digital Certificates are as follows:

- The Digital Seal must bear the Professional Registrant’s first initial, middle initial(s), and last name, with the Professional Registrant’s designation stated as either:
 - “Professional Engineer, Province of British Columbia;”
 - “Professional Geoscientist, Province of British Columbia;”
 - “Engineering Licensee, Province of British Columbia;”
 - “Professional Licensee Engineering, Province of British Columbia;”
 - “Geoscience Licensee, Province of British Columbia;” or
 - “Professional Licensee Geoscience, Province of British Columbia.”
- Professional Registrants must use a Digital Certificate issued by Engineers and Geoscientists BC (this requirement can be met by using a Digital Certificate technology service provider that has been independently confirmed to meet Engineers and Geoscientists BC best practices, as described in [Clause 3.6.3.4](#)).
- The Digital Certificate must be capable of being “returned” to Engineers and Geoscientists BC; that is, a Professional Registrant must be able to show Engineers and Geoscientists BC that they are no longer able to use the Digital Certificate.
- The Digital Certificate must include the date the Document was Authenticated.

3.6.3.4 For a third party to be considered for approval by Engineers and Geoscientists BC Board to issue Digital Certificates to Professional Registrants, they must:

1. be experienced in providing this technology to registrants of other professional associations;
2. have the resources, technical support, and systems in place to provide continuity of service for the foreseeable future;
3. have protocols consistent with Engineers and Geoscientists BC’s authority to regulate the use of the Professional Registrant’s Seal, by allowing Engineers and Geoscientists BC to revoke or suspend the Professional Registrant’s ability to use their Seal;
4. have protocols consistent with Engineers and Geoscientists BC’s need to ensure only a Professional Registrant is granted the authority to possess and use a Digital Seal with their personalized Digital Certificate;
5. have a platform that offers flexibility and ease of use for a wide range of purposes and applications (e.g., compatible with different file formats, ability to Authenticate multiple sets of Documents in a single operation);
6. have Digital Certificate technology that is compatible with that used by registrants of the AIBC;
7. use a “Public Key Infrastructure”, which is a combination of hardware, software, people, policies, and procedures needed to create, manage, distribute, use, store, and revoke digital signatures;

8. have a Digital Certificate that is compliant with the International Telecommunications Union X509v3 standard;
9. maintain the Digital Certificate under the sole control and possession of the Professional Registrant;
10. allow the Digital Certificate to be stored on the media of the Professional Registrant's choice (e.g., hard drive, memory stick); and
11. provide interfaces between the technology and the software used by Professional Registrants so the image of the Engineers and Geoscientists BC professional Seal with signature and date appears when printing the Document.

3.6.3.5 Where a Document has been Digitally Authenticated, the digital file is the original and any printed or scanned reproductions are copies. It is acceptable to provide these copies; however, these are convenience copies. Clients and AHJs retain the right to request either Manually Authenticated or Digitally Authenticated originals be provided, as long as their request does not conflict with Engineers and Geoscientists BC's Authentication requirements.

3.6.4 NON-INK SIGNATURES

3.6.4.1 It is acceptable to use a touch screen or electronic pen for a Non-ink Signature, as long as it is done in a manner that requires a unique gesture in each instance that a Document is signed. The Professional of Record must sign and date the Document adjacent to or across the Seal, and the signature must be applied by hand in each instance. There is a strict prohibition against copying an image of the signature

and using it on other Documents or in other instances of Document Authentication.

3.6.4.2 A Non-ink Signature is not a secure digital signature that attaches a Digital Certificate and does not protect the Document from alteration. Engineers and Geoscientists BC cannot confirm to those receiving such Documents digitally that those Documents have an appropriate level of security, protection of Document integrity, and proof of authenticity equivalent to a physical Document that has been Manually Authenticated by the Professional Registrant.

3.6.5 UNACCEPTABLE SEALS

3.6.5.1 Engineers and Geoscientists BC does not approve the Authentication of Documents in any manner other than as prescribed in this Guide. This includes, but is not limited to, Authenticating Documents with stick-on Seals, photocopied Seals, or Digital Seals with a digital image of a Professional Registrant's signature without a Digital Certificate.

3.6.5.2 Placing an image of a handwritten signature and date with a Seal on a digital Document without a Digital Certificate is not acceptable nor equivalent to Authenticating the Document and is not approved by Engineers and Geoscientists BC. To be acceptable, the minimum requirement is a live signature applied by the Professional Registrant named on the Seal. A Professional Registrant who is aware of or authorizes an inappropriate application of an image of their signature in conjunction with their professional Seal is acting contrary to the standard of practice in Authentication.

- 3.6.5.3 Placing text, a graphic, or any other marking on a Document that is not Authenticated and indicating that an appropriately Authenticated version exists at another location is not acceptable. When providing convenience copies that are not Authenticated, an appropriate disclaimer should be placed on such copies to avoid unintended usage.

3.6.6 PHYSICALLY ISSUED DOCUMENTS

- 3.6.6.1 The following are the preferred ways to physically issue an Authenticated Document:

- Print the Document, apply the Manual Seal to the physical Document, sign and date the Seal, and issue the physical Document. This method may not be practical when issuing a large number of sets.
- Print the Document, apply the Manual Seal to the physical Document, sign and date the Seal, reproduce multiple hard copies as needed, and issue the copies of the Document. The Professional Registrant does not need to originally Authenticate the copies. An Authenticated set must be retained by the Professional Registrant as a Record.

- 3.6.6.2 The following are acceptable¹ ways to physically issue an Authenticated Document:

- Apply a Digital Seal to the Document file, print the Document, sign and date the Seal, and issue the physical Document. Remove the Digital Seal from the working Document files

- Apply a Digital Seal to the Document file, print the Document, sign and date the Seal, reproduce multiple hard copies as needed, and issue the copies of the Document. Remove the Digital Seal from the working Document files. The Professional Registrant does not need to originally Authenticate the copies.
- Apply a Digital Seal to the file with a Digital Certificate, add fine print to the digital signature zone stating, "This document is a printed copy from a Digitally Authenticated original," print, and issue the Document.

3.6.7 DIGITALLY ISSUED DOCUMENTS

- 3.6.7.1 The following is the preferred way to digitally issue an Authenticated Document:

- Apply a Digital Seal to the Document with a Digital Certificate, apply a digital image of signature and date, and transmit the file digitally to others.

- 3.6.7.2 The following is an acceptable¹ way to digitally issue an Authenticated Document:

- Print the Document, Manually Authenticate the Document as per [Clause 3.6.2.3](#), scan the physical Manually Authenticated original, and issue the scanned copies digitally.

3.7 WHAT RECORDS SHOULD BE RETAINED FOR AUTHENTICATED DOCUMENTS

- 3.7.1 For all Authenticated Documents, an Authenticated set must be retained by the Professional Registrant as a Record. The Authenticated set may be:

¹ Note: While acceptable, these methods are not recommended as best practice as they are more vulnerable to misuse.

- a physical Manually Authenticated original;
 - a Digitally Authenticated original;
 - a photocopy of the physical original;
or
 - a scanned digital copy of the physical original.
- 3.7.2 For further guidance about retaining Authentication Records, see the [*Guide to the Standard for Retention of Project Documentation*](#) (Engineers and Geoscientists BC 2026a).

Table 1: Where to Apply Professional Seals

TYPE OF DOCUMENT	LOCATION
Drawings	In an allotted space in the title block or in the lower right-hand corner of each drawing.
Specifications	On the first page or cover sheet of the section to which the Seal applies or, if responsible for the overall specification, on the cover sheet for the overall specification.
Reports	Next to the title of the author or signature in the report, whether at the beginning or end of the report.
Other Written Documents	Next to the title of the author or signature on the Document, whether at the beginning or end of the Document.
Digital Files	In locations appropriate to the type of Document. Use a Digital Seal and signature only in combination with Digital Certificate technology that has been approved by Engineers and Geoscientists BC.

Acceptable examples of Seals (sign and date adjacent to or across the Seal).

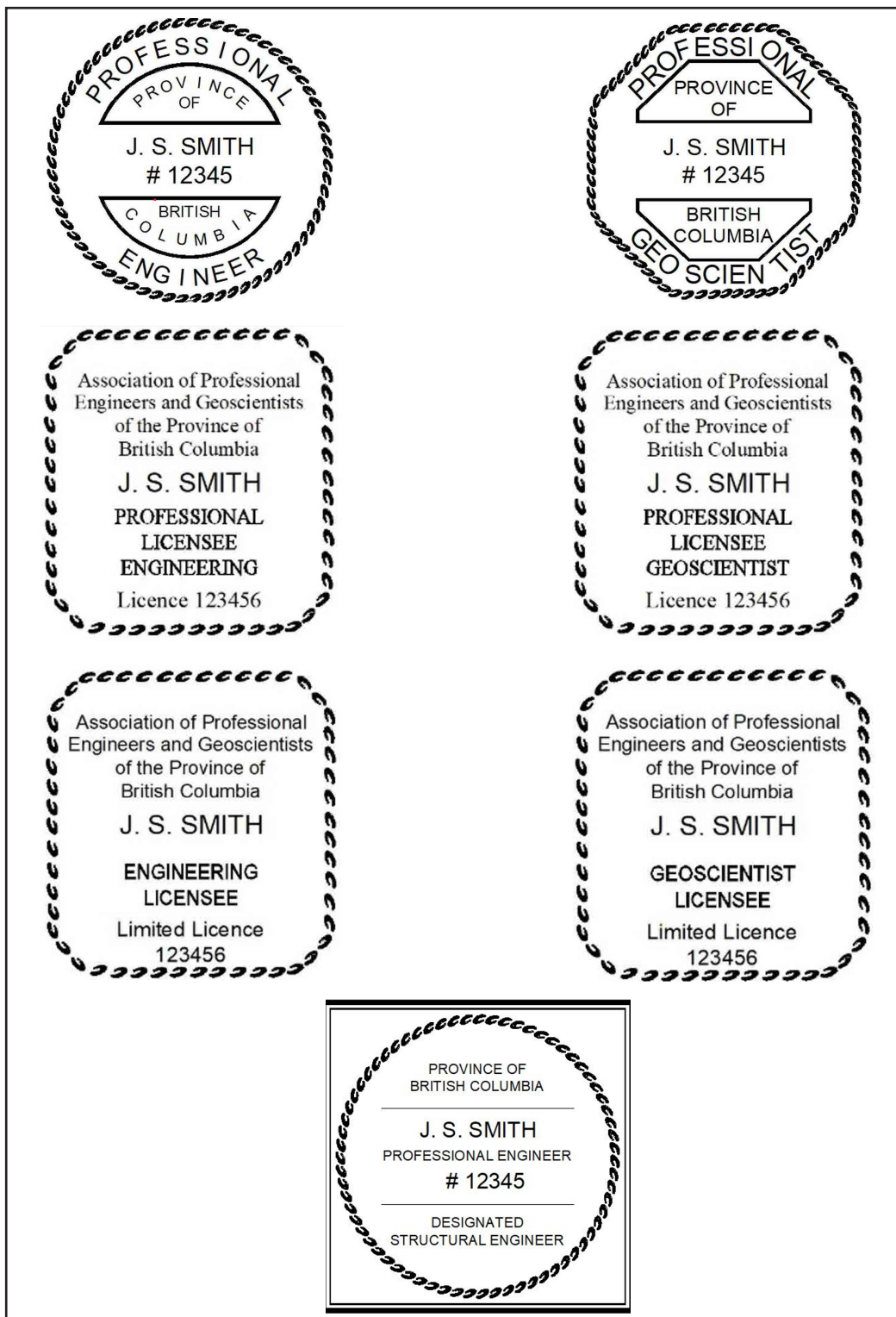


Figure 1: Examples of Engineers and Geoscientists BC Seals

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.

Professional Governance General Regulation

Safety Authority Act, S.B.C. 2003, c. 38.

Workers Compensation Act. Occupational Health and Safety Regulation. B.C. Reg. 296/97.

4.2 CITED WORKS

Association of Consulting Engineering Companies – British Columbia (ACEC-BC); Engineers and Geoscientists BC; and the Architectural Institute of British Columbia (AIBC). 2009. Guidelines on Intellectual Property. Vancouver, BC: ACEC-BC/Engineers and Geoscientists BC/AIBC. [accessed: 2026 August 18]. <https://tools.egbc.ca/Registrants/Practice-Resources/Guidelines-Advisories>.

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Engineers and Geoscientists BC. 2015. Professional Practice Guidelines – Shop Drawings. Version 2.0. Burnaby, BC: Engineers and Geoscientists BC. [accessed: 2026 August 18]. <https://tools.egbc.ca/Registrants/Practice-Resources/Guidelines-Advisories>.

5.0 APPENDIX

Appendix A: When Authentication is Required.....	A-1
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APPENDIX A: WHEN AUTHENTICATION IS REQUIRED

STAGE OR TYPE OF DOCUMENT	INTERNALLY ISSUED CONCEPTUAL OR PRELIMINARY DOCUMENTS ¹ (not intended or ready to be relied upon by others) For use solely within the entity in which it was created such as a company, government ministry, or an engineering/geoscience office or department	EXTERNALLY ISSUED OR FORMALLY PREPARED AND DELIVERED INTERNAL DOCUMENTS Delivered to external users such as clients, contractors, government ministries, or AHJs Delivered to internal users within the Firm such as other departments, branches, offices, or divisions for external or formal internal use ²	RETAIN DOCUMENT?
PRELIMINARY OR DRAFT DOCUMENT A work in progress; nonfinalized Document ³	No	No, unless required by other laws or regulation If required, Authenticate as per originally issued Document and mark accordingly (e.g., PRELIMINARY, NOT FOR IMPLEMENTATION, NOT FOR CONSTRUCTION)	Yes, if submitted for legal or regulatory purposes
ESTIMATES	No	No, unless the Document contains professional engineering or professional geoscience content	Yes, if work awarded is based on the Document
BID, TENDER, PURCHASE, OR PROCUREMENT DOCUMENTS Documents prepared for any procurement process related to professional engineering and/or professional geoscience works, including any addenda incorporated in Documents during bidding process	No, if the tender, purchase or procurement Documents are being issued to bidders as information only and the bidders understand that they cannot rely on their completeness or accuracy (e.g., for budget pricing based on general works and degree of complexity)	Yes, Authenticate as per originally issued Document and mark accordingly (e.g., FOR TENDER ONLY, NOT FOR CONSTRUCTION, NOT FOR IMPLEMENTATION)	Yes
STANDARD DRAWING⁴	No	Yes Note: In cases where there are multiple Professionals of Record, or where multiple disciplines are engaged, each Professional of Record must Authenticate and qualify their area of responsibility	Yes
SPECIFICATIONS	No	Yes	Yes
ISSUED FOR PERMITTING Documents prepared and deemed ready for permit purposes	No	Yes, Authenticate as per originally issued Document and mark accordingly ISSUED FOR PERMIT PURPOSES ONLY	Yes

¹ For discussion or review purposes only as the validity of the contents are not intended or ready to be relied on by others. Refer to Internal Documents and Preliminary Documents in [Section 3.2.2.1](#) and [Section 3.2.2.2](#) of this Guide.

² Refer to Internal Documents and Preliminary Documents in [Section 3.2.2.1](#) and [Section 3.2.2.2](#) of this Guide.

³ Refer to Preliminary Documents in [Section 3.2.2.2](#) of this Guide.

⁴ Refer to Standard Drawings in [Section 3.2.3.4](#) of this Guide. A professional who subsequently uses an unauthenticated standard Document must determine that it is suitable for the current purpose and Authenticate it accordingly.

STAGE OR TYPE OF DOCUMENT	INTERNALLY ISSUED CONCEPTUAL OR PRELIMINARY DOCUMENTS (not intended or ready to be relied upon by others) For use solely within the entity in which it was created such as a company, government ministry, or an engineering/geoscience office or department	EXTERNALLY ISSUED OR FORMALLY PREPARED AND DELIVERED INTERNAL DOCUMENTS Delivered to external users such as clients, contractors, government ministries, or AHJs Delivered to internal users within the Firm such as other departments, branches, offices, or divisions for external or formal internal use	RETAIN DOCUMENT?
DESIGN-BUILD	No, if the Documents are being used for internal purposes in preparation of the bid package	Yes, Authenticate as per guidance in Section 3.2.3.5	Yes
ISSUED FOR CONSTRUCTION, IMPLEMENTATION OF USE DOCUMENTS Documents prepared and deemed ready for construction, implementation of use, including reissued bid Documents where no changes were made during bidding	Not Applicable	Yes, Authenticate as per originally issued Document and mark accordingly ISSUED FOR CONSTRUCTION, IMPLEMENTATION OR USE If reissuing bid Documents, see guidance in Section 3.4.5	Yes
REVISED DOCUMENT⁵ Document changed from a master Document, or an earlier revised Document, by a different Professional Registrant	No	Yes, clearly identify revisions; Professional Registrant revising Document must Authenticate with date revised	Yes
FINAL DESIGN DRAWINGS Document that includes all design changes made by change order during construction, or by addenda during bidding, and not previously incorporated in Documents	Not Applicable	Yes, Authenticate as per originally issued Document	Yes
RECORD DRAWINGS⁶ Document that includes as constructed or as implemented information	Not Applicable	No, unless required to do so If required, Authenticate as per originally issued Document and, if Document includes as constructed information supplied by others, add declaration not accepting responsibility for that information (see Clause 3.2.3.8.9)	Yes

⁵ Refer to [Section 3.4.4](#) of this Guide for further information regarding a different Professional of Record Authenticating revised Documents.

⁶ Refer to [Section 3.2.3.8](#) of this Guide for further information regarding Authenticating record drawings.

STAGE OR TYPE OF DOCUMENT	INTERNALLY ISSUED CONCEPTUAL OR PRELIMINARY DOCUMENTS (not intended or ready to be relied upon by others) For use solely within the entity in which it was created such as a company, government ministry, or an engineering/geoscience office or department	EXTERNALLY ISSUED OR FORMALLY PREPARED AND DELIVERED INTERNAL DOCUMENTS Delivered to external users such as clients, contractors, government ministries, or AHJs Delivered to internal users within the Firm such as other departments, branches, offices, or divisions for external or formal internal use	RETAIN DOCUMENT?
FIELD DOCUMENTS⁷ Professional Documents prepared and issued in the field that contain opinions or decisions that change the issued for construction Documents	Not Applicable	Authenticate in the field or follow up by preparing in office, Authenticating as per originally issued Document, and retaining in files An Authenticated Document must be sent to field recipient or their representative	Yes
SHOP DRAWINGS Documents prepared and designed by a Professional Registrant for a fabricator, supplier, equipment manufacturer, installer, or erector	No	Yes, Authenticate as per originally issued Document (see the <i>Professional Practice Guidelines – Shop Drawings</i>)	Yes
REPORTS Prepared by a Professional Registrant	No	Yes, next to the title of the author or signature in the report, whether at the beginning or end of the report	Yes
RECORDS OF INDEPENDENT REVIEWS⁸	Not Applicable	Yes, Authenticate in the Record of the Independent Review on the appropriate form	Yes
DRAWINGS, MAPS, OR PLANS BOUND INTO ANOTHER BOUND DOCUMENT Bound booklets containing reports, drawings, plans, maps	No	No, provided the bound Document is Authenticated	Yes
DOCUMENTS SUBMITTED IN RESPONSE TO DEMAND-SIDE LEGISLATION (e.g., the <i>Occupational Health and Safety Regulations</i> , <i>BC Building Code</i> , or <i>Safety Authority Act</i>)	Not Applicable	Yes, Authenticate as per originally issued Document	Yes

⁷ Refer to [Section 3.2.2.6](#) of this Guide for further information regarding Authenticating field Documents.

⁸ Refer to the forms and checklists in Appendix A of the quality management guides, *Guide to the Standard for Documented Independent Review of Structural Designs* and *Guide to the Standard for Documented Independent Review of High-Risk Professional Activities or Work* (Engineers and Geoscientists BC 2026c, 2026d).

STAGE OR TYPE OF DOCUMENT	INTERNALLY ISSUED CONCEPTUAL OR PRELIMINARY DOCUMENTS (not intended or ready to be relied upon by others) For use solely within the entity in which it was created such as a company, government ministry, or an engineering/geoscience office or department	EXTERNALLY ISSUED OR FORMALLY PREPARED AND DELIVERED INTERNAL DOCUMENTS Delivered to external users such as clients, contractors, government ministries, or AHJs Delivered to internal users within the Firm such as other departments, branches, offices, or divisions for external or formal internal use	RETAIN DOCUMENT?
ELECTRONIC DOCUMENT Documents in digital format containing professional engineering or professional geoscience information	No	Yes, Authenticate as per originally issued Document using Digital Seal with Digital Certificate, or print to physical form, Authenticate and retain in files	Yes
DOCUMENTS FOR NON-BC WORK Engineering or geoscience projects geographically located outside of BC	No	Authenticate only if a member or licensee in the respective jurisdiction where the works or projects are located Where there is no licensure requirement, Authenticate as a Professional Registrant	Yes
DOCUMENT PREPARED BY A NON-BC PROFESSIONAL Document prepared by a Professional Registrant in another jurisdiction who is not licensed to practice in BC	No	Authenticate as per originally issued Document only after sufficient review of the project/works and Document, to assume full responsibility for both	Yes, if Authenticated
DOCUMENT NOT PREPARED UNDER DIRECT SUPERVISION Document prepared by an individual not under the Direct Supervision of the Professional Registrant	No	Authenticate as per originally issued Document only after sufficient review of project/works and Document, to assume full responsibility for the Document including altering or revising the Document	Yes, if Authenticated
TRANSLATED DOCUMENTS⁹ Document containing the same information in more than one language	No	Authenticate as per originally issued Document Authenticate translated Documents only if fluent in language to which Document translated	Yes, if Authenticated
DOCUMENTS IN MULTIPLE LANGUAGES¹⁰	No	Authenticate in multiple languages only if fluent in those languages	Yes, if Authenticated
ASSURANCE OF INSURANCE	No	No, unless required by other laws or regulation	No

⁹ Refer to [Section 3.4.6](#) of this Guide for further information about Authenticating translated Documents.

¹⁰ Refer to [Section 3.4.6](#) of this Guide for further information about Authenticating Documents in multiple languages.

