



**ENGINEERS &
GEOSCIENTISTS
BRITISH COLUMBIA**

**Practice Review Guide
April 2015**

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Section A – Practice Review Policy

1.0 PREAMBLE

The Practice Review Program of Engineers and Geoscientists BC is intended to be an educational and professional development process for the benefit of its members and licensees (collectively referred to as “members”), as well as a proactive quality assurance check on their practices.

Engineers and Geoscientists BC initiated practice review through changes to the *Engineers and Geoscientists Act* (the *Act*) and the Bylaws of the association. The following section of the Bylaws provides the authority for practice review:

14(c) By means of a practice review process, the details and implementation of which shall be authorized by Council, Council may cause the professional practice of members and licensees to be reviewed.

Under this authority, Council established a Practice Review Task Force. In turn, this task force developed a practice review process as documented in this guide.

In addition to the regulation of the practice review process, Engineers and Geoscientists BC intends to monitor trends, provide guidance, and make suggestions to its members.

Practice review applies to all members and can be conducted:

- on a random basis within one or more disciplines, areas of practice and/or other relevant risk factors as determined by Council;
- upon request from a member who wishes to have his/her existing practice examined;
- when a member is referred to the Practice Review Committee by the Registrar or the Investigation Committee under Sections 29(1) or 30(7) of the *Act*;
- when Council has reason to believe that the engineering or geoscience practice of an individual is questionable; or

- when it is ordered by the Discipline Committee as a result of a discipline hearing with a guilty finding or a Consent Order.

It is intended that the practice review process be fair, transparent, objective, instructive, and promote continuing professional development.

At a Council meeting of June 24, 2005, Council approved a motion that made it mandatory for limited licensees to undergo a practice review after five years of licensure. Following the initial practice review after five years of licensure, licensees will be subject to a random selection for practice review.

2.0 INTRODUCTION

Practice review is a confidential process applicable to all members. Engineers and Geoscientists BC only reviews the practices of individuals – corporations, partnerships, or other legal entities are not within the Practice Review Program's mandate. The criteria upon which a practice review is based are intended to be minimum standards of practice which all members must meet in order to fulfil their professional obligations, especially in their primary duty to protect the public.

The practice review process, at the discretion of Council, is applicable to all members regardless of their type of employment when they are involved in the practice of professional engineering or geoscience. Members who are in managerial or administrative positions can be required to undergo a practice review.

- 2.1 The purpose of the practice review program is to promote excellence in the practice of professional engineering and geoscience, and to check members' practices to confirm they are in accordance with standards of practice set forth by Engineers and Geoscientists BC.
- 2.2 The practice review process is part of the association's quality assurance program, which includes:
 - confidential evaluation of a member's practice
 - application or implementation of *Act* and Bylaw requirements for quality management

- adherence to Engineers and Geoscientists BC professional practice and quality management guidelines, technical bulletins and *Guidelines for Professional Excellence*
- investigation provisions under the *Act*
- disciplinary actions pursuant to the *Act*

2.3 A practice review is based upon generic criteria and depending upon the member's role and responsibility can include one or more of the following:

- evaluation of the process by which a member's work is produced
- examination of the member's adherence to the *Act*, Bylaws, and Code of Ethics
- evaluation of competence in the discipline or field of practice as determined by the general and technical reviewers
- examination of a product of the member's work to evaluate competence – this does not necessarily include a full project review

2.4 Based on the *Commissioner Inquiry Report*¹, the membership approved practice review for engineers and geoscientists in the following situations:

- (a) on the result of a disciplinary hearing with a guilty finding;
- (b) when Council has reason to believe that the engineering or geoscience practice of a member is questionable;
- (c) on a random basis within one or more disciplines, in one or more regions of the province, and as determined by Council; or
- (d) upon a request from a member who wishes to have their practice examined through a practice review.

2.5 Practice review is a mandated program of the association, pursuant to the *Act*. Members are required to comply when selected, referred or ordered to undergo a practice review.

2.6 Information garnered through the practice review process will be generalized and used as educational information for reviewers and members with all identifying information removed.

¹ *Report of the Commissioner Inquiry-Station Square Development, Burnaby, B.C.*
 Dan J. Closkey, P.Admin-Inquiry Commissioner

2.7 The practice review process is strictly confidential and under no circumstance will Engineers and Geoscientists BC release to a third party any information related to a member's practice review, unless authorized to do so by the member, including whether or not a member has undergone a practice review.

3.0 PRACTICE REVIEW COMMITTEE

3.1 Council has authorized the Practice Review Committee to administer the practice review process. This committee will be responsible for the selection of general and technical reviewers, adjudication of practice review reports, and other matters pertaining to the practice review process.

3.2 The Practice Review Committee will arrange for a practice review if the Discipline Committee orders a review. See Sections 32.1 and 33(2) of the *Act*.

3.3 The Practice Review Committee will arrange for a practice review after receipt of a Council motion authorizing such action or a referral from the Registrar or the Investigation Committee.

3.4 Council may order practice reviews based on known or perceived problems within specific disciplines, areas of engineering or geoscience, and/or other relevant risk factors, as determined by Council. Members chosen for a practice review are selected through a random number generation within a selected group. Additionally, Council may order reviews based on a random selection within the whole association database.

3.5 The practice review process is viewed as a constructive and educational procedure, as well as a proactive check of members' practices. Members are encouraged to enquire about and request a practice review for evaluation of practice and self-improvement. Requests for a practice review are to be addressed, in writing, to the Practice Review Committee.

4.0 FUNDING OF REVIEWS

4.1 The costs for the practice review process (except as noted below) are borne by Engineers and Geoscientists BC.

- 4.2 Where deficiencies are noted in a practice review report, a follow-up review may be required by the Practice Review Committee. The initial follow-up review is funded by Engineers and Geoscientists BC. Any additional follow-up reviews required by the Practice Review Committee may be at the member's expense at the discretion of the Practice Review Committee.
- 4.3 The cost of a practice review performed at the request of a member, or as a Discipline Committee order, will be undertaken at the expense of the member.

5.0 CHALLENGING A PRACTICE REVIEW

- 5.1 A member randomly selected for a practice review may challenge the need for a practice review by completing the "Practice Review Challenge Form" as outlined in Insert C.
- 5.2 The challenge procedure is a formal process which provides for the possibility of representation by legal counsel by both parties.

6.0 LIABILITY AND LEGAL ISSUES

- 6.1 Practice review reports are the sole property of Engineers and Geoscientists BC and are not intended to be used as legal documents or to alter contracts between members and clients.
- 6.2 A practice review does not relieve a member from complying with all relevant laws and codes related to their professional practice. A practice review is a compliance test by Engineers and Geoscientists BC and has no force or effect with respect to project approval, or legal or regulatory processes. A successful practice review cannot be considered to be a practice endorsement.
- 6.3 Failure of a member to comply with the requirement for a practice review and this guide may result in a complaint by the Practice Review Committee to the Investigation Committee and to possible disciplinary action being taken against the member by Engineers and Geoscientists BC.
- 6.3 It is recommended that an administrative process exist to ensure clients and employers grant permission to subject their projects to a review.

- 6.4 Engineers and Geoscientists BC maintains group general liability and professional errors and omissions liability insurance policies on behalf of all appointed reviewers. The cost of this policy is paid by Engineers and Geoscientists BC.
- 6.5 The following sections of the *Act* provide authority for the practice review process, court ordered production of documents, and confidentiality:

***Miscellaneous Statutes Amendment Act, S.B.C. 2004,
Chapter 23 Section 42
Validation of bylaw***

Section 14(c) of the bylaws of the Association of Professional Engineers and Geoscientists of the Province of British Columbia, which was the subject of a ratification vote of the members of the association by letter ballot in September, 1992, is deemed to have come into force and effect on September 9, 1993 and is valid and retroactive to the extent necessary to give it effect on and after September 9, 1993.

Bylaws

10(1) The council may pass, alter and amend bylaws, consistent with this Act, for the following:

- (c) the establishment of quality management programs for members, licensees and certificate holders;*
- (d) the establishment by the council of a professional practice review program for members, licensees and certificate holders, including the creation of a practice review committee to conduct practice reviews as directed by the council;*

Practice Review Committee

- 44. If a practice review committee is created under section 10(1)(d), a member, licensee or certificate holder*
- (a) must, on request, provide the practice review committee with any relevant information, record, document or thing, and*
 - (b) may not refuse to comply with a request under paragraph (a) on the grounds of confidentiality.*

Court Ordered Production

45. *On application by the council to the Supreme Court, the Supreme Court may order that a person produce any record or thing to an officer, committee or subcommittee of the Association or to a person designated by the council if the court is satisfied that it is relevant to and reasonably required by the officer, committee or subcommittee for*
- (a) an investigation of the conduct of a current member, licensee, or certificate holder, or*
 - (b) a review of the professional practice of a current member, licensee or certificate holder.*

Confidentiality

- 46 (1) *A person acting under the authority of this Act or the bylaws must keep confidential all facts, information and records obtained or provided under this Act or the bylaws or under a former enactment, except so far as public duty requires or this Act or the bylaws permit the person to make disclosure of them or to report or take official action on them.*
- (2) *Except in a proceeding under this Act or the bylaws, a person to whom subsection (1) applies must not in any civil proceedings be compelled to give evidence respecting any facts, information or records obtained in the course of the person's duties.*

Personal Liability Protection

- 41 (1) *Subject to subsection (2), no legal proceeding for damages lies or may be commenced or maintained against the members of the council, an employee or officer of the association, a member of the association or an individual acting on behalf of the association or under the direction of the council because of anything done or omitted*
- (a) in the performance or intended performance of any duty under this Act, or*

(b) *in the exercise or intended exercise of any power under this Act.*

(2) *Subsection (1) does not apply to a person referred to in that subsection in relation to anything done or omitted by that person in bad faith.*

(3) *Subsection (1) does not absolve the association from vicarious liability arising out of anything done or omitted by a person referred to in that subsection for which the association would be vicariously liable if this section were not in force.*

7.0 RETENTION OF PRACTICE REVIEW FILES

Practice review files retained by Engineers and Geoscientists BC are confidential and may not be used other than as provided for in the *Act*. Files of a member's practice review including all appeal materials are destroyed one year after being found in compliance or the file being otherwise closed.

Practice review enquiries under the *Freedom of Information and Protection of Privacy Act* should be directed in writing to the Freedom of Information Head of Engineers and Geoscientists BC.

8.0 PRACTICE REVIEW FINDINGS

Practice review reports and letters of compliance are confidential and cannot be used by the member, the member's employer, agents, or clients for the purposes of advertisement, promotion, or any other commercial purpose.

9.0 DISPUTE RESOLUTION

9.1 A member may challenge the need for a practice review in accordance with Section 5 of this guide. In addition, a challenge process is available through the member's review of the draft practice review report. Once the report is finalized, the member's recourse to a challenge is limited to a formal appeal.

9.2 A member randomly selected for a practice review may appeal the final results of a practice review to Engineers and Geoscientists BC Council.

This appeal must be provided in writing to the Practice Review Committee.

- 9.3 When an appeal is made, Council will strike a Special Practice Review Appeal Board to hear the appeal and report back to Council with recommendations. Council will adjudicate the appeal, and any such decisions are final and binding.
- 9.4 The Appeal Board may access all reports, files, and materials which form part of the review. In addition, this board may interview the member, the reviewers, the Practice Review Committee, the director coordinating Practice Review (the "Director"), and others who have pertinent information regarding the appeal.
- 9.5 All appeal proceedings are confidential. Any and all reports, pertinent documents, and the decision of Council will be retained in the member's file.

Section B – Practice Review Process

1.0 PROCESS SUMMARY

- 1.1 The practice review process is intended to confirm that a member who practices in a given field does so in a manner which is consistent with the requirements of the *Act*, Bylaws, Code of Ethics and applicable guidelines. For those members who are involved in a technical field of practice, the practice review process is intended to confirm that the member is performing in a manner consistent with the standards of competent and ethical professionals practicing in the same field. The general reviewer will verify the member's scope of practice and evaluate their qualifications, experience, processes, and products. The criteria for evaluation is based on the *Act*, Bylaws and Code of Ethics, as well as the *Guidelines for Professional Excellence*. Additional standards or criteria may be established by the reviewers in consultation with the Practice Review Committee.
- 1.2 Practice review and Practice Review Committee discussions are held in strict confidence between the member and persons delegated by Engineers and Geoscientists BC.
- 1.3 A technical review, if required, will include an examination of a typical sample of reports, drawings, etc., selected by the general reviewer.
- 1.4 A practice review usually comprises five steps:
- Initiation
 - General reviewer's visit
 - Technical review (if required)
 - Draft report for member review
 - Adjudication by the Practice Review Committee
- 1.5 In extraordinary circumstances a Special Review may be undertaken. See Clause 7 of this Section for details.

2.0 INITIATION

2.1 *Notification of Review*

- (a) Notification is given in writing that a member has been randomly selected or referred for, or ordered to undergo a practice review. This notification is mailed, along with the *Practice Review Guide*.

The member is to complete the questionnaire and the project list, and return it to the association within a stated period of time. Failure to return the questionnaire within the stated time period (unless reasonable explanation is given) may result in a complaint to the Investigation Committee.

- (b) A member randomly selected may challenge the need for a practice review by completing and filing a *Practice Review Challenge Form* with the Practice Review Committee.
- (c) The questionnaire is screened by Engineers and Geoscientists BC to confirm the need to proceed with a practice review. When appropriate, an exemption or a deferral will be granted.
- (d) Employers are requested to support the practice review of any employee(s).

2.2 *Appointment of Reviewers*

- (a) Upon receipt of the completed questionnaire from the member, the director appoints a general reviewer and notifies the selected member of the reviewer's name.
- (b) If there is a conflict with the chosen reviewer, the member and/or reviewer must identify the conflict to the director and provide supporting reasons. If the director deems there is a conflict, an alternate reviewer will be appointed.

2.3 *Exemption or Deferral From a Practice Review*

- (a) A member may be considered for an exemption or deferral only after the completed questionnaire is received by Engineers and Geoscientists BC.
- (b) A challenge may be filed seeking an exemption or deferral if the member considers a practice review to be inappropriate or ill timed. A deferral may apply for a specific period of time.

2.4 *Requirement for a Technical Review*

- (a) If a member produces a "product" which, in the opinion of the general reviewer and/or the Practice Review Committee, impacts public health and safety or welfare, environmental protection, or

workplace health and safety (Item 1 of the Code of Ethics), then a technical review of a typical product may follow the general review.

A product may include, but is not necessarily limited to:

- designs
- reports
- written opinions or decisions
- estimates
- specifications
- contract documents
- drawings or maps
- recommendations
- interpretations

- (b) Following the general review, the general reviewer will determine the need for a technical review.
- (c) Technical reviewers are chosen from a pre-qualified list of engineers and geoscientists from various disciplines, and are approved by the Practice Review Committee.

2.5 *Preparation for Practice Review*

- (a) Members are advised that the *Act*, Bylaws and Code of Ethics, and the *Practice Review Guide* will form the basic criteria for determining compliance with acceptable standard of practice.
- (b) If relevant to their practice, members should review the guidelines listed on the association's website at www.egbc.ca/guidelines, and any other relevant documents published by Engineers and Geoscientists BC.

3.0 **GENERAL REVIEWER'S VISIT – THE SITE VISIT**

3.1 *Preparation*

- (a) The site visit is a meeting between the member being reviewed and the general reviewer. This review will normally occur at the member's place of employment, unless otherwise discussed with and agreed to by the Practice Review Committee.
- (b) Prior to the site visit, the questionnaire and other documents requested must be completed to the satisfaction of the director. The practice review process is carried out in a more efficient and timely fashion if the member completes the questionnaire in full

detail. This will obviate requests for additional information either prior to or during the general reviewer's visit.

- (c) The general review will focus on verification of the member supplied information as contained in the questionnaire. This information should be readily accessible for the general reviewer during the site visit so as to make more efficient use of the member's and general reviewer's time.
- (d) The technical review, if required, may be based on one or more project(s) previously listed by the member in the "Project List Request" or identified by the general reviewer and will be determined by the general reviewer in his or her sole discretion.

3.2 *General Review*

- (a) The site visit starts with a review of the practice review process, followed by a review of the questionnaire and other documents completed by the member.
- (b) The following criteria will be considered during the review by the general reviewer:
 - scope of practice
 - technical competence
 - access to resources
 - records
 - quality assurance
 - means by which competence is maintained
 - use of seal
- (c) Members being reviewed are obliged to cooperate with and facilitate the practice review process, and to ensure all necessary and required information is provided.
- (d) It is the general reviewer's responsibility to undertake independent verification of findings. This may be accomplished through discussions with the employer, clients, approving authorities, peers performing design or project reviews, or other references identified by the member.
- (e) The priorities for the general reviewer in assessing the member's practice include the following:

- confirm and verify member supplied information
- confirm that in house checking of the member's work is being carried out
- confirm the appropriate use of the seal
- confirm that independent structural reviews are being carried out (for those practicing in the structural field)
- confirm that field reviews are being carried out for designs while under construction
- confirm that when delegating engineering or geoscience work to subordinates, the work occurs under direct supervision
- confirm the maintenance of appropriate files
- confirm compliance with all relevant Engineers and Geoscientists BC Professional Practice Guidelines
- confirm compliance with the *Act*, Bylaws and Code of Ethics

3.3 *Scope of Practice*

- (a) General reviewers will assess the scope of a member's practice. This assessment may include, but is not limited to:
 - the types of projects undertaken by the member
 - the role played by the member in these projects
 - the level of responsibility assumed or taken by the member
- (b) General reviewers may review projects and corporate documents as a means of verifying the member's scope of practice. These documents can include, but are not limited to:
 - contracts
 - project list, log book, time sheets
 - proposals
 - drawings, specifications, reports, etc.
 - promotional brochures
- (c) General reviewers may discuss a member's scope of practice with:
 - the member being reviewed
 - the member's supervisor, peers, clients, and references as appropriate
- (d) General reviewers may review and discuss the employer's organization chart and member's job description with the member under review.

- (e) In order to evaluate professional practice, general reviewers will focus on business aspects of a member's practice as considered necessary by the reviewer. An employer's policies (both technical and corporate), will be reviewed only as to their potential impact on a member's practice.
- (f) Members are individually responsible for the adequacy of their fees. Engineers and Geoscientists BC can provide guidance regarding this matter, however, under no circumstance will low fees or unacceptable compensation be considered a justification for less than acceptable standards of practice.

3.4 *Preliminary Assessment of Technical Competence*

- (a) General reviewers will assess the professional competence of a member within the scope outlined in Sub-Section 3.3 above. This may include a preliminary technical review if deemed appropriate by the general reviewer and the director.

The following may form part of the general reviewer's evaluation/assessment:

- technical training
 - length and type of experience appropriate to scope of practice
 - involvement of member in continuing professional development
 - knowledge in field
 - information received from the Registrar, Investigation Committee or Discipline Committee
- (b) General reviewers will verify technical currency and competence by reviewing in part:
 - references
 - memberships in technical associations
 - attendance at seminars, conferences, workshops
 - extent of publishing
 - design notes of a specific project
 - complete design drawings
 - project specifications
 - relevant sub-consultant reports
 - design codes and material standards used
 - design criteria used and assumptions made

and additionally, in the case of geoscience:

- geological field notes and sketches
 - use of appropriate basemaps and aerial photos
 - production of relevant geological maps, cross-sections, and reports
 - appropriate sample handling procedures
 - systematic retention and filing of geological field notes, field photos, and field sketches
- (c) General reviewers may discuss technical issues with the member.
- (d) General reviewers seek to establish members' competency, i.e. sufficient training and experience for assignments undertaken. The minimum level is equal to that of a responsible professional with four years of supervised training in that member's field of practice.

3.5 *Access to Resources*

- (a) General reviewers will attempt to confirm the member has access to all required and necessary technical and personnel resources, hardware, equipment, and vehicles to perform the professional responsibilities associated with their scope of practice.
- (b) General reviewers will discuss a member's peer relationships with both the peer(s) and the member.
- (c) General reviewers will establish whether the member is in frequent contact with experienced peers; and that all resources, including a reference library, are relevant and current regarding codes and standards.
- (d) General reviewers may examine documents to verify:
- use of telephone logs, diaries, correspondence, etc.
 - use of an accessible technical library
 - use of current codes, bylaws and standard documentation
 - availability and currency of catalogues, product information, and technical journals
 - availability of the necessary hardware, vehicles, and equipment to perform the stated scope of work
 - field safety programs

3.6 *Records Management*

- (a) General reviewers will verify if the member maintains relevant and adequate files for the administration, management, design, construction, field review certification, and interpretation of their work as it relates to the practice of professional engineering and professional geoscience.
- (b) Professional engineers and professional geoscientists will be measured on criteria set forth in relevant industry standards and the *Engineers and Geoscientists BC Quality Management Guidelines - Retention of Project Documentation*.
- (c) General reviewers will assess whether engineering design notes are legible, indexed, and complete. As well, investigations, reports, studies, contract documents, field changes, and design revisions will be reviewed for proper documentation, accessibility, and safe storage.
- (d) General reviewers will assess whether geological field notes are legible, indexed, and complete. As well, geological investigations, interpretations, reports, maps, contract documents, exploration logs, test results, photos, and samples will be reviewed for proper documentation, accessibility, and safe storage.

3.7 *Quality Management*

- (a) The general reviewer will assess whether a member's work is in compliance with Engineers and Geoscientists BC Quality Management Bylaws (below) and Quality Management Guidelines:

Quality Management

Quality management

- 14 (b) *Members and licensees shall establish and maintain documented quality management processes for their practices, which shall include, as a minimum:*
 - (1) *retention of complete project documentation which may include, but is not limited to, correspondence, investigations, surveys, reports, data, background information, assessments, designs, specifications, field reviews, testing*

information, quality assurance documentation, and other engineering and geoscience documents for a minimum period of 10 years;

- (2) regular, documented checks of engineering and geoscience work using a written quality control process appropriate to the risk associated with the work;*
- (3) documented field reviews by, or under the direct supervision of, members or licensees, of their domestic projects during implementation or construction;*
- (4) documented independent review of structural designs prior to construction by members or licensees having appropriate experience in designing structures of a similar type and scale, and not involved in preparing the design. The reviewer shall examine representative samples of the structural assumptions, continuity of gravity and lateral load paths, stability and detailing. Where appropriate, the reviewer shall perform numerical calculations on a sample of gravity and lateral force resisting elements necessary to satisfy any reviewer concerns. The extent of the review shall be determined by the reviewer based on the progressive findings of the review. This review and any follow up action must be completed before the documents are issued for construction.*

The independent review of structural designs shall evaluate the construction documents to determine if the structural systems appear complete, consistent, and in general compliance with applicable codes. The structural review may be part of, but is not intended to replace, the regular checks required in 14(b)(2).

Independent review of each instance of repetitive designs of individual structural components is not required, but documented initial independent review and independent review at intervals is required to confirm the maintenance of design quality.

4.0 TECHNICAL REVIEW

- 4.1 The technical review is undertaken by a technical reviewer qualified in the member's field of practice.
- 4.2 Technical reviewers will examine product adequacy; defined as technically functional and appropriate, meeting current codes and standards, cost effective in its use of resources, responding to users' needs; and respecting public safety, environmental protection and workplace health and safety as required by Item 1 of the Code of Ethics.
- 4.3 Technical reviewers will undertake a technical and functional review of the product, testing representative samples in sufficient detail in order to ascertain the quality of the work.
- 4.4 Technical reviewers will expect to receive some or all of the following information and materials to complete their reviews:

Engineering

- design notes
- complete design drawings
- project specifications
- relevant sub-consultant reports
- design codes and material standards used
- design criteria used and assumptions made

Geoscience

- geological field notes and sketches
- survey and field location data
- drill-hole logs and down-hole test results
- definition of field, office, and lab program goals
- summary of field, office, and lab program results compared to goals
- systematic preparation of maps and cross sections
- evidence of geological assumptions made and lines of geologic reasoning

This information will be provided to the technical reviewer through the general reviewer. The technical reviewer may contact the member being reviewed for any additional information deemed to be relevant to the technical review.

- 4.5 A member's work must conform to Engineers and Geoscientists BC *Guidelines for Professional Excellence* and all other applicable codes, standards, and bylaws.
- 4.6 Where appropriate, a member's work will be checked for conformity against the applicable Engineers and Geoscientists BC guideline(s).
- 4.7 If during the review a circumstance or situation is discovered that may be an imminent danger to the public, the reviewer(s) shall report the concerns to the Director and the Chief Executive Officer of Engineers and Geoscientists BC as soon as possible.

5.0 DRAFT REPORT FOR MEMBER REVIEW

- 5.1 The general and technical reviews are the basis of a comprehensive practice review report. The report and any supporting documentation are retained by Engineers and Geoscientists BC.
- 5.2 Practice Review reports are prepared by the general reviewer and incorporate findings of the technical reviewer. Following completion of the "Site Visit" and technical review (if required), a draft report is sent to the reviewed member as soon as possible.
- 5.3 Members must consider the draft report and respond to the general reviewer, in writing, within two weeks of receiving the report. Failure to respond will be considered acceptance of the report, unless the member is unable to review the draft report for reasons acceptable to the general reviewer.
- 5.4 After considering the member's comments on the draft report, the general reviewer finalizes the practice review report and submits a final copy to the Director.
- 5.5 The Director forwards the final report to the Practice Review Committee for adjudication.

6.0 ADJUDICATION BY PRACTICE REVIEW COMMITTEE

- 6.1 When the Practice Review Committee has received and reviewed the general and technical reviewer's final reports, the committee may adjudicate as follows:
 - (a) The member is judged to be in compliance and the review is finalized. Suggestions for practice improvement(s) may be made.

- (b) The member is judged to require modification or improvement in specified areas. A follow-up review is required to confirm that corrective measures have been implemented.
- (c) If the review finds serious violations of the *Act*, Bylaws, or Code of Ethics, non-adherence to building codes, or other relevant mandates, the member's file is forwarded to the Investigation Committee as a complaint on behalf of Engineers and Geoscientists BC.

- 6.2 Written confirmation of the Practice Review Committee's decision, complete with the member's final report, will be sent to the member. A copy of the committee's decision will also be sent to the reviewers.
- 6.3 The Practice Review Committee may, as it considers appropriate, prepare a report of its findings and recommendations to the Registrar or the Investigation Committee regarding a member referred to the Practice Review Committee.

7.0 SPECIAL REVIEW

- 7.1 Special reviews will generally address concerns that arise during a practice review and that are outside the control of the member. An example might include employer policies or constraints that impact professional practice. The special review might also resolve a difference of opinion between the reviewer and the member.
- 7.2 Special reviews may be initiated by recommendation of a reviewer or the Practice Review Committee. Recommendations by a reviewer for a special review must be supported by justification, which includes reasons why certain issues were not addressed during the Practice Review.
- 7.3 The conclusions of a Special Review Panel is reported to the Practice Review Committee and to the member.
- 7.4 A Special Review Panel consists of:
 - the Chair of the Practice Review Committee
 - two Practice Review Committee members appointed by the Practice Review Committee

8.0 SUSTAINABILITY

Professional engineers and geoscientists are required to act in accordance with the Code of Ethics which form Bylaw 14(a) of the *Act*. Under Code of Ethics #1, professional engineers and professional geoscientists are required to “hold paramount the safety, health and welfare of the public, the protection of the environment”.

Engineers and Geoscientists BC Council in 1995 approved the *Guidelines for Sustainability* so as to give direction to its members on the issue of sustainability and how it relates to a member’s practice.

As part of the practice review process, the general reviewer will confirm whether or not the member has reviewed the *Guidelines for Sustainability*. Any questions that the member has regarding their interpretation of the guidelines or the application of the guidelines to their field of practice will be forwarded by the general reviewer to the Practice Review Committee. These questions will then be forwarded to the Engineers and Geoscientists BC Sustainability Committee for direct response to the member.

Also the member will be given the opportunity in the Practice Review Questionnaire to provide information on how sustainability applies to their particular field of practice and specific actions they take in implementing sustainability in their practice. All of the above information will be forwarded to the Sustainability Committee on an anonymous basis.

The *Guidelines for Sustainability* are located on the Engineers and Geoscientists BC website (www.egbc.ca/guidelines).

Further information with regards to Engineers and Geoscientists BC sustainability initiatives can be located on the Engineers and Geoscientists BC website.

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