



# PRACTICE ADVISORY

## SEALING INSURANCE DECLARATIONS

Version 1.0, Published November 27, 2018

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### BACKGROUND

Authorities Having Jurisdiction (AHJs) such as local municipalities have increasingly been requesting that engineering and geoscience professionals seal documents that do not contain engineering or geoscience content. Most prevalent are documents confirming professional liability insurance coverage.

### REQUIREMENT

Engineering/geoscience professionals must meet the intent of the quality management guidelines published by Engineers and Geoscientists BC. This includes the association's *Quality Management Guidelines – Use of Seal*, which states:

*3.2.19.1 Engineering/Geoscience Professionals must not Seal Documents that do not contain engineering or geoscience content unless stipulated by other regulatory requirements.*

The association interprets "other regulatory requirements" as meaning federal or provincial legislation, as discussed in:

*3.2.17.1 Engineering/Geoscience Professionals must be aware of and follow Sealing requirements and protocols provided in other federal or provincial legislation, such as the Occupational Health and Safety Regulation, the BC Building Code, and the Safety Authority Act.*

### STANDARD OF PRACTICE

All engineering/geoscience professionals are advised to not seal documents that do not contain engineering or geoscience content unless it is a requirement of federal or provincial legislation. When requested to seal documents such as proof of liability insurance, engineering/geoscience

professionals are advised to sign and date the form as required, and attach a copy of this practice advisory.

For more information, refer to Engineers and Geoscientists BC's *Quality Management Guidelines – Use of Seal* available at [egbc.ca/quality-management-guidelines](http://egbc.ca/quality-management-guidelines) or contact [practiceadvisor@egbc.ca](mailto:practiceadvisor@egbc.ca).

## VERSION HISTORY

VERSION NUMBER	PUBLISHED DATE	DESCRIPTION OF CHANGES
<b>1.0</b>	November, 27, 2018	Initial version.

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