

# **GUIDELINES FOR THE USE OF THE STAMP OF THE ASSOCIATION OF PROFESSIONAL GEOSCIENTISTS OF NOVA SCOTIA**

The Association of Professional Geoscientists of Nova Scotia (APGNS), to establish uniform usage of the stamp by registered Professional Geoscientists, has prepared the following guidelines.

Numbered stamps shall be obtained only through APGNS and are provided to all new members.

## **1.0 Overview**

The professional stamp, when affixed to a document, is intended to indicate to the public that the document has been prepared by, or under the direct supervision of a Professional Geoscientist, registered by the Association of Professional Geoscientists of Nova Scotia, who,

- a. is fully qualified by virtue of training and experience in the field, discipline or branch of the profession contained in the document, and
- b. takes professional responsibility for its contents.

The purpose of these guidelines is to provide instruction and direction to the members on the proper use of the professional stamp and to reduce the overuse and misuse of the stamp.

The use of computers has made common place the storage, retrieval and transmission of information, including drawings and/or maps in electronic form. At this time, APGNS has not developed an electronic stamp and therefore, the Association encourages the cross-referencing and storage of a hard copy document which has been stored and/or transmitted in electronic format.

The terms “stamp” and “seal” are interchangeable.

## **2.0 Definitions**

**documentation** - to include, but not limited to, drawings, maps, plans, cross-sections, specifications, estimates, reports and letter reports on technical geoscience subjects.

**Geoscientist** - Professional Geoscientist (P.Ge.).

**Approving Geoscientist** - the Professional Geoscientist under whose direct supervision the document(s) have been prepared. The Approving Geoscientist can be a Department Head, Chief Geologist, Project Manager or Director, etc., responsible for the project.

**original** - the master copy of documentation used to create additional copies for distribution.

**qualify the stamp** - to describe the specific extent of responsibility for the document, usually limited to a single discipline.

**specifications** - the technical (geoscience) portions of the document.

**under direct supervision** - means that the geoscientist providing such supervision shall have made the decisions on technical matters of policy and/or direction and shall have exercised their professional judgement in all geoscience matters that are embodied in the plans, specifications or other documents for which the geoscientist accepts responsibility.

### **3.0 General rules for the use of the stamp**

- a. The stamp shall appear in a prominent location on the document and shall always be signed and dated.
- b. The Professional Geoscientist shall undertake, sign and stamp only such work as they are competent to perform by virtue of their training and experience.
- c. Professional Geoscientists shall sign and stamp only such documents or work as they themselves have prepared or carried out or have been prepared or carried out under their direct supervision.
- d. The stamp or seal of the Association shall not be used in any form when advertising for geoscience services.

### **3.1 Preliminary Documents**

- a. In general, preliminary documents should **NOT** be stamped. Where stamping of such documents is required to meet the requirements of a client or regulatory authority, these documents should be clearly marked **PRELIMINARY** and/or **DRAFT**.

### **3.2 Final Documents - Drawings, Maps, Sections and/or Specifications**

- a. For drawings, maps, sections or specifications covering a single discipline of geoscience, stamping and signing shall be by either or both the geoscientist and the approving geoscientist.
- b. Where the single document requires specialty expertise by more than one geoscientist, each geoscientist shall stamp and sign the document which shall be qualified to outline the extent of their responsibility.

- c. Where specifications contain non-technical information regarding the product or service being presented, which has not been prepared by the geoscientist, it is recommended that only the technical portion of such documents be stamped. However, where such documents are prepared in total by the geoscientist, that person is professionally accountable for the accuracy of the entire document and not just the technical portion.
- d. Where more than one discipline of geoscience is bound into one cover, the document shall be stamped and signed by the geoscientist for each specific discipline and the approving geoscientist. Each geoscientist should qualify the stamp to outline the extent of responsibility.
- e. The cover sheet of the specifications should be stamped by the approving geoscientist.

### **3.3 Reports**

- a. Reports, estimates and letter reports providing geoscience information or direction shall be stamped and signed by the approving geoscientist.
- b. Letter reports signed by a professional geoscientist and bearing the P.Geo. designation need not be stamped.
- c. Letters and certificates specifically required by a regulatory authority, or client for contract purposes, or by law, shall be stamped and signed by the approving geoscientist.

### **3.4 Revisions**

- a. Revisions to a document issued by, or under the supervision of, the same professional geoscientist(s) responsible for the original document should be clearly identified as revisions to the original document. The original stamp should be re-dated to indicate the date of the revision and initialled by the respective geoscientist(s).
- b. When revisions to a document are made by someone other than the professional geoscientist(s) responsible for the original document, the revisions only, including all elements of the document which are affected by the revisions, should be stamped, signed and dated by the geoscientist under whose direct control and supervision the revisions were made. Care should be taken in documenting the revisions to clearly identify the boundary of professional responsibility between the original and revised documents.