

## ENGINEERING DOCUMENTS

# New guidelines published by the OIQ

In their day to day work, engineers produce all kinds of documents: shop drawings, calculations, studies, plans, specifications, reports... Since these documents and undertakings are a testament to their work and its quality, they must comply with various rules or guidelines. In order to apply these guidelines, which vary depending on the type of document or treatment, we must first know them. In that respect, and as is the case for many other topics, the Guidelines to Professional Practice (GPP) are your best ally!

No need to look far and wide: all you need to do is visit [gpp.oiq.qc.ca](http://gpp.oiq.qc.ca), and click on the blue section entitled "Engineering documents", and you will find all the guidelines relating to engineering documents. Whether it is to authenticate, transmit, modify, verify or keep an engineering document, on paper or electronically, the rules are clear and precise, leaving the need to improvise behind!

### A RECENT UPDATE

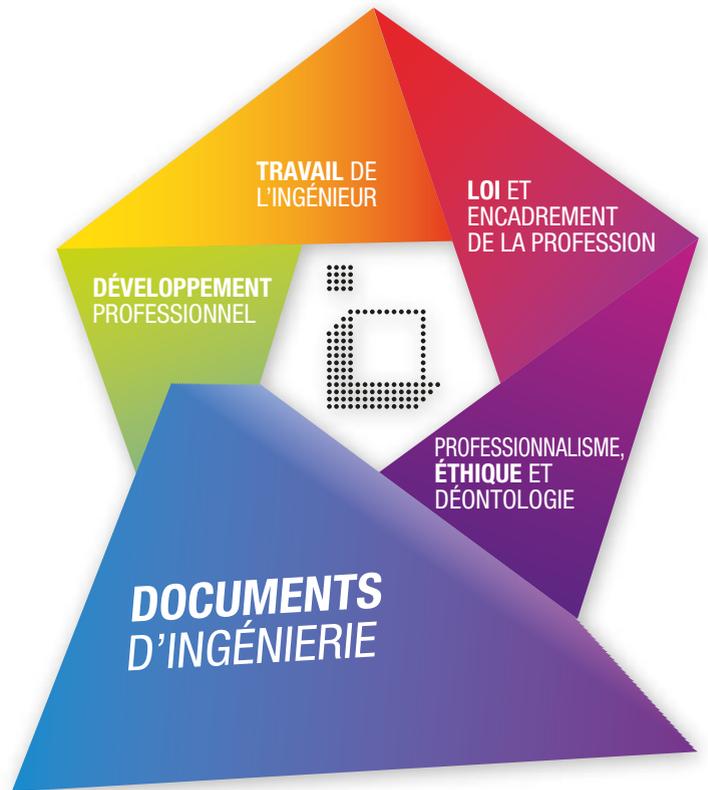
You already use the GPP's blue section? You will no doubt enjoy referring to it again because the Ordre has recently updated it. Given that the original texts dated back a number of years, certain topics had to be reviewed. That is why, during the past year, a task force consulted with Québec's main engineering groups as well as major clients in order to, among other things, resolve interpretation issues and find missing information. The task force then proposed modifications mainly with respect to the three following subsections:

- the engineer's seal and signature;
- authenticating engineering documents;
- maintaining engineering documents.

The new "Guidelines relating to engineering documents" were adopted by the Ordre's Board of directors on November 25th and everyone can access them through the GPP's site.

In the subsection relating to the engineer's seal and signature, you will find up-to-date information on digital signatures (section 5.4): it is crucial that this type of signature be used properly in a technological context that changes constantly.

Furthermore, several parts found in the subsection pertaining to authenticating engineering documents provide answers to many questions; for example, should preliminary documents, which do not require



authentication, indicate the name of the engineer who prepared them (section 6.6)?; under what circumstances should we authenticate engineering documents relating to work performed outside Québec (section 6.12)?

By the same token, it should be noted that the expression "as-built drawing" has been replaced by the terms "final plan" or "as-built", depending on the context (articles 6.7, 6.8 et 6.9).

A table summarizing best practices with respect to authenticating documents was added to this section (section 6.13). For instance, at a glance, you will know that a certificate of compliance on paper, which does not require a seal by law or regulation, must include the engineer's name, signature, professional title and membership number at the Ordre as well as the date. So practical!

Finally, the subsection relating to maintaining or retaining engineering documents has been improved and provides information relating to the retention period as well as digitization and technological transfer (sections 11.1 et seq.).