Professional Assurance Guidelines – Quick Reference

Purpose

- Clarifies roles and responsibilities of Professional Engineers and Geoscientists with City projects.
- Applies to all works and services the City will own or operate.
- Provides framework for coordination between parties.

Key Roles

- Coordinating Professional Engineer (CPE): Single-point coordination; coordinates Professional of Record (POR) submission of authenticated designs, field reviews, and drawings.
- POR: Responsible for design quality, field reviews, and authenticated submissions.
- Director of Development Services: Oversees inspections and final acceptance.

Core Requirements

- Assurance forms required:
  1. Administrative Coordination Checklist
  2. Commitment of Owner,
  3. Coordinating Professional Engineer Assurance,
  4. Assurance of Design and Field Review,
  5. Assurance of Field Review and Compliance,
  6. Assurance of Record Drawings.

- All assurance documents except the Administrative Coordination Checklist must be authenticated (signed, sealed, dated).
- Record Drawings must comply with Engineers and Geoscientists BC (EGBC) standards and City bylaws.

Professional Assurance Guidelines – Quick Reference

Reference Documents

Reference Documents (current version and as amended):

- City Subdivision and Development Services Bylaw
- Engineers and Geoscientists BC (EGBC) Quality Management Guides listed as follows:
  - Guide to the Standard for the Authentication of Documents
  - Guide to the Standard for Direct Supervision
  - Guide to the Standard for Documented Field Reviews during Implementation or Construction
- EGBC Joint Professional Practice Guidelines - Erosion and Sediment Control