

# Guide to Professional Practice

## *Architectural Technology – Building Design Services*

Applied Science Technologists and Technicians of BC (ASTTBC)

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*Approved in principle by ASTTBC Council. Comments requested by October 31, 2008.*

### **1. PURPOSE**

This Guide has been adopted to assist ASTTBC members understand and provide services and take professional responsibility within their field and the definition of scope of practice. While not exhaustive, the Guide provides a context for the type of technical functions which a member may be qualified to carry out without being under the direct supervision of another professional. The carrying out of additional independent professional services is permitted under this Guide provided the services are consistent with the requirements of each project and this Guide.

This Guide recognizes that members have attained, by virtue of a combination of education, training and experience, a level of qualification which enables them to apply known architectural – building technology principles and techniques to the solution of practical building design problems of varying complexity within the ASTTBC definition of scope of practice and this Guide. Members are required to comply with the ASTTBC *Code of Ethics* and any Guide to Professional Practice approved by Council.

A member generally works within a team of professionals which may include technologists, technicians, architects, engineers, building officials, or other technical and administrative staff. The role of the member will vary depending on the size and complexity of the facilities being designed in the project. There is no restriction on who may ‘manage’ professional services, with the understanding that the appropriate registered professionals are involved in carrying out the work.

A member may be the team leader of a project which is more complex than the scope of practice contemplated by this Guide when responsibility is assumed by another appropriately qualified and registered professional, whether a member of ASTTBC or of another professional association.

A member must be able to recognize any unique characteristics which, due to their complexity or other issues, are beyond their field of expertise and require the involvement of another qualified professional, whether a member of ASTTBC or another professional association. Consideration of such matters is especially critical when the risk to the public is increased by factors related to the type and size of project and the degree of impact on public health, safety and the environment.

## **2. ARCHITECTURAL – BUILDING DESIGN SERVICES**

This Guide recognizes the services that ASTTBC members have traditionally carried out in the provision of architectural – building design (“building design”) and field review services for building projects. Under the authority of the *ASTT Act and Regulations*, and this Guide, a member may take responsibility for the carrying out of one or more of the services itemized under Section 3 without requiring the direct supervision of another appropriately qualified professional.

A member can apply judgement in the selection of the applicable code or standard to be used, including comparing the results achieved to those specified in the code or standard to ensure the appropriate service or product is realized.

The application of an appropriate code or standard to one component of a service does not permit completion of other components if there are not the appropriate codes or standards in place which can be referenced. The member is advised to identify, in their design, the code and/or standard used in carrying out the relevant service(s).

Depending on the size and complexity of the facilities being designed, the member may be called upon as the designer of a particular technical function as in those listed in Section 3, or might alternately work as a member of a team.

This Guide does not cover the design of engineering technology services or products.

## **3. UNSUPERVISED SCOPE OF PRACTICE**

A member may assume professional responsibility without being under the direct supervision of another appropriately qualified professional for the building design and field review of buildings that is carried out within the terms of this Guide. Working within a team, the member may carry out, and take professional responsibility for, one or more of the technical functions identified below. Where the member does not assume independent responsibility, the services must be provided to an appropriately qualified and registered professional who will then incorporate the relevant technical function(s) carried out by the member in the overall building design of the building and will coordinate the work with the other team participants. This applies to renovations as well as new building projects.

A member will normally apply professional services in one or more of the following building types:

- Commercial
- Health Care
- Industrial
- Institutional
- Municipal
- Residential

ASTTBC members may be involved with or carry out the following services:

- a) Design basic elements involving steel, wood and concrete
- b) Design basic concrete foundations, footings and retaining walls
- c) Produce complete sets of architectural drawings
- d) Apply the principles of building science and construction to analyze and solve technical problems
- e) Coordinate and facilitate the collecting, processing interpreting and application of survey and layout information
- f) Prepare, analyze and interpret bid / contract documents
- g) Interpret site reclamation plans and monitor reclamation construction activities

- h) Facilitate the relationships between disciplines including architectural, civil, electrical, mechanical, and structural
- i) Facilitate liaison among the project stakeholders involved in the design
- j) Ensure that all work adheres to applicable Building Codes, standards and bylaws
- k) Inspect and evaluate new construction to ensure compliance with the design, codes and standards
- l) Inspect and evaluate existing buildings and prepare renovation / restoration proposals.

ASTTBC proposes that members be fully recognized to assume independent responsibility for complete building design services. While members have certain practice rights within the current regulatory environment, ASTTBC recognizes that changes to the Architects Act are required, and, when enacted, will allow members to design and assume independent responsibility for the following:

- a) Group A-2 (Assembly - pubs; small churches): one to two story, combustible construction, sprinklered or un-sprinklered. Maximum building footprint of 2400 sq m.
- b) Group C (Residential): three story combustible construction up to three stories, unsprinklered; up to four stories sprinklered. Maximum building footprint of 900 sq m. No limit to the number of dwellings on any site
- c) Group D (Business and personal services): up to four stories, combustible construction, sprinklered or unsprinklered. Maximum building footprint of 1200 sq m.
- d) Group E (Mercantile): up to four stories, combustible construction, sprinklered or unsprinklered. Maximum building footprint of 1500 sq m.
- e) Group F-2 (Low hazard industrial): up to four stories, combustible or non-combustible, sprinklered or un-sprinklered. Maximum building footprint of 1800 sq m.

ASTTBC members are cautioned to comply at all times with current legislation such as the Architects Act in performing work relating to buildings.

As a member of the team providing building design services, a member may also be involved in other project related activities such as:

- preparation, evaluation and adjudication of tenders
- appointment of contractors
- project field review, supervision and contract administration
- management of a project, or aspects of a project
- planning and scheduling
- teaching and mentoring

A member shall take note of practice restrictions incorporated in other professional legislation and govern themselves accordingly.

## **4. STAMPING**

An ASTTBC member will affix their stamp, with signature and date, to all designs and reports in a manner consistent with the current ASTTBC policy on stamping. Where such work is a part of a total service or product, the member will qualify the application of the stamp with respect to which portions of the work have been undertaken without supervision.

Where a member has completed work under direct supervision, the member will affix their stamp only for those aspects of the work completed by the member. The supervising professional will affix their stamp clearly noting their role as the professional providing the direct supervision and taking responsibility for the work.

## 5. PROFESSIONAL LIABILITY

ASTTBC members shall hold paramount the safety, health and welfare of the public, the protection of the environment and the promotion of health and safety within the workplace. Recognizing that errors and omissions do occur, members are encouraged to carry errors and omissions and general liability or other insurance appropriate to the circumstances. Members may access the ASTTBC group plan or seek third party coverage. The onus is always on the member to make the decision as to what best serves the interests of the public and protects the member.

## 6.0 ASTT ACT AND REGULATIONS

The *Applied Science Technologists and Technicians Act (ASTT Act)* regulating members of the Applied Science Technologists and Technicians of BC (ASTTBC) calls on the association, in the statement of ‘Objects’, to ***“regulate standards of training and practice of and for its members and to protect the interests of the public”***.

The *ASTT Act* protects the titles Applied Science Technologist (AScT) and Certified Technician (CTech) and in this way informs the public as to those registered with, and governed by, ASTTBC.

The *ASTT Regulations* (S4.1(a)) pursuant to the *ASTT Act* defines a member’s scope of practice, as follows:

*A certified member may, in accordance with his or her academic qualifications, training and experience, provide services, carry on work and accept responsibility in an approved discipline for: inspecting, sampling, evaluating, testing, measuring, troubleshooting, servicing, repairing, maintaining, designing, manufacturing, installing, implementing, reporting on, preparing plans and specifications for, or directing the construction, technical inspection, maintenance or operation of, any structure, work or process, that,*

- i) safeguards life, health, property, environment, public interest or economic welfare, and,*
- ii) which is accomplished through the application of codes, standards and generally recognized procedures and practices appropriate to the endeavour.*

The *ASTT Regulations* (S4.1(b)) defines the disciplines in which members are registered:

*A certified member shall be registered and is entitled to practice in the following approved applied science technology disciplines:*

*Biological Science, Biomedical Engineering, Building, Chemical, Civil, Electrical, Electronics, Environmental, Forest Engineering, Gas and Petroleum, Geomatics, Information, Metallurgical, Mechanical, Mining, and any other discipline approved by Council. Specialties within each discipline may be approved by Council.*

The *ASTT Regulations* (S4.3) references a Code of Ethics and Guide to Professional Practice:

- a) In the provision of work and services a certified member or certified registrant must comply with the Code of Ethics approved by Council.*
- b) A certified member or certified registrant shall also comply with any Guide to Professional Practice as may be approved by Council.*

## **8. REFERENCES**

The following documents are suggested as reference material:

- *ASTT Act & Regulations*
- *ASTTBC Code of Ethics*
- *AIBC Act*
- Codes and Standards appropriate to the circumstances, eg *BC Building Code*

## **9. LIMITATIONS**

Every effort has been made to ensure the accuracy and completeness of this Guide. Any error or omission does not relieve a member from making decisions and assuming professional responsibility appropriate to the circumstances.