

ASTTBC Professional Stamp and Seal Policy

The following is the policy of the Applied Science Technologists and Technicians with regards to a registrant’s use of a professional Stamp or Seal.

1.0 Definitions

The following definitions will be used in this policy.

Term	Definition
Act	Professional Governance Act [SBC 2018], c. 47
ASTTBC	Applied Science Technologists & Technicians of BC
Bylaws	Bylaws of the Applied Science Technologists and Technicians of BC made under the Act.
Digital Signature	A digital signature is any combination of letters, characters, numbers, or other symbols in a digital format an ASTTBC Registrant creates or uses to represent the electronic equivalent to his or her handwritten signature.
Digital Stamp or Seal	A digital stamp or seal is an electronic version of an ASTTBC ink stamp or seal used by a registrant to authenticate a document. Digital stamps or seals are considered to be the equivalent of an ink or embossed seal issued by the ASTTBC.
Document	A document includes, but is not limited to the following in any digital or hard copy format: letters, reports, tags, labels, designs, video recordings, memos, drawings, plans, specifications, calculations, technical and professional opinions on inspection and test results, estimates, quotations, maps or mapping, directions or instruction and general engineering technology and/or applied science advice offered or given.

	A “Document” has an extended meaning and includes a photograph, film, recording of sound, any record of a permanent or semi-permanent character and any information recorded or stored by means of any device.
Ink Stamp or Seal	An ink stamp or seal is the official rubber stamp die or seal used by an ASTTBC registered professional who is permitted to bear such a stamp or seal.
Practising registrant	Practising registrant means a person registered with ASTTBC and who is permitted to engage in applied science and engineering technology practice but does not include trainees, students, honorary registrants, retired registrants, non-practising registrants, inspectors in training, associate registrants, graduate technicians, and graduate technologists.
Registrant	A registrant means a person who is granted admission, enrolment or reinstatement in a class of registrants within a category of registration.
Stamp or Seal (Noun)	A “stamp” or “seal” means the rubber die (ink), metal embossing die or ASTTBC authorized digital version(s) of the ASTTBC Registrant’s professional seal. Refer to Digital Signature, Digital Stamp or Seal, Ink Stamp or Seal.
Stamp or Seal (Verb)	To affix or apply a stamp or seal of an ASTTBC registered professional along with a date and signature to a document.
Temporary registrant	A temporary registrant is a practising registrant of another regulatory body governing applied science and engineering technology practice in a jurisdiction approved by the credentials committee. A temporary registrant may only engage in applied science and engineering technology practice on the terms approved by credential committee.

2.0. Purpose of the Registrant's Use of the Professional Stamp and Seal

In accordance with part X section 84 of the ASTTBC bylaws, practising and temporary registrants in good standing are permitted to affix their professional stamp or seal to documents including, but not limited to, plans, drawings, details, specifications, or other documents which may require a professional stamp or seal, either as required by law, ASTTBC practice guides, or other quality assurance processes.

The purpose of a stamp and seal is for an ASTTBC Registrant to authenticate documents that have been prepared and made available by the ASTTBC professional in the capacity of their direct supervision.

In addition, by stamping and sealing documents the registrant ensures:

- The identity of the registrant who has stamped or sealed the document or documents.
- The registrant is professionally responsible and accountable for the document or documents, including:
 - Assurances that all applicable codes, standards, laws, professional practice guides and legislation have been met.
 - Actions taken by the registrant to authenticate the documents comply with the Professional Governance Act and ASTTBC Bylaws, registration requirements, ASTTBC's Standard of Competence and Code of Ethics, Guides to Professional Practice, and Standards of Practice which may be in place.
- The registrant is qualified, competent, and able to take responsibility for the work that has been authenticated.

2.0 Guidelines and Expectations for Stamp and Seal Usage and Eligibility

2.1 Eligibility:

- 2.1.1 Use of a Stamp and Seal is protected under the *Professional Governance Act* and may only be used by practising registrants in good standing. The right to use the stamp and seal is a privilege granted by ASTTBC under the *Professional Governance Act*. Stamp and seals shall not be used in a manner that is improper or unethical.
- 2.1.2 Stamps and seals may only be issued by ASTTBC to registrants as prescribed by Council.
- 2.1.3 Graduate Technologists (GradTech), Graduate Technicians (GradTech), Trainees and students are not eligible to request or use a stamp or seal.

- 2.1.4 Stamps and seals shall not be acquired, reproduced or otherwise from any source not approved by ASTTBC.

2.2 Stamp and Seal Usage

- 2.2.1 Stamps and seals issued to a registrant must at all times remain under that person's direct control.
- 2.2.2 No person shall permit a stamp to be physically located or accessible in a manner that would allow its use by a person other than the registrant to whom it was issued.
- 2.2.3 Stamps and seals may only be affixed to documents prepared by a registrant or prepared under his or her direct supervision, or
- 2.2.4 Prepared by another person in circumstances where the registrant has thoroughly reviewed them and accepted professional responsibility for them.
- 2.2.5 Registrants are prohibited from charging a fee or being remunerated for simply applying his or her stamp or seal to a document.
- 2.2.6 Use of the stamp and seal is strictly limited to documents describing work or containing information that is within the scope of practice defined by the registrant's category of registration, endorsements, educational qualifications, training and experience.
- 2.2.7 Digital signatures and digital stamps and seals used by a registrant to authenticate documents must be obtained on authority of the ASTTBC Registrar from approved sources.
- 2.2.8 When stamps and seals are used, they shall be accompanied by the person's normal signature and date on which the stamp is applied.
- 2.2.9 The requirements for authenticating documents apply equally to electronic and hard copy documents as defined in this policy.
- 2.2.10 Damaged stamps and seals shall not be used to authenticate documents. In such case, the Registrar shall be notified promptly and arrangements by the registrant should be made to obtain a replacement stamp or seal. Damaged stamps and seals shall be returned to the Registrar for destruction.

3.0 Ownership of Stamps and Seals

- 3.1 The Stamp and seal remain the property of ASTTBC and must be returned immediately upon request of the Registrar. The charge for a stamp or seal is a lease fee for an indefinite period, provided the registrant remains in good standing with ASTTBC.
- 3.2 Lost or stolen stamps and seals shall be reported to the Registrar immediately.

4.0 Additional Stamp and Seal Guidelines

- 4.1 ASTTBC Registrants are required to comply with all other ASTTBC reference documents such as Standards of Practice or Professional Practice Guidelines related to the discipline, specialty or endorsement in which they are registered or endorsed.