

**To:** All HQ Directors: Operations, Planning & Major Projects  
All Regional Directors  
All Regional Managers, Engineering  
All Regional Managers, Project Delivery  
All Regional Managers, Corporate Services  
All District Managers, Transportation

**Subject: SIGNING AND STAMPING OF TENDER AND CONTRACT DRAWINGS**

**Background:**

The Ministry requirements for signing of engineered tender and contract drawings are contained in the following documents:

- Highway Grading and Paving Drawings – BC Supplement to TAC Geometric Design Guide
- Bridge Drawings – Manual of Bridge Standards and Procedures
- Geotechnical Drawings – Technical Circular T-6/97
- Electrical Drawings - Electrical and Traffic Engineering Manual

Due to the current practice of using electronic copies of drawings for tendering of contracts, the requirements for signing and stamping/sealing of engineered contract drawings have been reviewed by the Headquarters Contract Administration Branch and the Headquarters Engineering Branch.

It is a requirement of the Engineers and Geoscientists Act of British Columbia that engineers and geoscientists use the seal or stamp provided to them by the Association of Professional Engineers and Geoscientists of British Columbia, with signature and date, to seal or stamp drawings that they have prepared and delivered or that have been prepared and delivered under their supervision.

**Procedure:**

All engineered tender and contract drawings must be stamped, signed and dated by the responsible professional engineer.

The following procedures will be effective **August 1, 2006**. The Contract Administration Manual and Engineering Branch manuals will be revised to include these procedures:

- One full size set of Engineered Contract Drawings must be originally signed and stamped at the tender stage (prior to posting on BC Bid). The requirement for signing and stamping shall apply to both in-house and consultant designs. Drawings must also be signed by the appropriate Ministry officials prior to posting on BC Bid.
- Drawing revisions must be signed and stamped and issued as formal addenda (at the tender stage) or as a contract amendment (after award of the contract).

- Copies of the signed and stamped final tender drawings (including addenda) will be used for award purposes.
- Ink stamps (rather than embossed seals) shall be used because embossed seals are not reproducible when scanned or photocopied.
- Initialing of the contract drawings by the contractor and the Ministry at award is no longer required.
- Engineered contract drawings issued for tender that have not been signed and stamped must be authorized for use by the Regional or Branch Director and the drawings must be labeled "Preliminary Not for Construction" prior to posting on BC Bid.
- Once the contract has been completed, the Project Manager is responsible for ensuring that the original set of signed and stamped final contract drawings is sent to HQ Engineering Branch for archiving, Attention: Chief Engineer.
- Comments such as "Issued for Tender" and "Issued for Construction" are not to be annotated on the Drawings.
- Schedule 4 versus Schedule T3 requirements have been further defined in the Contract Administration Manual.

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