

ELECTRICAL CONTRACTORS ASSOCIATION OF ALBERTA

17725 – 103 Avenue, Edmonton, Alberta T5S 1N8

780.451.2412 Toll Free: 1.800.252.9375 Fax: 780.455.9815

GUIDELINE TO THE USE OF STAMP/SEAL

The use of a stamp/seal (the “stamp”) by a professional is a representation to the public that the work performed as described in the document (the “Work”) upon which it is emblazoned is of a certain nature and quality. It signals to the public that the Work has been performed by, or under the supervision or review of a Professional Electrical Contractor (P.E.C.), and that he or she has accepted professional responsibility for its completion according to the highest standard of skill and professionalism and the Work is built in accordance with the specifications contained within the design document and in accordance with the Code.

The Stamp holds the professional out to the public as an accepted member of the association whose qualifications, both in competence and ethics, have met certain high standard requirements as mandated by the Association. By using the Stamp, the professional is making a commitment to the client that the Work has been done with proper competence, diligence and care.

The use of the Stamp is left to the discretion of the professional making this commitment and representation; however, here are some guidelines to help you make decisions about stamp use.

- As the use of stamp is a representation that the Work is of a certain quality and that the appropriate degree of care has been given to it, it is improper to stamp copies of documents that are not in a finalized form. Drafts, initial plans, or any document subject to revision should be clearly marked as “DRAFT”, and should remain unstamped so that it is not mistakenly relied upon as the professional’s final work
- The stamp is your personal warranty- keep it in a safe place and never lend it out or leave it available to misuse. Otherwise, you may find yourself involved in disputes and litigation for defective work that has been wrongly attributed to you.
- Ensure that the Stamp is clear and legible
- Your signature should include your full surname and not simply your initials
- If your final work has been done in collaboration with a professional in another discipline (eg. Mechanical Engineer, etc) you must both stamp the document. Be careful not to mislead the public that you are certifying the reliability of the entire document if you were only responsible for a portion of it, or you could be held responsible.
- Professional Errors & Omissions Insurance must be current to protect yourself and your clients.
- Remember, by stamping a document, you are taking responsibility for it!

Signature of P.E.C.

Written name of P.E.C.

Date



¹ For your information: Prior to the introduction of the stamp, your personal signature and use of your professional title abbreviation had the same effect.