

Architect's Professional Seal

Documents Issued in More Than One Language

Summary

This Practice Bulletin attempts to outline some basic principles for documents prepared in more than one language and relies on the ability of members to exercise good professional judgement. It will be necessary to identify which language will govern, in the event of a discrepancy between versions of the documentation. Ensure that your insurance coverage is appropriate for project documents prepared in more than one language.

Note that references within this bulletin to 'sealing' documents, includes both:

- a physical seal and manual signature applied to original documents issued in paper format; or
 - a digital signature (with visual electronic seal and signature) applied to original documents issued in electronic format.
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BACKGROUND

Within Canada, uniform standards do not exist with respect to the preparation of documents in more than one language and/or the application of professional seals to such documentation. This Practice Bulletin is issued to serve as a general guideline to members with regards to the required standard of care in such circumstances, for projects located in this jurisdiction.

Where documents for an architectural project are required to be provided in more than one language:

1. The architect must include in the architect's agreement for services a provision which identifies the governing language of the agreement, in the event of a discrepancy between documents produced in more than one language.
2. Both the architect and authorized practice, have professional and ethical obligations to perform their services with reasonable skill and good judgment, and in the interest of the public safety, and to exercise a reasonable level of professional care,

consistent with the standard that is contemplated under *The Architects Act*, By-Laws of the Association and/or any regulatory Practice Bulletins issued by the Association, as might be applicable.

3. In accordance with their professional and ethical obligations, the architect may only seal documents that have been produced in a language in which the architect has an appropriate level of competence.
4. For clarity, where an architect has been asked to seal documents that have been translated from one language to another, the obligation remains with the architect to seal only those documents that have been produced in a language in which the architect is competent.



REGULATORY

Practice Bulletin

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