

PRACTICE BULLETIN: Stamping – A guidance to ALBNI License Holders on the Stamping of Documents

The ALBNI recently become aware of drawings for extensions to an existing Group B facility that were issued but did not contain an Architect's stamp.

When the Board approached the consultant, the individual confirmed an Architect was not involved in the project, but would get the documents stamped, and is in the process of being done. This is but only one example.

Many ALBNI License Holders are being contacted on a regular basis to review and stamp drawings prepared by others. **Such activity is strictly prohibited.**

This **Practice Bulletin** is being provided as a guidance to ALBNI License Holders regarding stamping requirements.

Please refer to official copies of the [Act](#), [Regulations](#), and [Code of Ethics](#), for exact wording.

Which Documents Must You Stamp?

- You must stamp every document containing a design prepared by you or under your responsible control, or otherwise you must mark it "draft", "work-in-progress" or other similar term. (Act Section 37 of the Act; Regulations Section 6(2), (3), and (4))
- If you stamp any document containing a design that was not prepared by you but was prepared under your responsible control, then you must maintain adequate and complete records demonstrating the nature and extent of your control over and detailed knowledge of those documents throughout their preparation for the next five years. (Section 6(7) of the Regulations)
- You may also stamp documents containing designs prepared by other Architects, subject to specific conditions outlined in the Regulations.

Identification of the Architectural Consultant is Required on all Stamped Documents.

- When stamping a document your name or the name of the firm you supervise and assume responsible control over its Architectural work, must be prominently displayed and identified in the document as the "Architectural Consultant". (Section 6(4)(e) of the Regulations)
- You must not apply your stamp to any document that identifies other people or firms that someone else could misconstrue as being permitted to offer Architectural services when such is not the case. (Section 6(4)(f) of the regulations)

- Only firms who are supervised by Architects are permitted to offer Architectural services to the public. You may supervise up to one firm at a time and its affiliate companies provided you provide advance notice to the Board and advise it when you cease providing supervision. (Section 13(2) of the Act) (Section 3(6) of the Code of Ethics)

Which Documents Must Not Be Stamped?

You must not apply your stamp to a document that was prepared by someone else and you have been asked to review. You must have exercised responsible control over its preparation, which is defined as the degree of control over and detailed knowledge of the content of technical submissions during its preparation that is ordinarily exercised by Architects applying the required professional standard of care but does not include reviewing, or reviewing and correcting, technical submissions after they have been prepared by others. (Section 2 of the Act).