

RFT Signing & Sealing Guidelines

(Approved by council October 1, 2004)

Background & Analysis

This guideline provides guidance on what documents a Registered Forest Technologist (RFT) must (or may) sign and seal. It is an interpretive guide to the ABCFP bylaws and the *Guidelines on Scope of Practice for Registered Forest Technologists*.

Bylaw 10 contains the three main provisions that must be considered:

10.1. Only Registered Professional Foresters, Registered Forest Technologists acting in accordance with these bylaws and guidelines established by council, and Special Permit Holders acting in accordance with these bylaws and the terms and conditions of their permits, may affix their signature and seal or stamp to professional documents as defined in Bylaw 10.2.

10.2. Registered Professional Foresters must affix their signature and seal or stamp to all: estimates; specific actions; reports; letter reports; letters; memoranda; documents; plans; and all such other professional papers and things containing professional opinion or work product (collectively referred to as a “professional document” or “professional documents”) that he or she prepares or are prepared under his or her supervision.

10.3. Registered Forest Technologists must affix their signature and seal or stamp only to those professional documents authorized by council guideline.

Guideline for Interpretation

The guidelines referred to in Bylaw 10.1 are the *Guidelines on Scope of Practice for Registered Forest Technologists*. The guidelines referred to in Bylaw 10.3 are the guidelines contained here in this document. Eventually both will be merged together into one document.

Bylaw 10.1 dictates that RFTs acting in accordance with the bylaws and guidelines established by council may sign and seal professional documents. Bylaw 10.3 reinforces this provision by stating that professional documents authorized by council guideline must be signed and sealed by an RFT. Together these two provisions state, not only can RFTs sign and seal professional documents designated for RFT signature but they must sign and seal them.

Which professional documents are signed and sealed by RFTs?

The answer to this question lies in the interpretation of Bylaw 10.2., which requires a Registered Professional Forester (RPF) to sign and seal all documents containing professional opinion or work product. These are all documents that relate to the practice of professional forestry as defined in the *Foresters Act*.

The *Foresters Act* also authorizes RFTs to engage in aspects of the practice of professional forestry to the extent consistent with their education, training and experience:

- (a) independently, if carrying out functions described in the bylaws for this purpose,
- (b) while executing, supervising the execution of or inspecting work designed by a Registered Professional Forester admitted under Section 14 or Special Permit Holder acting within the scope of their permit, or
- (c) under the supervision of a Registered Professional Forester admitted under Section 14 or a Special Permit Holder acting within the scope of their permit.

Therefore, RFTs must affix their signature and seal according to the following RFT signing and sealing guidelines.

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