

**NOTICE OF INTENT TO ADOPT AN AMENDMENT TO THE
GEORGIA STATE BOARD OF REGISTRATION FOR PROFESSIONAL
ENGINEERS AND LAND SURVEYORS
AND NOTICE OF PUBLIC HEARING**

RULE 180-12-.02, SEALING OF DOCUMENTS.”

TO ALL INTERESTED PARTIES:

Notice is hereby given that pursuant to the authority set forth below, the Georgia State Board of Registration for Professional Engineers and Land Surveyors (hereinafter “Board”) proposes an amendment to Rule 180-12-.02, “SEALING OF DOCUMENTS” (herein after “proposed amendment”).

This notice, an exact copy of the proposed amendment, and a synopsis of the proposed amendment, are being sent to all persons who have requested, in writing, that they be placed on a notification list. This notice, an exact copy of the proposed amendment, and a synopsis of the proposed amendment may also be reviewed during normal business hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, except official State holidays, at the Office of the Secretary of State, Professional Licensing Boards Division, 237 Coliseum Drive, Macon, Georgia 31217. The documents will also be available for review on the Board’s website at <https://sos.ga.gov/index.php/licensing/plb/22>. Copies may also be requested by contacting the Board office at (404)-424-9966.

A public hearing will be held at 9:30 a.m., March 10, 2022. The hearing will be held via Zoom due to the COVID-19 pandemic. The public will have an opportunity to comment upon and provide input into the proposed amendment. Members of the public can call into the meeting via the following number: 404-424-9966.

Interested parties affected by the amendment may submit written comments to the Agency no later than close of business on March 4, 2022. Written comments must be legible, signed, contain contact information from the maker (address, telephone number, email address), and addressed to Gabriel Sterling, Division Director, Secretary of State, Professional Licensing Boards Division, Georgia State Board of Registration for Professional Engineers and Land Surveyors, 237 Coliseum Drive, Macon, Georgia 31217. Written comments may be emailed to PLBTrades1@sos.ga.gov.

During the public hearing, anyone may present data, make a statement, comment, or offer a viewpoint or argument, whether orally or in writing. Lengthy statements or statements of a considerable technical or economic nature, as well as previously recorded messages, must be submitted for the official record. Oral statements will be limited to five (5) minutes per person.

The Board voted to post this Notice of Intent at its meeting on January 26, 2021. The Board also voted that the formulation and adoption of this rule does not impose excessive regulatory cost on any licensee, and any cost to comply with the proposed rule cannot be reduced by a

less expensive alternative that fully accomplishes the objectives of that O.C.G.A. §§ 43-15-4(a), 43-15-6(a), and 43-15-22. Additionally, the Board voted that it was neither legal nor feasible in meeting the objectives of O.C.G.A. §§ 43-15-4(a), 43-15-6(a), and 43-15-22 to adopt or implement differing actions for businesses as listed in O.C.G.A. § 50-13-4(a)(3)(A), (B), (C) and (D). The formulation and adoption of these rules will impact every licensee in the same manner and each licensee is independently licensed in the field of Land Surveying.

According to the Department of Law of the State of Georgia, the Georgia State Board of Registration for Professional Engineers and Land Surveyors has the authority to adopt proposed Rule 180-12-.02 pursuant to authority contained in that O.C.G.A. §§ 43-15-4(a), 43-15-6(a), and 43-15-22.

For further information, contact the Board office at (404)-424-9966.

This notice is given in compliance with O.C.G.A. § 50-13-4.

This the 12th day of January, 2022.



Gabriel Sterling
Division Director
Professional Licensing Boards Division

Posted: 1/12/2022

**SYNOPSIS OF PROPOSED REVISIONS TO THE
GEORGIA STATE BOARD OF REGISTRATION FOR PROFESSIONAL
ENGINEERS AND LAND SURVEYORS**

RULE 180-12-.02, "SEALING OF DOCUMENTS."

PURPOSE: The purpose of this amendment is to update the rules to allow a summary sheet of seals for larger documents.

THIS IS A RULE AMMENDMENT.

Note: Underlined text is proposed to be added; lined-through text is proposed to be deleted.

Rule 180-12-.02 Sealing of Documents

- (1) The term, "documents," as used herein shall mean engineering and/or land surveying work issued in the form of plans, drawings, maps, surveys, reports, specifications, design information, and calculations, including such work issued in digital form.
- (2) The term "issued" as used herein shall mean documents in the final form which bear the seal, signature and date of the registrant and the entity's Certificate of Authorization Name, Authorization Number and Expiration date of the COA (as required by GA Law 43-15-23. Practice of professional engineering by or through firm, corporation, or other entity for COA requirements.)
- (3) The registrant shall seal, sign and date and provide COA name, Authorization Number and expiration date of the COA all original final documents which are issued to a client or any public agency. The sealing of documents by the registrant shall certify that the work was performed by the registrant or under the direct supervisory control of the registrant on a daily basis. For engineering documents, the date of signature shall be placed immediately under the seal and signature.
- (4) No registrant shall issue or allow to be issued draft, incomplete, preliminary, in-progress, or for-review document or any type that contains the seal of the registrant unless such document does not contain a signature. Further, any such draft shall display the date of issue and a notation under or adjacent to the seal in bold lettering, such as "PRELIMINARY", "DRAFT", "NOT FOR CONSTRUCTION" or "FOR REVIEW ONLY," which clearly identifies the purpose for which the document is issued. Any document containing a seal, signature, date and COA information as required in (2) above shall be considered to be issued.
- (5) Seals, signatures, dates, COA Information and/or other notations required by this Rule shall be placed on original documents such that the seal, signature, date, COA Information and/or notations, will be reproduced when copies or scans are made. A "facsimile signature" that is to be placed on a property survey map or plat in accordance with OCGA 15-6-67 may be a scanned image of an actual signature or a computer generated signature, and must be kept in the strict control of the land surveyor.
- (6) Each drawing sheet, whether bound or unbound, shall be sealed, signed and dated by the

registrant(s) responsible for the work on that sheet and contain the entity's COA information. If necessary due to number of sheets, in lieu of providing a seal, signature, date, and COA information on each drawing sheet, a summary sheet may be included in the form of a clearly drafted table or other format that identifies each registrants seal, signature, date, and COA information and which includes a narrative that clearly describes the element of work for which each registrant is responsible and indicates the most current version of each sheet. This summary sheet shall be included within the final documents. If a document is sealed, signed and dated and contains the entity's COA information by more than one registrant, the portion of the work for which each registrant is responsible shall be clearly noted.

- (7) Each document that is sealed, signed and dated by a registrant shall contain the name, address, and contact information of the firm or sole practitioner certifying the work. Each document shall have the entity's COA information included.
- (8) Documents as defined in Paragraph (1) that are transmitted electronically beyond the direct control of the licensee shall have the computer-generated seal removed from the original file, unless signed with an electronic signature as defined in Paragraph (9) of this Rule. After removal of the seal the electronic media shall have the following inserted in lieu of the signature and date: "This document originally issued and sealed by (name of sealer), (license number), on (Date of sealing) and the entity's COA Information. This medium shall not be considered a certified document." Hardcopy documents containing the original seal, signature, date and entity's COA information of the licensee may be duplicated by photocopy or electronic scanning processes and distributed either in hardcopy or electronic medium. The scanned digital files of certified documents are not subject to the requirements of this Paragraph. The electronic transmission beyond the direct control of the licensee of CAD, vector or other files subject to easy editing are subject to the requirements of this paragraph. Easy editing is based on the file consisting of separate elements that can be individually modified or deleted.
- (9) Documents to be electronically transmitted beyond the direct control of the licensee that are signed using an electronic signature shall contain the authentication procedure in a secure mode and a list of the hardware, software and parameters used to prepare the document(s). Secure mode means that the authentication procedure has protective measures to prevent alteration or overriding of the authentication procedure. This paragraph does not apply to property survey maps and plats governed by OCGA 15-6-67 which may be submitted in an electronic file format that is regulated by the Georgia Superior Court Clerks Cooperative Authority. The term "electronic signature" shall be an electronic authentication process that is attached to or logically associated with an electronic document. The electronic signature shall be:
 - (a) Unique to the licensee using it;
 - (b) Capable of verification;
 - (c) Under the sole control of the licensee; and
 - (d) Linked to a document in such a manner that the electronic signature is invalidated if any data in the document is changed.

O.C.G.A. §§ 43-15-4(a), 43-15-6(a), and 43-15-22

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