# Professional Practice Management Plan

APEGA permit holders are required to develop and follow a Professional Practice Management Plan (PPMP) that is appropriate to their professional practice. This resource is a quick-reference guide to the required components of a PPMP. The practice standard *Professional Practice Management Plan* outlines the detailed requirements for permit holders, Responsible Members, and licensed professionals to meet the intent of the *Engineering and Geoscience Professions Act* and the *General Regulation* to protect the public.

What is a PPMP?

A PPMP describes the corporate policies, procedures, and systems used to ensure organizations and licensed professionals practising engineering, geoscience, or both maintain appropriate standards of professional practice. It is a management and communication tool that helps permit holders effectively plan, execute, and manage the quality control and assurance of their professional engineering or geoscience practices.

PPMP Overview

Each PPMP must contain nine parts. PPMPs must be clearly written and describe the processes designed to support the permit holder's professional practice. PPMPs may vary considerably in complexity, detail, and content depending on the size of the permit holder and the nature and scope of its professional practice. PPMPs do not need to duplicate existing documentation and may refer to or link to supporting documentation.

PPMP

- **Policies**
- **Procedures**
- **Systems**
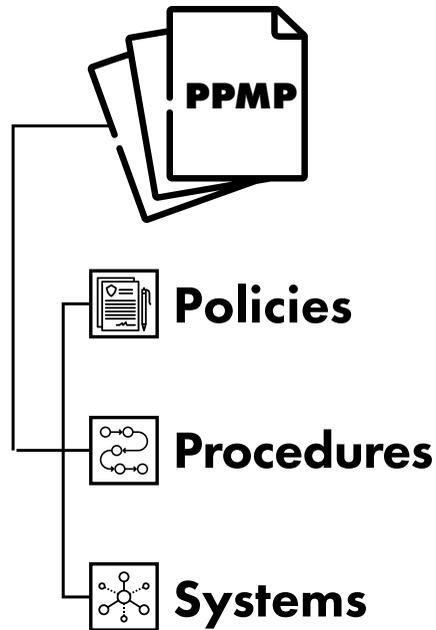
Who is responsible for a PPMP?

A permit holder must assign a senior officer to be accountable for its compliance to APEGA's Permit to Practice requirements. The senior officer assigns Responsible Members who have a responsibility to maintain and implement a current PPMP. A full description of the responsibilities and obligations of permit holders, Responsible Members, and licensed professionals is outlined in the practice standard *Professional Practice Management Plan*, available at apega.ca/practice-standards.

PPMP Quick Reference Guide

This reference guide summarizes the key content required for each PPMP section. It does not replace the standard, which describes in full the information required in a PPMP. These symbols flag areas where it may be helpful to review details, minimum requirements, or full lists outlined in sections from one of the following practice standards or guideline:

PPMP	*Professional Practice Management Plan*	
APWP	*Authenticating Professional Work Products*	
ROWOO	*Relying on the Work of Others and Outsourcing*	
EP	*Ethical Practice*	

For more information, email professionalpractice@apega.ca

Professional Practice Management Plan Requirements

Part one
General Information
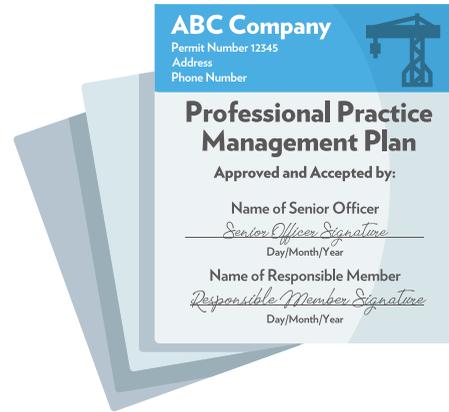
Must include the following components:

- PPMP declaration, signed annually by the senior officer and the Responsible Member(s), to certify a PPMP's approval and acceptance
- PPMP revision history
- Permit holder information
- PPMP objective that demonstrates commitment to responsible and ethical practice
- Definitions for terms, acronyms, and abbreviations
- List of internal and external documents and references
- Processes specific to how PPMP annual reviews are conducted and documented

Part two
Ethical Practice

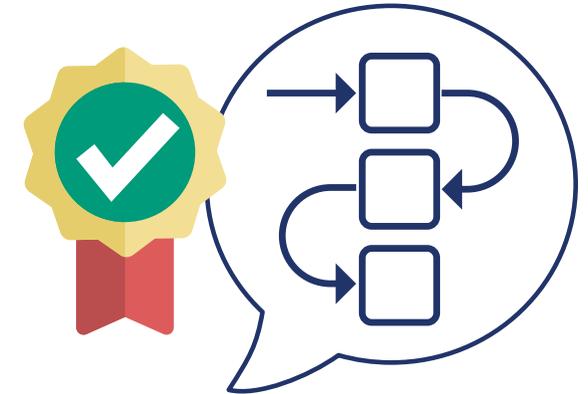Must include or reference:

- Permit holder's code of ethics, which must be consistent with the Code of Ethics
- Other policies or procedures that ensure ethical practice in the professions

  EP — includes APEGA Code of Ethics

Part three
Professional Business Practice

Must include or reference policies or procedures to demonstrate or define:

- Quality control and assurance systems related to its professional practice

  PPMP — includes minimum requirements

- How the permit holder executes engineering- or geoscience-related projects

  PPMP — includes minimum requirements

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Professional Practice Management Plan Requirements

Part four
Authentication and Validation

PRACTICE STANDARD

Authenticating Professional Work Products

Must include or reference policies or procedures to demonstrate or define:

- The nature of the permit holder's professional work products (PWPs), including format (physical, electronic, or digital)
- The types of PWPs created and used
- Outputs produced but not authenticated
- The authentication and validation process
- How revisions to previously authenticated PWPs are managed
- The authentication and validation of changes made during continuous operations
- The process to control and secure APEGA stamps

| APWP | provides detailed information |

Part five
Relying on the Work of Others and Outsourcing

PRACTICE STANDARD

**Relying on the Work of Others and Outsourcing**

Must include or reference policies or procedures to demonstrate or define:

- How PWPs created by individuals not licensed by APEGA are authenticated
- The process for managing the outsourcing of professional services to APEGA licensed professionals or permit holders
- The process for creating an outsourcing plan when outsourcing professional services to entities not licensed by APEGA

| ROWOO | provides detailed information |

Part six
Organization and Roles
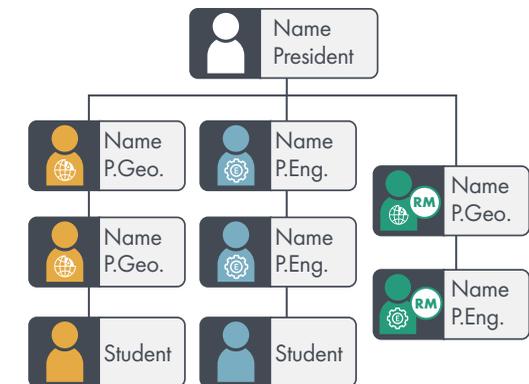
Must include or reference the following that demonstrate or define:

- How reserved titles are managed
- The organizational structure, including supervision, decision-making authority, and professional oversight

  | PPMP | provides detailed information |

- A list, database, or organizational chart with all individuals involved in the practice of engineering or geoscience

  | PPMP | lists required data fields |

For more information, email professionalpractice@apega.ca

Professional Practice Management Plan Requirements

Part seven
Management of Professional Resources

Must include or reference policies or procedures to ensure:

- Qualified and competent individuals are selected during recruitment

- Continued competence and qualifications of licensed professionals

- Members-in-training and others are supervised and trained appropriately

Part eight
Management of Technical Resources

Must include or reference policies or procedures to demonstrate or define how:

- Licensed professionals access current reference resources

  | 🔧 **PPMP** | provides minimum requirements |

- Risks associated with information technology and security are mitigated

- Equipment and tools used to provide professional services are operated, maintained, and calibrated

  | 🔧 **PPMP** | lists equipment and tools |

Part nine
Professional Services Output Management
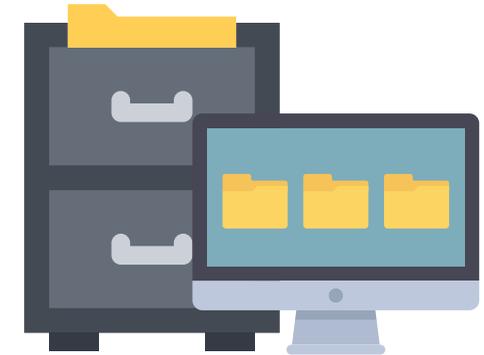
Must include or reference policies or procedures to demonstrate or define how:

- Original PWPs and copies are marked, controlled, and retained

- Revisions and transmittals of documents and PWPs are handled

- PWPs are managed, shared, retained, and safely stored and disposed of

  | 📜 **APWP** | provides detailed information |

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