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Electronic Stamping Sealing Demo

The CP Manual Working Group has developed a step by step procedure for applying multiple digital certificates and stamps to drawing sets.

Both AIBC and EGBC have contracted certification services through Notarius.

The procedure in this demo is based on ConsignO Desktop which is a free software developed by Notarius for applying digital signatures and stamps to documents.

Other programs such as Bluebeam Revu and Adobe Sign have the ability to apply digital certificates, but this demonstration is based on ConsignO Desktop.

Electronic Stamping Sealing Demo

Notarius' software, ConsignO Desktop, offers 2 options for applying an image of a professional seal or CP stamp to a document:

➢ Using the "Stamp" function, or

➢ Using the "Signature" function.

➢ The "Stamp" function is a convenient way to apply an image of a professional seal to every drawing sheet with a single click of a button, but the "Stamp" function is **NOT** a digital certificate.

➢ The only way to apply a digital certificate to a document is by using the "Signature" function.

Electronic Stamping Sealing Demo

To improve the security and longevity of a document, it is recommended to convert the document to PDF/A format before applying a digital stamp or signature. It should be noted that there are some limitations to the PDF/A format as governed by ISO 19001.

The following types of documents may not be compatible with the PDF/A format, so they should be tested before converting to PDF/A:

➤ PDF documents that contain shading with a transparency of less than 100%. Converting to PDF/A may change the shading to 100% transparency which could obliterate the images beneath the shading.

➤ Fillable PDF documents. Converting to PDF/A may wipe out the text within the fillable boxes.

➤ Layered PDF documents

➤ PDF documents with Java script.

Electronic Stamping Sealing Demo

Procedure for the RPR in Applying Their Professional Seal:

➢ The RPR applies an image of their professional seal to every drawing sheet using the "Stamp" function and a AIBC or EGBC digital certificate to the first page.

➢ The title block on each drawing sheet should have a designated location for the application of the RPR's professional seal. If this location is consistent on each drawing sheet, the application of the professional seal is simplified when using the "Stamp" function.

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Procedure for the RPR in Applying Their Professional Seal:

➢ The first page of each drawing set should have space available for the application of additional stamps, such as:

- ➢ CP Stamp of the CP,

- ➢ Shop drawing review stamp for alternative solutions on sprinkler drawings,

- ➢ Architect's shop drawing review stamp on sprinkler drawings.

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Procedure for the RPR in Applying Their Professional Seal:

Create a separate PDF of the drawing file that will be used for the sealed document.

It is good practice to retain an unsealed version of the same PDF drawing file in the event there are problems are encountered during the process of converting to PDF/A format or applying the digital certificate.

Electronic Stamping Sealing Demo

Procedure for the RPR in Applying Their Professional Seal:

➤ Step 1 - Apply an image of your professional seal to every drawing sheet using the "**Stamp**" function.

➤ Step 2 - Apply your AIBC or EGBC digital certificate to the first drawing sheet using the "**Signature**" function.

Electronic Stamping Sealing Demo

➢ Step 1 – RPR converts the document to PDF/A if it is compatible.

➢ Step 2 - RPR applies an image of their professional seal to every drawing sheet using the "**Stamp**" function.

➢ Step 3 – RPR applies their AIBC or EGBC digital certificate to the first drawing sheet using the "**Signature**" function. In Advanced Options – DO NOT CLICK on "Certify" because that will prevent the CP from applying their digital CP stamp without compromising the RPR digital seal.

➢ Step 4 – RPR sends their drawings to the CP.

Electronic Stamping Sealing Demo

➢ Step 5 – CP applies their AIBC or EGBC digital certificate to the first drawing sheet using the "**Signature**" function.

➢ Note that once the RPR has applied their digital certificate in Step 3, the "Stamp" function is no longer available for the CP to apply an image of their CP stamp to every page.

➢ Applying the CP digital certificate to the first page applies to and secures the entire document, so it is not necessary to have an image of the CP stamp on every page of the drawing set.

Electronic Stamping Sealing Demo

- Step 6 – CP verifies the validity of the digital certificates.

- Click on the tab entitled "Signature Validation" at the ribbon at the bottom of the screen.

- A message will appear at the top of the screen with green check marks that reads:

> "The document is digitally signed.
>
> Digitally signed by John Smith (Member – Institute AIBC) on 2020 09 18
>
> Digitally signed by Joe Web (P.Eng. Engineers and Geoscientists – APEGBC)"

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Open Panel Q & A