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CCDC

CANADIAN CONSTRUCTION DOCUMENTS COMMITTEE

BULLETIN 23

THE PROPER USE OF CCDC COPYRIGHT SEALS

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CCDC Copyright Seals are required to be used with the printed electronic versions of CCDC documents. It has come to the Committee's attention that proper instructions for the use of Copyright Seals would be helpful. This bulletin answers the most commonly asked questions.

What is a CCDC Copyright Seal?
It is a 1x2½ - inch adhesive-backed paper decal with the copyright message, a CCDC document number and document date. Each CCDC document has its own CCDC Copyright Seal. For example, CCDC 3 - 1998 must be used with the CCDC 3 - 1998 Copyright Seal. The seal's colour is coded to correspond to the cover of the hard copy document for easy reference.

Who should use CCDC Copyright Seals?
Everyone who is using CCDC electronic documents, direct amendments to which are prohibited. Integrity of both process and documents is essential.

When is a CCDC Copyright Seal to be used?
A Copyright Seal must be used on all CCDC documents to be executed from printed electronic versions. For example, if there are three copies to be executed, such as one each for the contractor, the owner and the consultant, each copy must first have a Copyright Seal before being signed. A printed electronic CCDC Document with an affixed Copyright Seal is equivalent to an original CCDC hard-copy document. Original hard-copy CCDC contract forms do not need Copyright Seals; in fact, there is no place to affix them. A Copyright Seal must not be used on photocopied CCDC contract forms, which are themselves illegal to produce. Photocopies of original CCDC Documents must not be used.

Where should a CCDC Copyright Seal be affixed?
A CCDC Copyright Seal must be affixed to the front page of the printed electronic document in the indicated area. Once affixed a Copyright Seal must not be removed from a document. (Note: all CCDC Statutory Declarations, whether original hard-copy or printed electronic versions, require a CCDC Copyright Seal. See CCDC Bulletin 21.)

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Why do we have to use a CCDC Copyright Seal?
The use of a Copyright Seal is intended to demonstrate that the CCDC Document is authentic, accurate and unamended with the exception only of additions or modifications as may be set forth in supplementary conditions. A Copyright Seal's application is a representation that the document has not been changed from its original form. Therefore the parties only need to pay particular attention to the filled-in blanks and the supplementary conditions. The use of an electronically generated CCDC Document not containing a CCDC Copyright Seal constitutes an infringement of copyright. A printed electronic document should be signed only if the document's front page already has a CCDC Copyright Seal. The revenues from the sales of CCDC Documents & Copyright Seals help to finance the work of the Canadian Construction Document Committee.

Where do we purchase CCDC Copyright Seals?
CCDC Copyright Seals can be purchased at any CCDC authorized document sales outlet (a list is available on the CCDC web site). The outlet determines the prices.

(CCDC bulletins are products of a consensus-building process aimed at balancing the interests of all parties on the construction project. They reflect recommended industry practices. Readers are cautioned that CCDC bulletins do not deal with any specific fact situation or circumstance. CCDC bulletins do not constitute legal or other professional advice. The CCDC and its constituent member organizations do not accept any responsibility or liability for loss or damage which may be suffered as a result of the use and interpretation of these bulletins.)