This is an example of a supervision agreement that has been customised to record a made-up supervision arrangement between a certifying plumber and gasfitter supervisor and a restricted plumber, exempt gasfitter supervisee. The text in red throughout the agreement shows where the agreement has been customised.

SUPERVISION AGREEMENT

BETWEEN	Joe Bloggs Registration no. 12345 (**Supervisor**)
AND	Rob Smith Registration no. 67891 (**Supervisee**)

BACKGROUND

A. The Supervisor is a licensed Certifying Plumber, Certifying Gasfitter.

B. The Supervisee is a licensed Restricted Plumber, Exempt Gasfitter.

C. The Supervisee may only carry out restricted sanitary plumbing, gasfitting (**Restricted Work**) under the supervision of a certifying practitioner.

D. The Supervisor has agreed to supervise the Supervisee for sanitary plumbing, gasfitting.

E. The Agreement sets out the terms and conditions on which that supervision will be carried out.

AGREEMENT

The Supervisor's responsibilities

1. The Supervisor will provide supervision to the Supervisee by doing the following things:
   a. assessing all Restricted Work the Supervisee is to carry out before the Supervisee commences the work
   b. determining what level of supervision is required by the Supervisee
   c. providing the required level of supervision while the Supervisee carries out the Restricted Work
   d. carry out any testing required for verification or certification purposes.

2. The supervision provided by the Supervisor will be sufficient to ensure that the work carried out by the Supervisee is:
   a. carried out competently
   b. is subject to appropriate safety measures
   c. complies with all applicable compliance requirements, including those contained in the Building Act 2004, Building Regulations 1992, Gas Act 1992, and Gas (Safety and Measurement) Regulations 2010.

3. The Supervisor will ensure the Supervisee does not work on live gas.

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4. The Supervisor will ensure the Supervisee has their Board-issued authorisation card (physical or electronic) with them at all times when carrying out Restricted Work.

5. The Supervisor may nominate another certifying or tradesman practitioner in the trade to provide physical supervision of the Supervisee on a case-by-case basis.

6. The Supervisor will remain responsible for all work carried out by the Supervisee even where they have nominated another practitioner to provide physical supervision on their behalf.

7. The Supervisor will provide the Supervisee with the following:
   a. regular assessments of and feedback on their work
   b. training on how to carry out the Restricted Work.

8. The Supervisor will keep records of:
   a. all Restricted Work carried by the Supervisee under their supervision
   b. how they have decided what level of supervision the Supervisee required for all Restricted Work they carried out
   c. all assessments they have carried out of the Supervisee's work and their view of the Supervisee's competence
   d. all training provided to the Supervisee.

The Supervisee's responsibilities

9. The Supervisee will keep the Supervisor advised of all Restricted Work they wish to do.

10. The Supervisee will not carry out any Restricted Work without first discussing it with the Supervisor and the Supervisor has determined what level of supervision the Supervisee needs.

11. The Supervisee will not carry out any work on live gas.

12. The Supervisee will raise any questions about any Restricted Work they are doing, including any safety measures in relation to the work, with the Supervisor.

13. The Supervisee will notify the Supervisor about any issues that arise while they are carrying out Restricted Work which may change the nature of the job and the level of supervision required.

14. The Supervisee will not carry out any Restricted Work outside usual business hours unless they have first discussed it with the Supervisor and the Supervisor has agreed to the Supervisee doing the work.

15. The Supervisee will not represent to any person that they do not require supervision.

16. The Supervisee will not represent to any person that they have the Supervisor's permission to carry out Restricted Work if they do not.

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17. If requested, the Supervisee will advise any person of the name of the Supervisor.

SIGNATURES

By signing this this Agreement, the Supervisor and the Supervisee agree to these terms and conditions.

The Supervisor



Joe Bloggs

Date of signing 12/6/2024

The Supervisee



Rob Smith

Date of signing 10/6/2024

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