This agreement is for use by supervisors for supervisees. It sets out the legal supervision obligations of both parties. The agreement will need customising and a sample of a completed agreement is available to illustrate what the agreement looks like when it is customised. Text in blue throughout the agreement identifies areas where you will need to insert information or customise the agreement.

As the Supervisor, you will need to ensure you have the procedures in place to meet your obligations under the agreement and ensure that the supervisee meets their obligations.

SUPERVISION AGREEMENT

BETWEEN *insert name of supervisor*
Registration no. *insert registration number*
(**Supervisor**)

AND *insert name of supervisee*
Registration no. *insert registration number*
(**Supervisee**)

BACKGROUND

A. The Supervisor is a licensed *[delete options that do not apply]* Certifying Plumber, Certifying Gasfitter, Certifying Drainlayer.

B. The Supervisee is a *[delete options that do not apply]* licensed Plumber, Gasfitter, Drainlayer, licensed Restricted Plumber, Restricted Gasfitter, Restricted Drainlayer, Limited Certificate Trainee Plumber, Limited Certificate Trainee Gasfitter, Limited Certificate Trainee Drainlayer, Exempt Plumber, Exempt Gasfitter, Exempt Drainlayer.

C. The Supervisee may only carry out restricted *[delete options that do not apply]* sanitary plumbing, gasfitting, drainlaying (**Restricted Work**) under the supervision of a certifying practitioner.

D. The Supervisor has agreed to supervise the Supervisee for *[delete options that do not apply]* sanitary plumbing, gasfitting, drainlaying.

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 *[delete if the Supervisee is a limited certificate trainee in their first 12 months or an exempt person in their first 24 months]*
   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 *[delete if the Supervisee is not an Exempt Gasfitter]*.

4. The Supervisor will ensure that the Supervisee does not commission a gasfitting installation *[delete if the Supervisee is not a Restricted Gasfitter]*.

5. 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.

6. The Supervisor may nominate another *[delete options that do not apply]* Certifying Plumber, Certifying Gasfitter, Certifying Drainlayer, Plumber, Gasfitter, Drainlayer to provide physical supervision of the Supervisee on a case-by-case basis.

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

8. 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.

9. The Supervisor will keep records of:
   a. all Restricted Work carried by the Supervisee
   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

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

11. 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.

12. If the Supervisee is a limited certificate holder in their first 12 months or an exempt person in their first 24 months, they will not carry out any Restricted Work if they are not in the presence of their supervisor or another *[delete options that do not apply]* Certifying Plumber, Certifying Gasfitter, Certifying Drainlayer, Plumber, Gasfitter, Drainlayer nominated by the Supervisor *[delete if not applicable]*.

13. The Supervisee will not carry out any work on live gas *[delete if the Supervisee is not an Exempt Gasfitter]*.

14. The Supervisee will not commission any gasfitting work *[delete if the Supervisee is not a Restricted Gasfitter]*.

15. 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.

16. 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.

17. If the Supervisor nominated the Supervisee to provide physical supervision of another of the Supervisor's supervisees, the Supervisee will promptly raise any concerns about the supervisee's work the Supervisor *[delete if Supervisor will not be nominating the Supervisee]*.

18. 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.

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

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

21. 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	*Insert signature*
	Insert name
Date of signing	*Insert date*
The Supervisee	*Insert signature*
	Insert name
Date of signing	*Insert date*