Plumbers, Gasfitters and Drainlayers Board

Supervision review policy

Reviewing supervision practices

The Board can review the supervision practices of Certifying Plumbers, Gasfitters and Drainlayers. This policy provides guidance on how it conducts such reviews.

Supervision ensures that work is completed competently, safely and compliantly

The definition of supervision in the Plumbers, Gasfitters and Drainlayers Act 2006 makes it clear that supervision must involve direction and control that is sufficient to ensure that work occurs:

- competently
  - the work is performed to the expected standard of a trained professional
- safely
  - the appropriate safety measures are adopted
- compliantly
  - the work is performed in compliance with the Act and regulations, in the case of sanitary plumbing or drainlaying, regulations under the Building Act 2004; and in the case of gasfitting, regulations under the Gas Act 1992.

Supervision reviews protect the public and promote industry

The primary role of the Board is to protect public health and safety. The Board does this by ensuring all restricted work is safe, compliant and carried out by appropriately supervised and authorised plumbers, gasfitters and drainlayers.

Supervision ensures standards of competency and safety are met by those who are carrying out sanitary plumbing, gasfitting or drainlaying. Appropriate supervision also helps to build the overall capability of the industry.

Supervision reviews promote practitioner competence

The Board wants to make sure that supervision is being carried out correctly. Supervision reviews are intended to help identify practices that do not meet the required standards and give practitioners the advice, tools, training and support they need to help them improve their practices.

How supervision practice reviews are conducted

The supervision review process involves:

1. Identifying the practitioner

The Certifying practitioner selected may be someone who has been found guilty of

disciplinary offences in relation to their supervision practices, someone whose supervision practices have come to the attention of the Board in some way, or someone selected at random.

2. Information about supervision practices

The Board writes to the practitioner telling them they have been selected for a supervision review. They are asked to show how they are supervising their supervisees. The kinds of things they can provide to show how they are supervising include:

- a written supervision agreement (if the supervisee/s is not an employee or an employment agreement if they are)
- records of the work done by their supervisee/s
- records of how the certifying practitioner decided what level of supervision was appropriate for each job (these may be part of the records of the work)
- records of assessments of the supervisee's abilities the certifying practitioner carried out (formal and informal)
- records of the training the certifying practitioner provided to their supervisee/s.

3. Supervision information reviewed

The supervision information is reviewed by the Board. Given the aim of the review is to provide advice and support to practitioners to improve their practices, the Board will focus on anything that suggests the practitioner is unsure about aspects of providing adequate supervision, or is not showing the required level of care and consideration in how they are supervising.

4. Review report prepared

A report of the supervision review is prepared listing any issues or concerns. The report may also include a section about the practitioner's supervision practices in general.

Where the Board has concerns, they will include suggestions for steps the practitioner can take to improve their supervision practices. These may include:

- Having a one on one discussion with someone from the Board
- Providing them with resources for their use

If there are serious concerns about how a practitioner is carrying out their supervision, the report may recommend that they undergo a formal competence review.

5. Report provided to practitioner

The review report is provided to the practitioner, along with any advice or recommendations around improving their supervision processes.

6. Follow-up

Once the practitioner has had time to consider the review report, the Board will contact them to discuss any follow-up actions with them.

Version management

Date	Details
April 2023	Approved by Chief Executive
April 2026	Next review date