

Board Guidelines Regarding Direct Supervision of the Practice of Architecture within a Firm

Background

The Architects Act 2008 was to provide an Act respecting Architects and the provision of architectural services. The act focuses on the licencing of a person who may call themselves or otherwise represent themselves as an architect, offer architectural services and be compensated for that service.

The act does not regulate the commercial practice of a business, insomuch as a business, before they can offer or provide architectural services for projects in Newfoundland and Labrador, must have a licensed architect on staff through whom those services are offered and supervised.

For the purpose of this guideline, **Supervision** may be defined as the responsible control of the work to observe, direct, and execute the work of others. The supervising architect may or may not be the architect of record.

The following points outline requirements expected of every license holder who provides direct supervision to a firm's architectural practice:

1. **Project Correspondence:** The supervising architect shall ensure the Architect-of-Record for each of the firm's projects maintains complete records of project correspondence.
2. **Building Code and Regulatory Requirements:** The supervising architect shall ensure the Architect-of-Record for each of the firm's projects maintains evidence of having completed various code checks that demonstrate his/her research into regulatory compliance of the design.
3. **Clear Supervisory Hierarchy and Line of Authority:** The supervising architect shall ensure all personnel and resources, engaged directly or indirectly by the firm who are associated with the provision of architectural services, report directly or indirectly to the supervising architect as it relates to architectural services, and in the case of contracted third parties, they too shall report directly or indirectly to the supervising architect and ensure detailed records of contracts of engagement, correspondence, and mark-ups of work-in-progress documents with such contracted parties are maintained.
4. **Concept, Design Development and Contract Documents:** The supervising architect shall ensure that the Architect-of-Record for each of the firm's projects under their supervision, maintains evidence of their design work used as the basis for the preparation of construction documents.

5. **Capacity:** The supervising architect shall have knowledge of all architectural services and projects being undertaken by personnel who report directly or indirectly to them.
6. **Documentation:** The supervising architect shall ensure all documentation referenced herein be maintained and made available for review by the Board upon request, for a period of five (5) years, for the purpose of helping demonstrate evidence of their supervisory role.
7. **Multiple Supervising Architects:** When more than one licensed architect assumes responsibility for the direct supervision of the firm's architectural practice, the Board shall hold all supervising architects jointly and severally responsible for the direct supervision of the firm.
8. **Large Single or Multi-Office Locations:** In a large single or multi-office firm, with projects located in multiple jurisdictions, only those groups of staff and those offices working on projects proposed for Newfoundland and Labrador are required to have a supervisory architect compliant with the Architects Act 2008.
9. **Residency:** Nothing precludes a supervising architect from working remotely from the firm's office, and nothing precludes persons who are providing architectural services to the firm from working remotely from the firm's office, provided the supervising architect is able to fulfill the supervisory requirements stated herein.
10. **Authority:** A licensed architect who is unable to obtain in writing the full agreement of the firm's management regarding the responsibilities of a supervising architect stated herein and contained within the Act, Regulations, and Code of Ethics, shall refrain from agreeing to supervise that firm's architectural practice.

Adopted at a Regular Board Meeting on May 12, 2016.



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