

Personal Supervision and Direction Related to Contract Administration (General Review)

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Summary

Performance standards for general reviewⁱ are prescribed in the [Regulation](#) under the [Architects Act](#) and in the Building Code.

This Regulatory Notice discusses personal supervision and direction related to those services, whether the services are provided by a holder of a Certificate of Practice (holder) or by an OAA Memberⁱⁱ who is practising as an employee of an entity that does not provide architectural services to the public.

Background

In many circumstances, the member delegates responsibility for some of the construction phase services to staff who are not members. This Notice discusses the personal supervision and direction required by a member to protect the public interest and meet the requirements of the *Architects Act* and Regulation.

The amount of personal supervision and direction required will vary depending on a number of factors, including the size and complexity of the construction project, the construction schedule, and the skill and experience of the persons utilized by the practice. The member must have sufficient ongoing knowledge of the project and of the level and quality of services being carried out to be satisfied that the member's professional responsibilities are being properly discharged.

Procedure

In order to effectively carry out the member's responsibilities under this phase of the work, the member must,

1. delegate responsibility for field and office functions to competent personnel who are sufficiently experienced and knowledgeable to perform the required tasks and make the appropriate decisions, subject to personal supervision and direction;
2. set out the procedures as required, and confirm they are clearly understood and are appropriate for the project; and
3. monitor the progress sufficiently to be satisfied that the services required by the client/member agreement, the Building Code, and the *Architects Act* and Regulation are being carried out with proper skill and judgment.

The services to be monitored include:

- attendance and input at site meetings;
- general review visits and reports;
- clarifications;
- correspondence and other communications;
- review of shop drawings;
- review of independent inspection and testing reports;
- processing of changes including preparation of required documents;
- review and processing of contractor's submittals;
- preparation of certificates at various stages of completion;
- review of applications for payment and preparation of certificates for payment;
- processing documentation for authorities having jurisdiction;

- coordinating the review by other consultants; and
- dealing with disputes.

In order to effectively monitor progress, the member must have personal knowledge of and involvement in the procedures. Monitoring of these services should include sufficient personal participation to verify that the tasks are being properly carried out and appropriate decisions being made. For example, it is expected that the member personally visits the site on a sufficient number of occasions at critical times to facilitate the preparation of accurate assessments.

4. maintain records of personal involvement as described above by way of minutes, memos, copies of marked-up documents, time sheets, etc., all of which should be sufficient, should a problem arise, to demonstrate compliance with the full intent of the *Act* and Regulation.

ⁱ **General Review:** in relation to the construction, enlargement, or alteration of a building, means an examination of the building to determine whether the construction, enlargement, or alteration is in general conformity with the design governing the construction, enlargement, or alteration, and reporting thereon; (“examen de conformité”) from *Architects Act*

ⁱⁱ **OAA Member:** Every person licensed by the Ontario Association of Architects is a member of the Association, subject to any term, condition, or limitation to which the licence is subject. R.S.O. 1990, c. A.26, s. 5 (1).

References

Architects Act, R.S.O. 1990, c. A. 26

Regulation 27, R.R.O. 1990, O. Reg 27

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