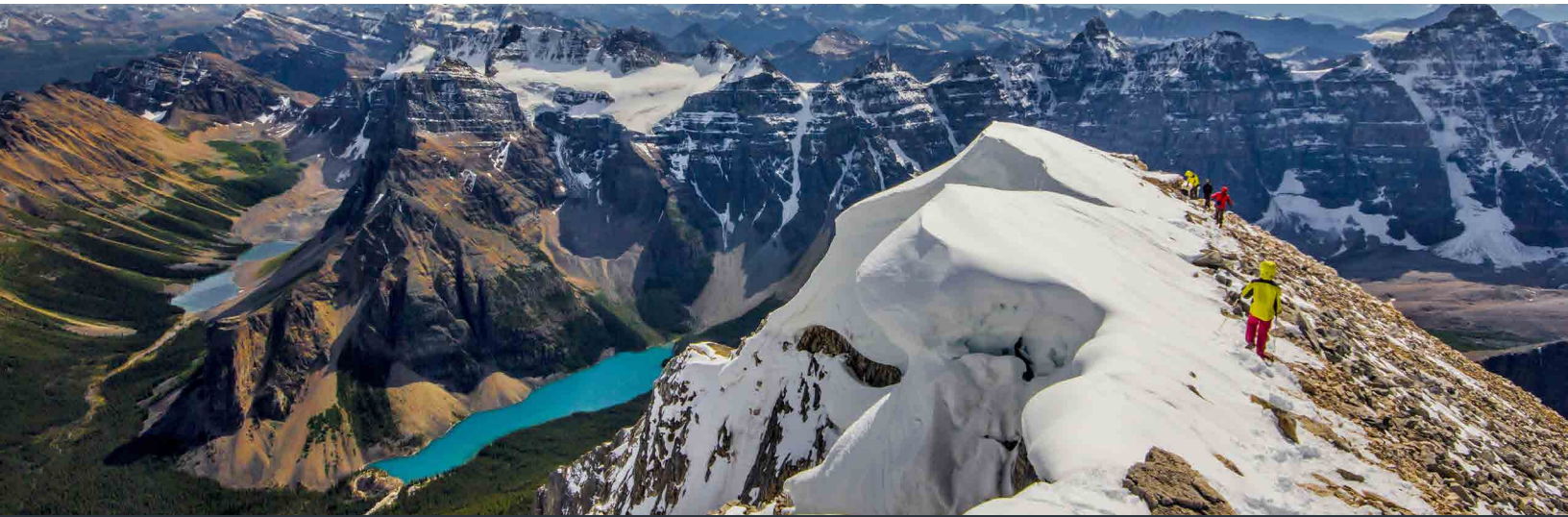




GUIDE TO THE STANDARD FOR DIRECT SUPERVISION

VERSION 4.0
PUBLISHED SEPTEMBER 1, 2026



**ENGINEERS &
GEOSCIENTISTS**
BRITISH COLUMBIA

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PREFACE

This *Guide to the Standard for Direct Supervision* (the “Guide”) was developed by Engineers and Geoscientists British Columbia to explain the standards of practice, conduct, and competence for Professional Registrants related to the Direct Supervision of Subordinates in Regulated Practice.

This current revision was undertaken to incorporate Registrant Firm requirements, describe the risk assessment requirements related to Direct Supervision of Field Reviews, add reference to the *Guide to the Standard for Documented Risk Assessments* (Engineers and Geoscientists BC 2026a), and address the use of artificial intelligence (AI) as it relates to Direct Supervision.

This Guide provides Engineers and Geoscientists BC’s interpretation of Section 7.3.8 of the Bylaws. Professional Registrants and Registrant Firms are required to meet this standard by having regard for the information provided in this Guide. Professional Registrants are required to exercise their professional judgment when applying this standard in their practice. Registrant Firms are required to have documented policies and procedures in their Professional Practice Management Plan (PPMP) to meet this standard. This Guide is a living document that is to be revised and updated as required to reflect the developing state of practice.

ABBREVIATIONS

ABBREVIATION	TERM
AI	Artificial Intelligence
BC	British Columbia
EGBC	Engineers and Geoscientists BC
EIT	Engineer-in-Training
GIT	Geoscientist-in-Training
<i>PGA</i>	<i>Professional Governance Act</i>
PPMP	Professional Practice Management Plan

DEFINED TERMS

The following definitions are specific to this Guide. These words and terms are capitalized throughout the document:

TERM	DEFINITION
Act	The <i>Professional Governance Act</i> , S.B.C. 2018, c. 47.
Authenticate (and derivatives) (see also Digital Authentication and Manual Authentication)	The act of a Professional Registrant Manually Authenticating or Digitally Authenticating a Document.
Bylaws	The Bylaws of Engineers and Geoscientists BC made under the <i>Act</i> .
Delegate (and derivatives)	A Subordinate being directed to undertake certain activities, work, or decisions related to Regulated Practice on behalf of a Professional Registrant who takes professional responsibility for the work of the Subordinate.
Digital Authentication (and derivatives)	A Professional Registrant applying all of the following to a Document: (a) the Professional Registrant's digital seal; (b) a digital image of the Professional Registrant's signature; (c) a digital image of the date of Authentication; and (d) the Professional Registrant's digital certificate.
Direct Supervision (and derivatives)	The responsibility for the control and conduct of the activities, work, or decisions related to the Regulated Practice that have been Delegated to a Subordinate.
Document(s)	Includes any physical or electronic Record, including but not limited to a report, certificate, memo, specification, drawing, map, or plan, that conveys a design, direction, estimate, calculation, opinion, interpretation, observation, model, or simulation that relates to the Regulated Practice.
Documentation	See the definition for "Record."
Engineers and Geoscientists BC	The Association of Professional Engineers and Geoscientists of the Province of British Columbia, also operating as Engineers and Geoscientists BC.
Field Reviews	Reviews conducted by Professional Registrants, or by Subordinates acting under Professional Registrants' Direct Supervision, at the site of the implementation or construction of professional engineering or professional geoscience work, that Professional Registrants in their professional discretion consider necessary to ascertain whether the implementation or construction of work substantially complies in all material respects with professional engineering or professional geoscience concepts or intent reflected in the Documents prepared for such work.
Firm	As defined in the <i>Act</i> : "(a) a government registrant; (b) a legal entity or a combination of legal entities that is engaged in a regulated practice, whether the practice occurs solely within the firm or in the provision of services to a person or entity outside the firm, unless the legal entity or combination of legal entities is exempted from this Act by regulation of the Lieutenant Governor in Council;"
Guide	A guide to a program or regulatory topic, published by Engineers and Geoscientists BC. These include Guides to quality management standards that in accordance with the <i>Act</i> and Bylaws define professional obligations related to specific processes and explain the minimum standards of practice, conduct, and competence expected from Professional Registrants and Registrant Firms.

TERM	DEFINITION
Manual Authentication (and derivatives)	A Professional Registrant applying all of the following to a Document: (a) the Professional Registrant's manual seal; (b) the Professional Registrant's handwritten signature; and (c) the date of Authentication.
Permit to Practice	A certificate bearing a Permit to Practice number that is issued to a Registrant Firm by Engineers and Geoscientists BC and confirms the Registrant Firm is entitled to engage in the Reserved Practice in BC, subject to any suspensions, limitations, conditions, or restrictions on the Registrant Firm's registration.
Professional Practice Management Plan	A Document developed and maintained by a Registrant Firm, which must meet the requirements set out in Section 7.7.3 of the Bylaws.
Professional Registrant	A Registrant of Engineers and Geoscientists BC who is registered in one of the following categories of Registrants: (a) professional engineer; (b) professional geoscientist; (c) professional licensee engineering; (d) professional licensee geoscience; (e) life member prior to 1998; (f) honorary life member.
Record (Documentation)	Any Document that is evidence of Regulated Practice activities, events, or transactions, or is evidence that a Professional Registrant has met their professional and contractual obligations.
Registrant	As defined in the <i>Act</i> : “(a) a professional engineer, (b) a professional geoscientist, (c) a firm that is registered with the regulatory body under this Act, if firms may be registered in respect of that regulatory body, or (d) an individual or firm, as applicable, that is registered with the regulatory body as another category or subcategory of registrant in accordance with the bylaws of the regulatory body”.
Registrant Firm	A Firm that is registered with Engineers and Geoscientists BC as a Registrant and is a holder of a Permit to Practice.
Regulated Practice	As defined in the <i>Act</i> and the <i>Regulation</i> , the carrying on of a profession by a registrant of a regulatory body, which for the purposes of this Guide means the practice of professional engineering or the practice of professional geoscience.
Regulation	The <i>Engineers and Geoscientists Regulation</i> , OIC 2021/037.
Reserved Practice	As defined in the <i>Act</i> and the <i>Regulation</i> , a Regulated Practice for which the right to practice is reserved for registrants of a regulatory body.
Subordinate	Any individual who engages in the Regulated Practice under the Direct Supervision of a Professional Registrant.

VERSION HISTORY

VERSION NUMBER	PUBLISHED DATE	DESCRIPTION OF CHANGES
4.0	September 1, 2026	Incorporated content and guidance specific to Registrant Firms from the retired <i>Regulation of Firms Permit to Practice Manual</i> ; clarified the risk assessment requirements related to Direct Supervision of Field Reviews; reorganized sections within the Guide; referenced the <i>Guide to the Standard for Documented Risk Assessments</i> ; addressed the use of AI as it relates to Direct Supervision; minor editorial corrections.
3.0	June 15, 2023	Updated content to conform with the <i>Act</i> and updated Bylaws; minor editorial corrections and clarifications; added information on professional activities that cannot be delegated.
2.0	February 17, 2021	Updated the content and terminology to conform with the <i>Act</i> and updated Bylaws; changed the main title to <i>Guide to the Standard for Direct Supervision</i> ; changed the document category from “quality management guidelines” to “quality management guides.”
1.3	January 9, 2018	Updated the format to align with the new Engineers and Geoscientists BC brand; minor editorial corrections.
1.2	October 7, 2013	Minor editorial corrections.
1.1	February 25, 2013	Minor editorial corrections.
1.0	May 2012	Initial version.

1.0 INTRODUCTION

1.1 OVERVIEW

- 1.1.1 Engineers and Geoscientists BC is the regulatory and licensing body for the engineering and geoscience professions in British Columbia (BC). To protect the public interest, Engineers and Geoscientists BC establishes, monitors, and enforces standards for the qualifications and practice of Professional Registrants and Registrant Firms.
- 1.1.2 Engineers and Geoscientists BC provides practice resources to Professional Registrants and Registrant Firms to assist them in meeting their professional and ethical obligations under the *Act* and Bylaws. One category of these practice resources is Guides to quality management standards, which explain the standards of practice, conduct, and competence for quality management in professional activities.
- 1.1.3 This Guide explains the standards of practice, conduct, and competence expected of Professional Registrants Directly Supervising Subordinates engaged in Regulated Practice. It explains how Professional Registrants should uphold their professional obligations while Directly Supervising professional engineering or professional geoscience work performed by others.
- 1.1.4 This Guide provides Engineers and Geoscientists BC's interpretation of the standard described in Section 7.3.8 of

the Bylaws. Professional Registrants and Registrant Firms are required to meet the standard by having regard for the information included in this Guide. Professional Registrants are required to exercise their professional judgment when applying the standard in their practice. There may be limited circumstances where, in a Professional Registrant's professional judgment, there are sound technical or ethical reasons to depart from the interpretation in this Guide. In those circumstances, Professional Registrants should record the technical or ethical reasons for the departure and use their professional judgment to make sure the resulting work still meets the intent of the standards in the Bylaws. Any opinion, analysis, or other Document containing technical or ethical reasons for the departure is inherently related to the Regulated Practice and therefore constitutes a Record which must be maintained. When departing from the interpretation in this Guide, Professional Registrants remain responsible for exercising their professional judgment to conduct their practice in a manner that meets the intent of the standards in the Bylaws.

1.2 PURPOSE OF THIS GUIDE

- 1.2.1 This Guide provides a common approach applicable to all Professional Registrants who engage in Direct Supervision as part of their professional activities or work.

- 1.2.2 For Professional Registrants, this Guide is intended to:
- describe the minimum standards for Direct Supervision of Subordinates;
 - describe requirements when Delegating work to Subordinates;
 - describe how Professional Registrants should be actively involved in Delegated work and how to demonstrate that active involvement;
 - describe how Professional Registrants should Directly Supervise Field Reviews that have been Delegated, and how that active involvement is demonstrated;
 - describe how Professional Registrants should take professional responsibility for professional engineering and professional geoscience decisions, and how to demonstrate that acceptance of professional responsibility;
 - describe appropriate degrees of Direct Supervision reflecting the nature of the specific Professional Registrant/Subordinate relationship; and
 - provide guidance on how to meet the quality management requirements under the *Act* and Bylaws when engaged in the Direct Supervision of Regulated Practice by Subordinates.

- 1.2.3 For Registrant Firms, this Guide details the requirements governing Delegation and Direct Supervision of professional engineering or professional geoscience activities or work. The principal obligation of the Registrant Firm is to establish and maintain documented policies and procedures detailing their approach

to Delegation and Direct Supervision. The Registrant Firm must also ensure Professional Registrants employed by or under contract with the Registrant Firm follow these policies and procedures so Delegation and Direct Supervision are carried out appropriately.

1.3 ROLE OF ENGINEERS AND GEOSCIENTISTS BC

- 1.3.1 This Guide was developed under the direction of Engineers and Geoscientists BC's Board and, prior to publication, underwent final legal and editorial reviews. This Guide forms part of Engineers and Geoscientists BC's continuing commitment to establishing and monitoring the quality of professional services Registrants provide to their clients and to the public.
- 1.3.2 Direct Supervision is a critical requirement for assisting Professional Registrants in fulfilling their professional obligations, including holding paramount the safety, health, and welfare of the public. Direct Supervision ensures professional engineering and professional geoscience activities or work being performed by Subordinates meets all regulatory requirements.

1.4 SCOPE

- 1.4.1 Proper and appropriate Direct Supervision of Delegated activities or work to Subordinates is fundamental to upholding the *Act* and Bylaws, including the Code of Ethics in Schedule A of the Bylaws, which require all Professional Registrants hold paramount the safety, health, and welfare

	of the public, including the protection of the environment, and the promotion of health and safety within the workplace.		- the applicable sections of their PPMP are communicated to and followed by all individuals employed by or under contract with the Registrant Firm; and - reasonable steps are taken to assist Professional Registrants in meeting their obligations as set out in the Bylaws and in this Guide.
1.4.2	As required by the Bylaws, Professional Registrants must meet the requirement of Delegation and Direct Supervision in all areas of Regulated Practice where there is Delegation to Subordinates.		
1.4.3	This Guide is intended to assist Professional Registrants in establishing and maintaining a documented quality management procedure for the Delegation of professional engineering or professional geoscience activities or work to Subordinates working under their Direct Supervision that complies with the requirements of the <i>Act</i> and of the Bylaws by: - addressing basic and general guidance on Direct Supervision; - demonstrating active involvement by the Professional Registrant; - demonstrating adequate Supervision of Field Reviews; - demonstrating responsibility for professional engineering or professional geoscience decisions; and - demonstrating appropriate consideration of experience levels when Delegating professional tasks.	1.4.5	Direct Supervision obligations apply to Professional Registrants acting in their professional capacity in all industries and to all forms of professional engineering or professional geoscience activities or work, including: - ongoing or time-limited activities or work; - temporary or permanent activities or work; - products, services, and operations requiring professional application of activities or work; - construction or implementation performed by the Professional Registrant, the Registrant Firm, or others; or - activities or work carried out for internal or external use.
1.4.4	This Guide is intended to assist Registrant Firms in ensuring: documented policies and procedures are contained within their PPMP for their Professional Registrants to follow in order to meet the intent of this Guide;	1.4.6	Terminology used within an industry may not match the terminology used in this Guide. However, the obligations of Professional Registrants and Registrant Firms in all industries remain the same: to ensure Delegation of professional engineering or professional geoscience activities or work to a Subordinate meets the intent of the <i>Act</i>, the Bylaws, and this Guide.

1.4.7 At times, some activities of Regulated Practice are carried out by others, subject only to a final review by the Professional Registrant who takes responsibility for the work. This level of Direct Supervision may not be sufficient to fulfill the Professional Registrant's Direct Supervision obligations set out in the *Act* and Bylaws.

1.4.8 Where there has been limited prior involvement and the work involves the Professional Registrant Authenticating a Document, guidance is found in the *Guide to the Standard for the Authentication of Documents* (Engineers and Geoscientists BC 2026b).

2.0 REGULATORY FRAMEWORK

- 2.1 Section 54(2) of the *Act*, Prohibitions regarding reserved practice, states that:
- “(2) If a regulation under section 51 (1) (b) or 89 (2) (e) prescribes a service as a reserved practice that may only be provided by or under the supervision of a registrant of a particular regulatory body,
- (a) a person other than a registrant of the regulatory body must not provide the service unless the person does so under the supervision of such a registrant,
- ...”
- 2.2 Section 57(1) of the *Act*, Standards of conduct and competence, states that:
- “(1) Subject to subsections (2) and (3), the board of each regulatory body must make bylaws establishing the following:
- (a) standards of professional and ethical conduct for registrants, which standards may be different for different categories or subcategories of registrants;
- (b) standards of competence for registrants, which standards may be different for different categories or subcategories of registrants or different areas of practices;
- (c) aspects of practice that a registrant either may or must not
- (i) delegate to a non-registrant to provide or perform, or
- (ii) authorize a non-registrant to provide or perform under the supervision of a registrant;
- ...”
- 2.3 Section 7.3.8 of the Bylaws, Standard for Delegation and Direct Supervision, states that:
- “(1) A Professional Registrant who will Delegate work or decisions related to the Regulated Practice to a Subordinate must establish, maintain, and follow documented procedures for Delegation and Direct Supervision in accordance with the requirements set out in this section of the Bylaws.
- (2) A Professional Registrant must ensure that work or decisions related to the Regulated Practice that are Delegated to a Subordinate are carried out under the Direct Supervision of the Professional Registrant.
- (3) A professional licensee engineering or professional licensee geoscience may only provide Direct Supervision of work or decisions related to the Regulated Practice that are within the authorized area of practice on their licence.
- (4) If any Professional Registrants employed by or under contract

	with a Registrant Firm will Delegate work or decisions related to the Regulated Practice to a Subordinate, or if the Registrant Firm employs any individuals who will act as a Subordinate, the Registrant Firm must do all of the following:		Reserved Practice except under the Direct Supervision of an individual who is legally entitled to independently practise in that area of the Reserved Practice, and that area of the Reserved Practice is of the type that may be provided under supervision pursuant to section 54(2) of the PGA [<i>Prohibitions regarding reserved practice</i>].
	(a) establish and maintain documented policies and procedures for Professional Registrants and Subordinates employed by or under contract with the Registrant Firm to follow in relation to Delegation, Direct Supervision, and the obligations of Professional Registrants pursuant to subsections (1), (2), and (3);	2.5	Section 5.5.2(5) of the Bylaws, Geoscientist-in-Training, states that: “(5) A geoscientist-in-training must not engage in any area of the Reserved Practice except under the Direct Supervision of an individual who is legally entitled to independently practise in that area of the Reserved Practice, and that area of the Reserved Practice is of the type that may be provided under supervision pursuant to section 54(2) of the PGA [<i>Prohibitions regarding reserved practice</i>]. ...”
	(b) ensure that the Professional Registrants and Subordinates employed by or under contract with the Registrant Firm adhere to the documented policies and procedures of the Registrant Firm established pursuant to subsection (a);		
	(c) take reasonable steps to facilitate Professional Registrants and Subordinates employed by or under contract with the Registrant Firm in adhering to the obligations of Professional Registrants and Subordinates pursuant to subsections (1), (2), and (3).”	2.6	This Guide is intended to assist Registrants in understanding the standard of practice and in fulfilling their professional obligations in accordance with Sections 5.5.1, 5.5.2, and 7.3.8 of the Bylaws. This Guide may be used by Engineers and Geoscientists BC in disciplinary proceedings as evidence of professional standards, and of the conduct expected of a Registrant in particular circumstances, in support of allegations of conduct unbecoming a Registrant, incompetence, or professional misconduct.
2.4	Section 5.5.1(5) of the Bylaws, Engineer-in-Training, states that: “(5) An engineer-in-training must not engage in any area of the		

3.0 STANDARDS FOR PRACTICE

3.1 PURPOSE AND REQUIREMENTS OF DIRECT SUPERVISION

- 3.1.1 When Professional Registrants Delegate professional engineering or professional geoscience work, they remain responsible for the work. Adequate and appropriate Direct Supervision mitigates the risk of unacceptable, unsafe, or incompetent work, and ensures Professional Registrants retain appropriate control of that work.
- 3.1.2 To comply with the *Act*, Professional Registrants must ensure Regulated Practice activities or work Delegated to Subordinates are carried out under their Direct Supervision. Professional Registrants must be aware of and be actively involved in the activities or work of Subordinates before the Professional Registrants take professional responsibility for the work.
- 3.1.3 Professional Registrants must only Directly Supervise activities of Regulated Practice in which they themselves are competent, and have the experience and expertise to perform.
- 3.1.4 Professional licensees can only provide Direct Supervision of professional engineering or professional geoscience work or decisions that are within the authorized areas of Reserved Practice of their licences.
- 3.1.5 Direct Supervision does not require a direct reporting relationship between the Subordinate and the Professional

Registrant, nor does it relate to managerial or administrative oversight of staff.

- 3.1.6 Professional Registrants should recognize the use of AI-based systems in Delegated work may affect the appropriate scope, depth, and focus of the Direct Supervision required. Professional Registrants must understand the risks when using AI in their professional practice and mitigate those risks, where applicable, in their professional activities. Regardless of how or by whom AI is used, Professional Registrants should treat any use of AI within their Delegation with professional judgement, care, and diligence, recognizing they remain professionally responsible for the final work product.
- 3.1.7 Refer to the practice advisory [*Use of Artificial Intelligence in Professional Work*](#) (Engineers and Geoscientists BC 2024) for guidance on using AI appropriately in professional activities or work. As this is a rapidly evolving context, professional judgment should be applied to the specific circumstances, recognizing that the published guidance may not keep pace with technological change.
- 3.1.8 To comply with the Bylaws, Professional Registrants must have established, or have access to through the Registrant Firm's PPMP, documented quality management procedures that address Delegating professional engineering or professional geoscience work or decisions to Subordinates.

3.1.9 A documented quality management procedure may be captured in a written procedure, process flowchart, set of checklists, forms, or other Documentation developed to suit the nature of the work undertaken by Professional Registrants.

by the individual to whom the declaration applies.

3.2.3 Professional Registrants are responsible for their professional activities or work, including tasks that were Delegated to another individual under their Direct Supervision. It is therefore important that Professional Registrants be involved and in control of the Authentication and delivery of work products as well as the integrity of their own professional practice, including adherence to the Code of Ethics and regulatory requirements. Authentication indicates that a Professional Registrant personally takes professional responsibility for the Document.

3.2 PROFESSIONAL ACTIVITIES THAT CANNOT BE DELEGATED

3.2.1 Professional Registrants must not Delegate tasks where the main purpose is to declare responsibility for professional activities or work or to confirm adherence to professional obligations.

3.2.2 Examples of tasks that must not be Delegated include, but are not limited to:

- Digitally Authenticating a document
 - Passwords for digital encryption software must not be shared.
- Manually Authenticating a document
 - It is permissible to Delegate the task of applying the image of the seal and date to a hard copy document, but the signature must be applied manually by the Professional Registrant.
- Signing Engineers and Geoscientists BC declaration forms
 - For example, the Continuing Education declaration, the Annual Information Reporting declaration, the Responsible Registrant Declaration, and the Responsible Officer Declaration forms required as part of obtaining and maintaining a Firm's Permit to Practice must be completed

3.2.4 Professional Registrants must not allow others to make declarations that are intended to be provided directly by them about their individual practice. Similarly, the obligations of registration with Engineers and Geoscientists BC attach personally to each Professional Registrant and cannot ethically be Delegated.

3.3 HOW IS ACTIVE INVOLVEMENT DEMONSTRATED

3.3.1 Professional Registrants involved in Direct Supervision should have knowledge of all stages of the professional engineering or professional geoscience activities or work they supervise, and they must demonstrate active involvement and continued interaction and input over the course of those activities or work.

3.3.2 Professional Registrants have a professional obligation to direct and monitor the activities or work of Subordinates under their Direct Supervision. While direction

may be satisfied by active involvement in the initial stages or concept development, monitoring implies an awareness of activities and work throughout the process. Therefore, Professional Registrants responsible for Direct Supervision who are unaware of activities or work throughout the process and only perform a final review do not adequately fulfill their professional obligations to Directly Supervise the work of Subordinates.

3.3.3 Professional Registrants can demonstrate active involvement by remaining aware of the development or history of the project or work, providing input on drafts, reviewing particular elements at earlier stages, and regularly consulting with their Subordinates throughout the project or work lifecycle.

3.3.4 Indicators of appropriate active involvement in the Direct Supervision of Subordinates may include:

- physical or virtual presence of both the Professional Registrant and the Subordinates at the same time;
- availability of the Professional Registrant for regular and continuing communication with the Subordinates;
- a proactive approach by the Professional Registrant to initiate discussions on Delegated tasks with the Subordinates;
- periodic documented reviews of Subordinates' work by the Professional Registrant;
- consultation between the Subordinates and the Professional Registrant throughout the project; and

- adequate Documentation of the Direct Supervision provided by the Professional Registrant, such as evidence of instructions, guidance, and decision-making (see [Section 3.6](#) of this Guide).

3.4 HOW IS RESPONSIBILITY FOR ENGINEERING AND GEOSCIENCE DECISIONS DEMONSTRATED

3.4.1 Professional Registrants are responsible for all professional engineering or professional geoscience decisions made in respect of Regulated Practice by Subordinates under their Direct Supervision.

3.4.2 Subordinates must not make professional engineering or professional geoscience decisions except in consultation with and with the approval of Professional Registrants. Subordinates should work to carry out or implement decisions made by Professional Registrants.

3.4.3 Having responsibility for professional engineering or professional geoscience decisions does not require that Professional Registrants actively make each and every decision relevant to the professional activities or work. Codes and standards of practice that are accepted by Professional Registrants can guide much of the detailed work. However, Professional Registrants must have considered the relevant issues, monitored Subordinates who carried out the work, given directions where applicable, and reviewed and approved each decision and the reasons for making it.

3.4.4 Generally, a Professional Registrant whose role is to coordinate the work of other Professional Registrants is not undertaking Direct Supervision, unless the Professional Registrant is also taking professional responsibility for the work of those being coordinated.

3.4.5 Indicators of appropriate Direct Supervision of a Subordinate related to decision-making may include:

- the availability of the Professional Registrant to answer questions regarding the decisions made by the Subordinate during work on the project; and
- the Professional Registrant's awareness of relevant professional engineering or professional geoscience criteria, methods of analysis, selection of materials and systems, field conditions, practice constraints, economics of alternate solutions, and environmental considerations applicable to the Directly Supervised work.

3.4.6 Example

Mr. PEng is a "chief engineer" at a large engineering Firm where he Authenticates all engineering Documents prepared by the Subordinates who report to him.

Unacceptable Practice

Due to the size of the Firm and the number of Subordinates working under him, Mr. PEng has very little contact with his Subordinates and rarely conducts detailed reviews of their designs. Even though others in his Firm identify this practice as unacceptable, when questioned, Mr. PEng states he considers his supervisory

duties are satisfied by his role in helping to establish the initial design concepts and requirements. Mr. PEng feels his careful hiring practices ensure a high quality of work; therefore, his Subordinates do not require further detailed Supervision.

Acceptable Practice

Mr. PEng is involved in establishing design and engineering criteria for the projects under his Direct Supervision. Throughout their development, he reviews progress reports, checks various design elements, and provides input and further direction where needed. Mr. PEng is available for consultation throughout the process as unforeseen problems arise or as his general advice is needed. Once work is completed, he carries out a detailed review of the Documents and completed designs prior to Authenticating the Documents.

3.5 HOW IS THE APPROPRIATE DEGREE OF DIRECT SUPERVISION DEMONSTRATED

3.5.1 The level of Direct Supervision may be adapted to reflect the nature of the specific relationship between the Professional Registrant and the Subordinate and their respective experience levels.

3.5.2 In both professional engineering and professional geoscience, the working relationship between a Professional Registrant and a Subordinate may span a number of years or even the length of a career. It is likely that under these circumstances the extent of Direct Supervision required will evolve to reflect the relative experience of both parties.

	A Subordinate new to a field will likely require closer Direct Supervision and greater involvement from the Professional Registrant than a Subordinate who has worked for the supervising Professional Registrant on similar projects for years or decades.		assessment of the Subordinate's knowledge, experience, and capability for specific types of work.
3.5.3	As a Subordinate becomes more experienced, and the Directly Supervising Professional Registrant becomes more comfortable with their work, the frequency and extent of the Direct Supervision can decrease. However, even with very experienced and capable Subordinates, the Professional Registrant who is Directly Supervising the work must remain involved and continue oversight of the professional engineering or professional geoscience work or decisions.	3.5.6	Indicators of appropriate Direct Supervision of an inexperienced Subordinate may include: • discrete scope assignments with clear guidance and boundaries; • daily check-ins by the Professional Registrant to check on progress and answer questions; and • high frequency of reviews.
3.5.4	It is expected that Subordinates who are EITs or GITs working their way through the competency building and training process will be granted increasing autonomy, independence, and responsibility over time. While the level of Direct Supervision an EIT or GIT receives may decrease during the training process, it must not disappear entirely.	3.5.7	Indicators of appropriate Direct Supervision of an experienced Subordinate may include: • assignment of broader or multi-stepped tasks with decreasing frequency of reviews as the Subordinate's experience increases; and • continued availability of the Professional Registrant should the Subordinate have questions or require further direction.
3.5.5	Professional Registrants should be aware that some Subordinates may previously have had limited exposure to a system of Direct Supervision. To ensure their Subordinates effectively assist them, Professional Registrants must take appropriate steps to ensure the Subordinates receive an adequate level of instruction and support, and understand the intent, purpose, and scope of Direct Supervision. The indicators of appropriate Direct Supervision can change over time, based on the Professional Registrant's	3.5.8	Example 1 Mr. Technologist and Ms. PEng have been employees of the same manufacturer for more than 15 years. During that time, they have frequently collaborated on manufacturing processes. When working together, Mr. Technologist samples production lines, identifies parameters to be modified, and then calculates the changes to be made to maintain the production levels. Ms. PEng then approves the suggested changes to the parameters.

Unacceptable Practice

Ms. PEng feels she is very familiar with Mr. Technologist's work, and as a result has developed the practice of discussing the objectives with Mr. Technologist, then approving his parameters and changes without further review. She assumes if Mr. Technologist does not come to her with any further issues, there are no problems and she can comfortably take professional responsibility. Ms. PEng assumes that unless Mr. Technologist indicates otherwise, the desired production levels will be met by the proposed changes.

Acceptable Practice

Ms. PEng trusts Mr. Technologist's work and over the years she has given him greater responsibilities. Nonetheless, before approving changes suggested by Mr. Technologist, Ms. PEng still discusses the objectives with him, reviews the parameters to be modified, and checks key points and calculations. Once the changes have been implemented, Ms. PEng verifies they meet the production objectives. She keeps Records of all reviews she performs.

3.5.9 **Example 2**

Mr. Technologist has worked in a junior position at Mr. PEng's Firm for approximately one year. When they work on a project together, Mr. Technologist creates most of the design drawings, which Mr. PEng then Authenticates. Mr. PEng has developed a standard practice that he uses whenever working on a project with Mr. Technologist.

Unacceptable Practice

Mr. PEng discusses the initial project criteria with Mr. Technologist and then

leaves him to complete the work with only one or two points of review or interaction between the initial consultation and final drawings. He assumes if Mr. Technologist does not come to him with any issues during the development stages, there were no problems. Once Mr. PEng receives the final draft, he does a cursory verification that everything looks acceptable, then Authenticates the Documents.

Acceptable Practice

Mr. PEng and Mr. Technologist discuss the initial project criteria and establish a work plan with specific tasks identified. Mr. PEng reviews the work at regular intervals, and the two discuss any new issues or further engineering decisions that must be made. When Mr. Technologist completes the drawings, Mr. PEng conducts a careful review, including verification of key decisions and calculations, before he Authenticates them.

3.5.10 **Example 3**

Mr. PLEng is the only Professional Registrant at a small engineering Firm that designs structural components (light gauge metal connected wood trusses).

He Authenticates truss design drawings prepared by technicians employed by his clients.

Unacceptable Practice

Mr. PLEng has very little involvement with the technicians who design the trusses and rarely contacts them to discuss the designs. He does not have access to any software he can use to independently review the design of truss components.

Acceptable Practice

Mr. PLEng is available and often consulted by the technicians throughout the process as unforeseen problems arise or as his general advice is needed. Once work is completed, Mr. PLEng carries out a detailed review of the Documents and completed designs prior to Authenticating them. Mr. PLEng has access to proprietary software tools that allow him to perform detailed review when required. Mr. PLEng has documented confirmation that his client's technicians have been appropriately trained in the use and application of the software, and that sufficient quality assurance procedures are in place.

3.6 HOW IS DIRECT SUPERVISION DOCUMENTED

- 3.6.1 Regulated Practice activities carried out under Direct Supervision must be recorded in writing. This Record must be retained to confirm Direct Supervision has taken place. Appropriate Records should provide information detailing the specific project, the supervising Professional Registrant, the Subordinate(s) involved, the scope of the Delegated work, any instructions or limitations established by the supervising Professional Registrant, and the substance of the activities performed under Direct Supervision. The Records may include directions, instructions, mark-ups of checked work, completed forms or checklists, and emails or other communications documenting comments. Records may be electronic or hard copy. For an example checklist, see [Appendix A: Checklist for Confirming Appropriate Direct Supervision](#).

- 3.6.2 Records must indicate any concerns raised in the course of the activities performed under Direct Supervision, how those concerns were addressed, and what corrective action, if any, was identified, approved, and undertaken.

3.7 HOW IS ADEQUATE SUPERVISION OF FIELD REVIEWS DEMONSTRATED

- 3.7.1 Section 7.3.3 of the Bylaws states that:
- “(1) Field reviews must be completed and documented during the construction, manufacturing, fabrication, implementation, testing, or commissioning of work related to the Regulated Practice by a Professional Registrant, or a Subordinate under the Professional Registrant's Direct Supervision, in a manner that is appropriate to the level of risk that has been assessed through a documented risk assessment pursuant to section 7.3.9 of the Bylaws [*Standard for Documented Risk Assessment*].
 - (2) If applicable pursuant to subsection (1), a Professional Registrant must establish, maintain, and follow documented procedures for documented field reviews of work related to the Regulated Practice in British Columbia.
 - (3) Through a documented field review, a Professional Registrant, or a Subordinate under the Professional Registrant's Direct Supervision, must determine

whether the construction, manufacturing, fabrication, implementation, testing, or commissioning of work related to the Regulated Practice substantially complies with the concepts or intent reflected in the Documents prepared for the work related to the Regulated Practice.

...”

3.7.2 Professional Registrants must take care that Directly Supervised Field Reviews meet their expected standards and are carried out in accordance with the requirements in the *Act* and the Bylaws. For more information, see the *Guide to the Standard for Documented Field Reviews During Implementation or Construction* (Engineers and Geoscientists BC 2026c).

3.7.3 Prior to Delegation of Field Reviews, a Professional Registrant must undertake a risk assessment to determine whether Delegation of Field Reviews is appropriate and if Delegating Field Reviews to a particular Subordinate is appropriate. Refer to the *Guide to the Standard for Documented Risk Assessments* (Engineers and Geoscientists BC 2026a) for guidance on conducting a documented risk assessment. Professional Registrants or their Registrant Firm must document and retain as a Record the outcome of the risk assessment and its application to delegating Field Reviews.

3.7.4 Direct Supervision of a Field Review performed by a Subordinate would typically require the Subordinate be given specific instructions on what to observe, check, confirm, test, record, and report back to the Professional Registrant. Where

circumstances go beyond such activities, or where professional engineering or professional geoscience decisions or judgments are required, the Subordinate must consult the Professional Registrant so the Professional Registrant can make the professional engineering or professional geoscience decisions or judgments, or provide further direction or instruction to the Subordinate as appropriate at that point.

3.7.5 In light of the risk assessment requirement outlined in Clause 3.7.3 of this Guide, adequate Direct Supervision of Field Reviews will require the Professional Registrant to:

- consider the project’s complexity and its level of risk to determine whether or not it is appropriate to Delegate one or more of the Field Reviews to a Subordinate;
- consider the level of complexity, or critical nature, of the Field Review to determine whether the quality and accuracy of observations made by a Subordinate may be relied upon;
- consider, in light of the project’s complexity and level of risk, whether the Subordinate carrying out the Field Review has the appropriate level of training and experience;
- consider whether the Subordinate has any real or perceived conflict(s) of interest in undertaking a Field Review;
- prior to the Field Review, discuss with the Subordinate and document the level of effort to be exercised, the level of detail required when reporting, and specific aspects of the construction or implementation activities that are to be

included in the Field Review, including timing, frequency, and focus; and

- examine the Field Review reports prepared by the Subordinate upon receipt and follow up as required.

3.7.6 Professional Registrants must carefully instruct Subordinates who carry out Field Reviews, and these instructions should be recorded in writing, as outlined in [Clause 3.6.1](#) of this Guide.

3.7.7 The Professional Registrant must assess the requirements or recommendations set out in any related Engineers and Geoscientists BC professional practice guidelines, practice advisories, or other standards, codes, and legislation that may preclude or limit Delegation of Field Reviews.

3.8 WHAT ARE EXAMPLES OF INADEQUATE DIRECT SUPERVISION

3.8.1 Actions or practices that may indicate a Professional Registrant has not adequately Directly Supervised their Subordinates include:

- being regularly absent for significant periods of time from the principal office premises from which professional services are rendered, especially if the Firm is principally conducting its work in person at the office;
- being regularly out of communication for significant periods of time with Subordinates under their Direct Supervision, regardless of whether the

Firm is principally conducting its work remotely or in person at the office;

- failing to personally inspect or review the work of Subordinates where necessary and appropriate;
- limited, cursory, or perfunctory review of plans or projects in lieu of appropriate detailed review;
- the Regulated Practice activities being Directly Supervised are not activities the Professional Registrant has experience and expertise to independently perform;
- lack of Documentation recording the Professional Registrant's continuing oversight and involvement in the activities or work; or
- failing to be personally available on a reasonable basis or with adequate advance notice for consultation with Subordinates where circumstances require personal availability.

3.8.2 Example 1: Supervising Multiple Subordinates

In his Firm, Mr. Senior PGeo Directly Supervises numerous Subordinates. As Subordinates with different levels of experience require different levels of Direct Supervision and attention, the Firm has concluded it would be inappropriate to set a maximum number of Subordinates for each supervising professional geoscientist.

Unacceptable Practice

As a result of the high number of Subordinates whose work is carried out under his Direct Supervision, Mr. Senior PGeo has great difficulty maintaining an

appropriate level of Direct Supervision of each project. As a consequence, issues that require his attention are sometimes not addressed or are addressed inadequately.

Acceptable Practice

Mr. Senior PGeo has advised management that he must decline to Directly Supervise the work of any more Subordinates, as he can no longer meet the requirements of Direct Supervision under the Act and Bylaws. He has suggested the Firm either engage additional professional geoscientists at an intermediate level or turn down work that cannot be accommodated with the existing resources. Mr. Senior PGeo is cognizant of how his Supervisory activities compare with the indicators discussed above and recognizes that being too busy is not an excuse for failing to perform his responsibilities thoroughly. Management has agreed that Mr. Senior PGeo may Delegate the Direct Supervision of some Subordinates to other professional geoscientists who, in turn, are under his Direct Supervision, but without Mr. Senior PGeo necessarily Directly Supervising the Subordinates whose Direct Supervision are assigned to the other professional geoscientists.

3.8.3 **Example 2: Supervising Multidisciplinary Projects**

Ms. PEng works in a consulting Firm that is organized into client groups, and she supervises a multidisciplinary group of technologists who service a particular client.

Unacceptable Practice

Ms. PEng takes responsibility for all areas of the projects and provides Direct

Supervision to all her Subordinates, regardless of her area of competence. She Authenticates all project Documents.

Acceptable Practice

Ms. PEng relies on inputs from other Professional Registrants to Directly Supervise staff in areas in which she does not have professional expertise. In these cases, some staff that report to her within the Firm are Directly Supervised by Professional Registrants in other departments. She takes care that all Documents covering the relevant engineering disciplines are Authenticated by the appropriate Professional Registrants who Directly Supervised the work.

3.9 **APPROACH FOR MANAGING DIRECT SUPERVISION**

3.9.1 Professional Registrants should review the following approach for managing the Direct Supervision of Subordinates:

1. Assess the requirements of the work being considered for Delegation with regard to the knowledge, experience, and capabilities required of the Subordinate who will perform the work, and identify the tools and other resources the Subordinate requires to successfully complete the work.
2. Assess the Subordinate being considered to perform the work to determine whether there is a gap between the requirements of the work and the knowledge, experience, and capabilities of the Subordinate.
3. Arrange to make available the required tools and other resources

identified in Item 1 above, or identify the gaps between the required tools and other resources and those that are available. This includes reasonable access to subject matter experts who must be consulted in the course of the work.

4. Identify the means by which the gaps identified in Items 2 and 3 above will be mitigated, either directly by the Professional Registrant or by other individuals involved with the work. Until the gap is remediated, the Professional Registrant should Delegate the work that is identified as a gap to another person who is capable of performing it. The Professional Registrant should also ensure that an EIT or GIT is allowed the opportunity to expand existing skills, knowledge, experience, and capabilities. This process should involve allowing the EIT or GIT to perform unfamiliar work, with the work then being reviewed in detail by the EIT or GIT and a Professional Registrant in order to provide an opportunity for the EIT or GIT to expand skills.

5. Establish the scope of work, duties, responsibilities, and authorities of the Subordinate, and establish limitations with respect to acting alone.
6. Create a plan for the review of the professional engineering or professional geoscience work output of the Subordinate, including the timing and method.
7. Delegate the work to the Subordinate and communicate the scope and plan established in Items 5 and 6.
8. Ensure the Delegated work is properly and adequately documented, and that it is submitted for review as planned.
9. Retain Documentation to demonstrate professional reviews of the Subordinate's work took place as planned.

3.9.2

For information on how to demonstrate the Direct Supervision requirements are met, refer to [Appendix A: Checklist for Confirming Appropriate Direct Supervision](#).

4.0 REFERENCES AND RELATED DOCUMENTS

4.1 LEGISLATION

Engineers and Geoscientists Regulation, OIC 2021/37.

Professional Governance Act, S.B.C. 2018, c. 47.

4.2 CITED WORKS

Engineers and Geoscientists BC. 2026a. Quality Management Guides – Guide to the Standard for Documented Risk Assessments. Version 1.0. Burnaby, BC: Engineers and Geoscientists BC. [accessed: 2026 August 18]. <https://www.egbc.ca/Practice-Resources/Individual-Practice/Quality-Management-Guides>.

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5.0 APPENDIX

Appendix A: Checklist for Confirming Appropriate Direct Supervision	A-1
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APPENDIX A: CHECKLIST FOR CONFIRMING APPROPRIATE DIRECT SUPERVISION

CHECKLIST FOR CONFIRMING APPROPRIATE DIRECT SUPERVISION		
Can the Professional Registrant demonstrate they:		✓
DEMONSTRATING ACTIVE INVOLVEMENT, CONTROL, AND INTERACTION IN THE PROJECT OR WORK		
1.	Have knowledge of all stages of the project or work	
2.	Have knowledge of the development or history of the project or work	
3.	Provided input on earlier drafts	
4.	Reviewed particular elements in earlier stages	
5.	Were regularly consulted throughout the project or work	
DEMONSTRATING APPROPRIATE SUPERVISION		
6.	Were located in the same workplace as, or were regularly communicating with, the Subordinate	
7.	Were available to the Subordinate during the project or work	
8.	Periodically reviewed the Subordinate's work	
9.	Consulted throughout the project or work and not just at the final stage	
DEMONSTRATING ADEQUATE SUPERVISION OF FIELD REVIEWS		
10.	Assessed risk and circumstances to determine if Delegating Field Reviews is appropriate	
11.	Assessed the complexity and critical nature of the Field Review to determine whether the Subordinate can provide the required level of quality and accuracy	
12.	Assessed whether the Subordinate has the required level of training and experience for the Field Review	
13.	Provided careful instructions to those who carried out the Field Reviews about the required effort, reporting detail, and specific aspects of the construction activities to be reviewed	
14.	Gave instructions including what to confirm, test, record, and report	
15.	Were involved in making any professional engineering or professional geoscience decisions or judgments required in the field	
16.	Reviewed and followed up on field reports	
DEMONSTRATING INVOLVEMENT IN ALL ENGINEERING AND GEOSCIENCE DECISIONS		
17.	Were available to answer Subordinate's questions about decisions	
18.	Were aware of relevant input requirements, design criteria, methods of analysis, selection of resource materials and systems, field conditions, engineering and geoscience methodologies being applied, economics of alternate solutions, environmental considerations, and other relevant considerations	
19.	Reviewed each engineering and geoscience decision and the reasons for making it	
DEMONSTRATING SUPERVISION APPROPRIATE TO EXPERIENCE OF PROFESSIONAL REGISTRANT AND SUBORDINATE		
20.	Assessed experience levels and set up an appropriate supervision plan	
21.	Assigned broader or multi-stepped tasks with decreasing frequency of reviews as the Subordinate's experience increased	
22.	Were available to answer the Subordinate's questions and provide direction	
DOCUMENTING DIRECT SUPERVISION		
23.	Retained Records sufficient to demonstrate the Delegated scope, supervisory instructions, reviews carried out, and concerns or corrective action addressed	

