

higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE
AUGUST EXAMINATION
BUILDING ADMINISTRATION N5

6 AUGUST 2014

This marking guideline consists of ⁹7 pages.

[Signature]
DHET

CM *[Signature]*
[Signature] I. M.

QUESTION 1

- 1.1 Agenda ✓
- 1.2 Minutes ✓
- 1.3 Quorum ✓
- 1.4 Chairperson ✓
- 1.5 Secretary ✓
- 1.6 Motions ✓
- 1.7 Attendance register ✓
- 1.8 Constitution ✓
- 1.9 Executive ✓
- 1.10 Second ✓

(10 × 1) [10]

QUESTION 2

- 2.1 Buying department ✓
- 2.2 Delivery invoice ✓
- 2.3 Storekeeper/store clerk ✓
- 2.4 Fire and theft/ Crime ✓
- 2.5 Care/Handling ✓
- 2.6 Works/Site ✓
- 2.7 Moisture/Water ✓
- 2.8 Are toxic/Dangerous ✓
- 2.9 Fragile/easily damage ✓
- 2.10 Damage/theft ✓

(10 × 1) [10]

QUESTION 3

- 3.1 Trade foreman ✓
- 3.2 Storekeeper ✓
- 3.3 Artisan ✓
- 3.4 Surveyor ✓
- 3.5 Nominated sub-contractor ✓
- 3.6 General foreman ✓
- 3.7 Building control officer ✓
- 3.8 Building surveyor ✓
- 3.9 Clerk of works ✓
- 3.10 Resident engineer ✓

(10 × 1) [10]

EA-PC003

QUESTION 4

Allocation of marks was not properly done for instance, the naming of the earthwork category carries a mark and one type of mechanical plant carries another mark. Therefore, Five marks were added.

- 4.1 Levelling:√ Dozer√
 Grader
 Scraper
- Excavating:√ Backactor√
 Dragline
 Trencher
 Face shovel
 Front-end loader/multipurpose
- Loading:√ Tractor shovel√
 Face shovel
 Front-end loader
- Compacting:√ Rollers√
 Vibrator
- Transport:√ Lorries√
 Trucks
- (10)

Allocation of marks was incorrect. We agreed to reduce the marks according to each question, for example 4.2.1 it needs three advantages, therefore it needs three marks and 4.2.2 two marks, meaning that we reduced Five marks from this question.

- 4.2 4.2.1 • More reliable –no slow strikes, stay aways, illness√ (Any three)
 • Better planning possible√
 • Better control√
 • Less motivation necessary
 • Maintenance can be planned (sick leave cannot)
 • Reduces labour costs
 • Increases the speed of construction
 • Offers a more balanced/predictable price
 • Can easily be moved from site to site (people have homes & families)
 • More accurate work
 • Neater product/more constant output
 • Human errors are reduced
 • Dangerous work can be done, e.g. lifting heavy material
 • Several storeys
 • No exhaustion
- (3)

BUILDING ADMINISTRATION N5

- 4.2.2
- Work creation✓ (Any two)
 - Less crime in country✓
 - Problems of state are attended
 - Better work relations
 - Less foreign valuate (less machined are bought)
 - Could be cheaper than machines
 - No maintenance/replacement costs
 - Can work more precise than heavy machines
 - Can more easily adjust to new circumstances

(2)

[15]**QUESTION 5**

The Term Delegation is ambiguous, therefore the candidates may respond in different way, and will give them a credit for the explanation which is in line. Also the Question is not clear because it asks about the Importance/Advantages, Points and it does not give the allocation of marks.eg Definition of Delegation (2marks)

Importance/Advantages (4marks)
Point (4marks)

Delegation definition: The conferring of authority and the correlation of authority and responsibility.✓

The entrustment of responsibility and authority to another and the creation of accountability for performance.✓

Importance:

- To find time for more important work✓
- Delegate simple work to lower skilled workers to save on high wages✓
- To use each one to full potential✓
- To let workers feel unmissable but part of the organisation✓
- Delegate to specialists to get the best quality
- To gibe juniors a chance to proof themselves to improve
- Delegate to create jobs

Points to be considered:

- Authority must be an example✓
- Satisfactory must be an example✓
- Supervise, control, feed back✓
- Full responsibility cannot be delegated✓
- Let other in team know

Line of delegation:

| | |
|-------------|----------------|
| Architect | clerk of works |
| Head office | foreman |
| Foreman | trade foremen |
| Contractor | sub-contractor |

[10]

QUESTION 6

Addition of two Contract Documents

6.1 Written information/guidance, binding for both parties. (2)

6.2

- Drawings✓
- Specifications✓
- Bills of quantities✓
- Principal building agreement✓
- Conditions of contract/schedule of conditions
- **Schedule of rate**
- **Tender form**

Basis = drawings✓
 Specifications supplement drawings✓
 Bills of quantities = extraction of material & labour of drawings and specifications✓
 Agreement explains and refers to above documents, how to be used. ✓

(8)
[10]

QUESTION 7

The answer was not tabulated as the question demanded

| | | | | |
|-----|-------|--------------------|--------------------|-------------|
| 7.1 | 7.1.1 | Architect✓ | employer✓ | |
| | 7.1.2 | (Main) contractor✓ | (main) contractor | |
| ✓ | 7.1.3 | Architect✓ | (main) contractor✓ | (3 × 2) (6) |

The term Attendance is broad; hence the students can define it differently

7.2

- Main contractor to assist, coordinate✓
- Assistance with ordinary equipment, e.g. scaffolding storing place & services (water and electricity)✓
- Clear water in advance✓
- Main contractor is paid for attendance by owner✓
- A clause should be in the contract
- Special plant which the contractor does not have
- Will not be supplied by main contractor

(4)
[10]

QUESTION 8

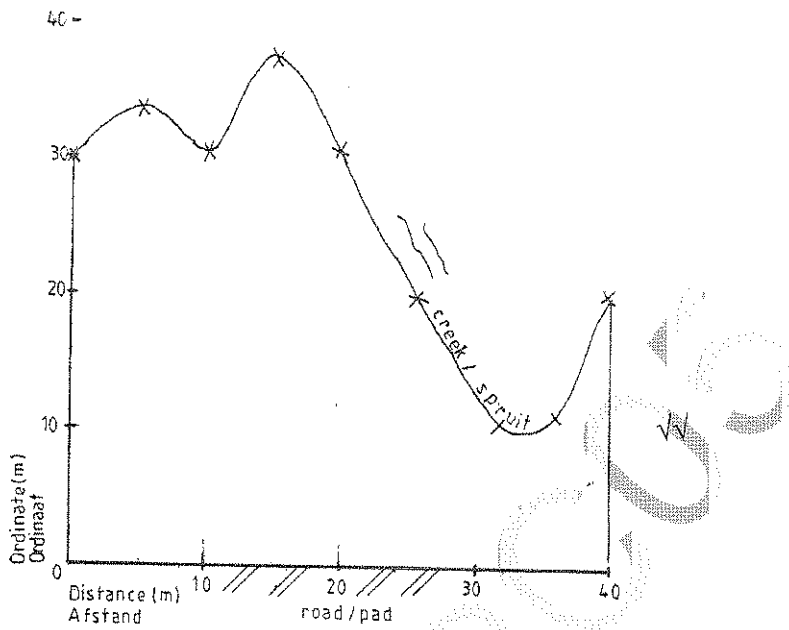
- 8.1 The responsibility to insure the building and people shifts immediately with handing over back from the contractor to the employer/owner.√
- 8.2 Some errors can only be detected after a certain time, e.g. a leaking roof. A clause keeps the contractor a while responsible (5 year commencement of the works) after handing over to repair it.√
- 8.3 The period after practical completion (after handing over) wherein the contractor has to repair all defects.√
- 8.4 When all defects are repaired, the contractor the guarantee lapses.√
- 8.5 An amount of money which the contractor has to pay per day to the employer in case he cannot hand over the works within the tendered period.√
- 8.6 If the tendered period (because of reason which the contractor cannot control) is extended by the architect by means of a variation order.√
- 8.7 The list issued by the architect with the certificate of practical completion (handing over) of work items to be completed or rectified to enable the architect to issue the certificate of final completion.√
- 8.8 The final document which the architect issued to confirm that the contractor is released of his obligation to the employer√.
- 8.9 The revised tender price which is usually only finalised after handing over.√
- 8.10 The certifying of the last payment which only happens some time after handing overs.√

(10 × 1) [10]

QUESTION 9

9.1

(2)



9.2

A

$$\begin{aligned}
 &= \frac{1}{2} \times 5 [(30 + 20) + 2 (33 + 30 + 38 + 30 + 18 + 11 + 18)] \\
 &= \frac{1}{2} \times 5 [(50) + 2 (178)] \\
 &= \frac{1}{2} \times 5 [50 + 365] \\
 &= \frac{5 \times 406}{2} \\
 &= 1015 \text{ m}^2
 \end{aligned}$$

(3)

9.3

A

$$\begin{aligned}
 &= \frac{1}{3} \times 5 [(30 + 20) + 2 (30 + 30 + 11) + 4 (33 + 38 + 18 + 18)] \\
 &= \frac{1}{3} \times 5 [(50) + 2 (71) + 4 (107)] \\
 &= \frac{1}{3} \times 5 [50 + 142 + 428] \\
 &= \frac{5 \times 620}{3} \\
 &= 1033,33 \text{ m}^2
 \end{aligned}$$

(4)

9.4

Give a mark for any decision.

(1)

[10]

QUESTION 10

Marks are allocated unfairly, for example two points carries half mark.

General site meeting no to be held at place on date at time

1. Welcome – Introduction
2. Apologies for absence
3. Attendance register
4. Minutes
5. Matters arising from minutes
6. Main business
 - 6.1 General problem areas
 - 6.2 Variations
 - 6.3 Progress
 - 6.4 Sub-contractors
 - 6.5 Nominated sub-contractors
 - 6.6 Local authorities
7. General
 - 7.1
 - 7.2
 - 7.3
8. Date for next meeting
9. Closing
10. Structure/layout

($\frac{1}{2} \times 10$) **[5]**

TOTAL: 100