



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

APRIL EXAMINATION

BUILDING ADMINISTRATION N6

8 APRIL 2016

This marking guideline consists of 6 pages.

QUESTION 1

- 1.1 1.1.1 B
 1.1.2 A
 1.1.3 C
 1.1.4 E
 1.1.5 D
- (5 × 2) (10)
- 1.2 • Always avoid bringing a ladder into contact with electricity.
 • Place the support ladder so that its feet are a quarter of its length to the top from the object it is resting against.
 • Unless the ladder is securely tied at the top it should always be held in position by another person whilst in use.
 • Wherever possible it should extend 1 m above its supports.
 • Ladders should be inspected at frequent intervals.
 • Defective ladders should be repaired or replaced.
 • As paint conceals defects, use varnish or two coats of oil instead.
 • Keep ladders clean because dirt hides defects.
 • Do not leave ladders lying on the wet ground.
 • Ladders lying on the floor may cause workers to trip and to fall.
 • Do not use ladders horizontally as walkways.
 • Tools and equipment should be hauled up by rope.
 • Never leave the ladder where it may fall.
 • Never place the ladder in front of a doorway.
 • The ladder should be equipped with safety feet.
 • Store the ladder in a cool place.
 • Use both hands when climbing up and down the ladder.
 • Only one person at a time should use a ladder.
 • Do not leave tools or other equipment on the top of a ladder.
 • Use the correct ladder for each job.
- (Any 10 × 1) (10)
[20]

QUESTION 2

- 2.1 • Tender summary of inquiry
 • Master file of correspondence
 • Site inspection report
 • Method statement
 • Outlined programme of construction
- (5 × 2) (10)

- 2.2
- To disclose and run profitable activities.
 - To analyse the various items of expenses incurred by each cost unit.
 - To provide data comparisons of costs of the firm and that of a similar company.
 - To provide information upon which estimations and tenders may be based.
 - To indicate the exact cause of a decrease or increase in profit or loss.
 - To disclose weakness in the production operations in order to stimulate the invention of a new and improved process.
 - To indicate comparative costs of different types of machines and methods of production.
 - To show the effect on profits when the job is not producing to its full capacity.
- (Any 5 × 2) (10)
[20]

QUESTION 3

- 3.1
- 3.1.1 A systematical recording and critical examination of existing and proposed ways of doing the work.
- 3.1.2 An application of techniques designed to establish the time that a qualified worker needs to carry out specified jobs at a defined level of performance.
- 3.1.3 An act that has been approved by BIFSA or ASAQS.
- 3.1.4 It is a method of construction.
- 3.1.5 It is a construction programme plotted in months.
- (5 × 2) (10)

- 3.2
- Principle of a building agreement
Those that are approved by BIFSA and ASAQS.
 - Sub-contract
It is the agreement between the main contractor and the sub-contractor.
 - National building regulations
Contractors are required to conform to bylaws and regulations regarding the erection of hoardings and walkways.
 - Apprenticeship Act
Regulates the training and employment of apprentices.
 - Training artisan Act
Supplementary to the Apprentice Act regarding training facilities and makes further provisions for the training of adults.
 - Industrial Council Act
To prevent and settle disputes between employers and employees.
 - Unemployment Insurance Act
Provides for insurance of workers who are contributors to the unemployment fund.
 - Occupational Health and Safety Act
Provides for the health and safety of persons at work.
 - Compensation for Occupational Injuries and Diseases Act
Provides for payment of compensation to employees for occupational injuries and diseases.
- (Any 5 × 2) (10)
[20]

QUESTION 4

- 4.1 Waste of space
- Improper storage of materials.
 - Faulty layout of machines.
 - Improper storekeeping and store management.
 - Inefficient lighting.
 - Keeping unnecessary materials at the workplace.

Waste of manpower

- Favouritism and injustice.
- Not keeping promises.
- No intelligent leading and direction.
- Unfulfilled promises in regard to wages and promotions.

Waste of materials

- Machines are not adjusted.
- Labourers are not properly instructed.
- Labourers are not instructed of new work.
- Failure to follow each job's instructions.
- Ordering more materials.

4.1 Waste of time

- Lack of proper planning.
- Lack of knowledge of work.
- Lack of order, tool supplies and portable equipment.
- Unnecessary talking and visiting on the job.
- Lack of tools and equipment.

NOTE: Only ONE example at each point is correct (4 × 2) (8)

- 4.2
- The committee makes recommendations about health and safety aspects.
 - It reports incidents or accidents.
 - They may issue a written report to the inspector.
 - They must keep records of recommendations, incidents and reports.
 - The committee and their members are liable to fulfil the above-mentioned functions.
 - The employer must see to it that the committee do their work as specified. (6 × 2) (12)
- [20]**

QUESTION 5

- 5.1 5.1.1
- It includes the full contract period.
 - It includes the complete work in broad overall terms.
 - Time is plotted in months and weeks.
 - Holiday periods are shown as well as allowance for lost production.
 - Possession and completion dates are shown by appropriate symbols.
 - Every major item of work is listed down the left-hand side with the imported total quantities.
- 5.1.2
- It states a short section of work.
 - It prepares for every major item that requires more treatment.
 - Each trade can be considered in close detail.
 - Time is plotted in weeks using specific dates.
 - Holiday periods with other silent dates are transferred from the master programme.
 - Operations are written on the left-hand side.
 - It shows methods to be adopted, types of plants to be used and labour requirements for each trade.
- (Any 5 × 2) (10)

- 5.2
- Records the agreed intentions with the client.
 - Supplies a timetable for coordinating issues with drawings and information.
 - Prepares the basis for the introduction of payments by results or other incentives.
 - Shows the sequence of operations and the total output rates required of the labour and the plants.
 - To provide a yardstick for progressing and costing.
 - To furnish the promoter with the likely financial requirements.
- (Any 5 × 2) (10)
[20]
- TOTAL: 100**