higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE

BUILDING ADMINISTRATION N4

(4090034)

21 November 2024 (X-paper)
09:00–12:00

This question paper consists of 6 pages.

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DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE
BUILDING ADMINISTRATION N4
TIME: 3 HOURS
MARKS: 100

INSTRUCTIONS AND INFORMATION

1. Answer all the questions.
2. Read all the questions carefully.
3. Number the answers according to the numbering system used in this question paper.
4. Start each section on a new page.
5. Use only a black or blue pen.
6. Write neatly and legibly.

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QUESTION 1

You are working for an architect, and you are asked to recruit a quantity surveyor for a new shopping centre in Mountain View. Draw up an advertisement in which you list the following:

1.1 SIX duties or responsibilities of the job. (6)

1.2 FOUR qualities the successful applicant must have. (4)
[10]

QUESTION 2

2.1 Indicate whether the following statements are TRUE or FALSE by writing only 'True' or 'False' next to the question number (2.1.1–2.1.6) in the ANSWER BOOK.

2.1.1 The human resources (HR) department is responsible for supervising workers on the building site.

2.1.2 The accounting department must ensure there is enough money to pay suppliers and workers.

2.1.3 It is advantageous to have a central buying department because it handles purchasing orders for several contracts at a time.

2.1.4 The quantity surveyor monitors the materials, labour, and other costs allocated to a project and compares them with the initial budgets and estimates.

2.1.5 Construction cost estimating is obtaining quotes for the materials and labour needed to build a physical structure.

2.1.6 The contracts department is responsible for drawing up and managing all contracts and other legal agreements related to a construction project.

(6 × 1) (6)

2.2 Give FOUR characteristics of open tendering. (4)
[10]

QUESTION 3

3.1 To sketch a site layout means to create a plan for the land where the building is going to be constructed. List FIVE items to be considered when planning the site layout. (5)

3.2 List FIVE types of equipment that may be used for site clearance. (5)

3.3 State the requirements that need to be considered when planning the following:

3.3.1 Demolition of existing structures (2)

3.3.2 Access roads (3)

[15]

QUESTION 4

4.1 Define a *Gantt chart*. (1)

4.2 A small construction contract is made up of Activities A to E. Draw up a Gantt chart with the following activities:

4.2.1 Activity A takes two weeks, starting in Week 1

4.2.2 Activity B takes three weeks, starting in Week 2

4.2.3 Activity C takes three weeks, starting in Week 3

4.2.4 Activity D takes two weeks, starting in Week 6

4.2.5 Activity E takes two weeks, starting in Week 1

(5 × 1) (5)

4.3 Name the FOUR phases of an organisational plan. (4)

[10]

QUESTION 5

5.1 List SIX guidelines for checking material deliveries at a construction site. (6)

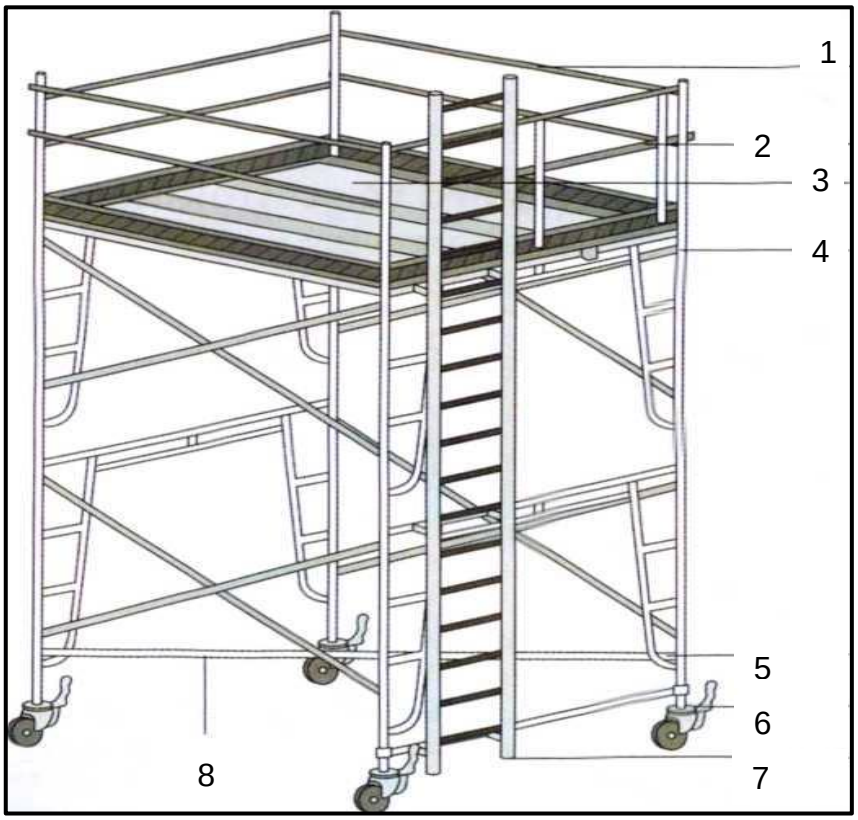
5.2 State THREE differences between a *tax invoice* and a *receipt*. (5)

5.3 List FOUR ways in which theft may affect construction sites negatively. (4)

[15]

QUESTION 6

6.1 Label the following diagram to show all the members of a mobile scaffold. Only write the answer next to the number (1–8) in the ANSWER BOOK.



(8)

6.2 Name the equipment used to produce a smooth finish to freshly laid concrete. (1)

6.3 Give the name of the equipment that provides power to pneumatic tools. (1)

6.4 What are the THREE advantages of a builder's lift? (3)

6.5 List TWO mobile elevating platforms. (2)

6.6 Name FIVE different types of excavating equipment. (5)

[20]

QUESTION 7

7.1 Name the type of foundation you would use in each of the following circumstances:

7.1.1 The floor area is small and the structural loads are low

7.1.2 The depth of the foundation exceeds three times its width

7.1.3 A continuous level of support to a linear structure is required

(3 × 1) (3)

7.2 Draw and label a section of the narrow strip foundation. (7)

[10]

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QUESTION 8

8.1 State THREE main components of an organisation. (3)

8.2 Name FOUR types of organisational structures. (3)

8.3 Explain TWO differences between a *sole proprietor* and a *private company*. (4)
[10]

TOTAL: 100

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