higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE (VOCATIONAL)

WORKSHOP PRACTICE
NQF LEVEL 2

(12041012)

20 November 2024 (Y-paper)
13:00–16:00

This question paper consists of 8 pages.

351Q1N2420

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DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE (VOCATIONAL)
WORKSHOP PRACTICE
NQF LEVEL 2
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

1.1 Choose a term from COLUMN B that matches a description in COLUMN A. Write only the letter (A–F) next to the question number (1.1.1–1.1.5) in the ANSWER BOOK.

COLUMN A		COLUMN B	
1.1.1	Required so that the workplace does not become too hot and unpleasant	A	personal protective equipment
1.1.2	Must be wide enough for traffic flow, should be colour coded and always kept clean and clear	B	electrocution, burns and falls
1.1.3	People use to protect themselves from hazardous situations that threatens their health and safety	C	ventilation
1.1.4	Types of injuries associated with electricity	D	personal factor and work factor
1.1.5	Causes of accidents and incidents in the workplace	E	fuse, circuit breaker and copper wire
		F	aisles

(5 × 1) (5)

1.2 The effects of the work environment on the health and safety of people is governed by the Environmental Regulations for Workplace.

1.2.1 Define the term, *safety*. (1)

1.2.2 Give TWO important reasons for safety in the workplace. (2 × 1) (2)

1.3 Explain the term, *injury.* (1)

1.4 List FIVE safety regulations applicable to factories and workshops. (5 × 1) (5)

1.5 List TWO components of a SHE programme under each of the following headings:

1.5.1 Environmental aspects

1.5.2 Occupational health and safety

1.5.3 Community health and safety

(3 × 2) (6)

[20]

QUESTION 2

2.1 Indicate whether the following statements are TRUE or FALSE by writing only 'True' or 'False' next to the question number (2.1.1–2.1.5) in the ANSWER BOOK.

2.1.1 First aid can be defined as emergency help given to a sick or injured person by a person called first-aider.

2.1.2 If the casualty is still in contact with the electrical supply, the first aider must immediately or as soon as possible pull and remove them from the electric equipment.

2.1.3 In cases of fractures and bone injuries, the first aider is not allowed to touch the casualty, but to immediately call an ambulance.

2.1.4 According to the basic procedures to report an incident in the workplace, all reportable incidents must be reported to the Department of Labour within fourteen working days.

2.1.5 The safety officer is the person responsible to investigate the incidents in the workplace.

(5 × 1) (5)

2.2 In any order, state all FIVE steps to be followed when treating a casualty that is conscious, has broken bones, fractured spine and suffering from shock.

(5 × 2) (10)
[15]

QUESTION 3

3.1 Name the hand tools shown in FIGURES 1 to 4 and explain what each is used for by writing only the answer next to the question number (3.1.1–3.1.4) in the ANSWER BOOK.

3.1.1



FIGURE 1

3.1.2



FIGURE 2

3.1.3



FIGURE 3

3.1.4



FIGURE 4

(4 × 2) (8)

3.2 List TWO types of ladders. (2 × 1) (2)

3.3 Describe what a *reamer* is. (2)

3.4 Name THREE parts of a hand tap. (3 × 1) (3)

[15]

QUESTION 4

4.1 Explain what a *drill press* is. (2)

4.2 Name TWO common parts in most power tools that would normally require lubrication. (2)

4.3 List THREE factors to consider when caring for and maintaining a drill press. (3)

4.4 Name any ONE material that one may cut using a jigsaw. (1)

4.5 State FOUR safety measures to be taken when using a jigsaw. (4)

4.6 Name THREE types of jigsaw blades. (3)

[15]

QUESTION 5

5.1



FIGURE 5

5.1.1 What is the name of the measuring instrument shown in FIGURE 5? (1)

5.1.2 List FOUR factors that one should consider to ensure consistent accuracy when taking measurements using this instrument. (4)

5.2



FIGURE 6

5.2.1 What is the name of the instrument shown in FIGURE 6? (1)

5.2.2 State FOUR factors to consider to ensuring that one takes good care of this instrument. (4)

5.3



FIGURE 7

5.3.1 Name the instrument shown in FIGURE 7. (1)

5.3.2 State FOUR guidelines that will help to reducing errors when taking measurements using this measuring instrument. (4)

[15]

QUESTION 6

6.1 Choose the correct word or words from those given in brackets. Write only the word or words next to the question number (6.1.1–6.1.5) in the ANSWER BOOK.

6.1.1 Worksite procedures refer to (operational procedures/safety signs/colour coding) put in place by the employer.

6.1.2 A permit to work is a document that is used to ensure that safety procedures are implemented (before/after) the start of the work.

6.1.3 (Warning signs/ informative signs) are square in shape and usually have a thin red border with a picture on a white background.

6.1.4 (Green/blue/orange) colour coding indicates warnings of danger in electrical utilities due to moving machine parts.

6.1.5 (Water/foam/dry power/carbon dioxide/halogen gas) are the THREE types of extinguishers suitable to extinguish fires caused by electrical current.

(5 × 1) (5)

6.2 A tool requisition record refers to information relative to planning and preparing for an electrical job that is recorded every time special tools or equipment are issued to workers.

Give FIVE different pieces of information recorded in a tool requisition record. (5 × 1) (5)

[10]

QUESTION 7

State FIVE safety precautions to be observed when performing soldering and desoldering of electronic components on a PC board using a soldering iron. (5 × 2) **[10]**

TOTAL: 100

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