higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE

INTRODUCTORY FACTORY ORGANISATION N4

(4090584)

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This question paper consists of 10 pages.

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DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE
INTRODUCTORY FACTORY ORGANISATION
TIME: 3 HOURS
MARKS: 300

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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SECTION A

QUESTION 1

Various options are given as possible answers to the following questions. Choose the answer and write only the letter (A–D) next to the question number (1.1–1.10) in the ANSWER BOOK.

1.1 A factor that will affect workflow:

A Communication
B Plant layout
C Production
D Stock

1.2 A factor that will decrease productivity:

A Unsafe equipment
B Motivation of workers
C Good communication
D Trained staff

1.3 The process by which an article or product is manufactured:

A Product
B Productivity
C Production
D Production line

1.4 Type of production to produce a sample garment:

A Mass production
B Work study
C Method study
D Unit production

1.5 This is used to establish the work flow for each style:

A Work study
B Operation breakdown
C Operation
D Workstation layout

1.6 Climate consists of …

A adequate lighting and ventilation.
B normal, comfortable air.
C room temperature, ventilation and humidity.
D comfortable temperature and direct sunlight.

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1.7 The unit used to measure noise is …

A ampere.
B lux.
C decibel.
D Fahrenheit.

1.8 A practice not to use when controlling noise in the clothing factory:

A Wearing earplugs
B Separating different work areas
C Playing calming music
D Placing offices away and enclosed from noisy areas

1.9 An example of a cool colour:

A Green
B Orange
C Yellow
D Pink

1.10 Type of control used to adapt stitch length on a sewing machine:

A Hand wheel
B Push button
C Crank
D Rotary selector switch

(2 × 10) **[20]**

QUESTION 2

Indicate whether the following statements are TRUE or FALSE by writing only 'True' or 'False' next to the question number (2.1–2.10) in the ANSWER BOOK.

2.1 Safety is not the responsibility of the employer.

2.2 The safety officer is responsible for general safety and control.

2.3 Cluttered and untidy workplaces can cause accidents.

2.4 Safety programmes for employees can minimise accidents.

2.5 Serious, deep cuts must be treated medically but it is not necessary to report such incidents.

2.6 An organisation is the combined activities of a group of people working together.

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2.7 The grapevine is an unofficial system of communication where all information is based on hearsay.

2.8 Feedback in the communication process is not important.

2.9 Social benefits refer to a holiday bonus.

2.10 An example of a security benefit is medical funding.

(2 × 10) **[20]**

QUESTION 3

Give ONE term for the each of the following descriptions by writing it next to the question number (3.1–3.10) in the ANSWER BOOK.

3.1 A diagram of a precise arrangement of pattern pieces for the sizes of a specific style that are to be cut out at one time.

3.2 Process whereby patterns of different sizes are produced from the original master pattern.

3.3 A time-consuming operation in the cutting room.

3.4 Cutting machine used in most cutting rooms and that cuts garments in bulk.

3.5 Used for folding and attaching bias strips.

3.6 Formation of tiny balls by the fibre, caused by friction.

3.7 A type of stitch formation repeated.

3.8 Type of hem used on soft, sheer fabrics, sewn with a hemming foot.

3.9 A method used to smooth away unwanted creases and crush marks on garments.

3.10 The spoken word.

(2 × 10) **[20]**

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QUESTION 4

Choose a description from COLUMN B that matches an item in COLUMN A. Write only the letter (A–K) next to the question number (4.1–4.10) in the ANSWER BOOK.

COLUMN A		COLUMN B	
4.1	Distance	A	open fabric rolled as a single ply
4.2	Misunderstanding	B	seen as not having respect when looking people in the eyes
4.3	Cultural barriers	C	a way of thinking or feeling
4.4	Noise	D	some information could get lost due to this factor
4.5	Emotional state	E	'what was meant' interpreted differently
4.6	Status and learning	F	if people are under stress, their objective judgement could be impaired
4.7	Attitude	G	double folded fabric folded accurately backwards and forwards
4.8	Velvet	H	causing the message to come through badly
4.9	Lace and medium-weight fabrics	I	the sender being a person who is much superior in education, experience and background to the receiver
4.10	Satins	J	type of fabric that hangs to prevent pile from becoming crushed
		K	folded fabric rolled onto a disposable, flat board

(2 × 10) **[20]**

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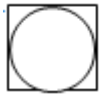
QUESTION 5

Identify and discuss the meaning of the following international symbols used to distinguish between work processes and direction of flow:

5.1 

5.2 

5.3 

5.4 

5.5 

5.6 

(2 × 6) **[12]**

QUESTION 6

Discuss adequate working space and the suitability of furniture and equipment with regard to the following:

6.1 Machinery (2 × 2) (4)

6.2 Transportation aisles and work stations (2 × 2) (4)
[8]

TOTAL SECTION A: 100

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SECTION B

QUESTION 7

7.1 Give TWO advantages and THREE disadvantages of using travelling machines to lay up material for cutting. (4 + 6) (10)

7.2 Tabulate TWO types of fabric cutting machines under the following headings:

- Types (2)
- Cutting action of blade (2)
- Advantages (4)
- Disadvantages (2)

7.3 Briefly explain the term *fusing*. (5)

7.4 List FIVE labour-saving devices (sewing machine attachments) and give an explanation of each. (2 × 5) (10)

7.5 Different ways of laying up fabric are used in the cutting room. Name ONE type of fabric suitable for each laying-up technique below:

7.5.1 Face up

7.5.2 Back up

7.5.3 Face to face

7.5.4 On the fold

7.5.5 Open laying up

(5 × 1) (5)

7.6 Stock can be obtained from different suppliers.

Name THREE types of suppliers and give a short description of each. (3 × 3) (9)

7.7 When is stock-taking usually performed? (1)

[50]

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QUESTION 8

8.1 List SIX quality standards for buttons and buttonholes made on a garment. (6)

8.2 What is the standard complete width for each of the following types of hems?

8.2.1 Rolled hem

8.2.2 Single hem

8.2.3 Plain hem

(2 × 3) (6)

8.3 Name SEVEN quality standards for stitching. (2 × 7) (14)

8.4 Name the FOUR classes into which seams are classified. (4)

8.5 Various preventative measures can be taken to ensure a safe workplace. State TWO safety measures for each of the following:

8.5.1 Electrical wiring

8.5.2 Electrical machinery

8.5.3 Slippery floors

8.5.4 Aisles

8.5.5 Work stations

(2 × 5) (10)

8.6 Discuss the responsibility of each employee regarding safety measures and regulations and the safety of other people in the organisation. (2 × 5) (10)

[50]

QUESTION 9

9.1 State FIVE guidelines to keep in mind when completing a job application form. (2 × 5) (10)

9.2 With regard to the employer, give FIVE advantages and FIVE disadvantages of having trained staff. (5 + 5) (10)

9.3 According to Maslow, human needs can be divided into a hierarchy consisting of FIVE different levels. Name and briefly describe each group. (2 × 5) (10)

9.4 Briefly discuss the functions of management. (2 × 5) (10)

9.5 List SIX ways to improve communication systems. (6)

9.6 Name FOUR types of communication between superiors and their subordinates. (4)

[50]

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QUESTION 10

10.1	State the objective of time study.	(2 × 3)	(6)
10.2	Give FIVE advantages of product layout.	(2 × 5)	(10)
10.3	Give TWO disadvantages of process layout.	(2 × 2)	(4)
10.4	Explain THREE methods of transferring information visually and by controls.	(5 × 3)	(15)
10.5	Explain the connection between neatness and hygiene of the work area and the risks with regard to health.		(10)
10.6	How can employers and employees ensure that transportation aisles and work stations are safe?		(5)
			[50]

TOTAL SECTION B: 200
GRAND TOTAL: 300

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