higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE

BUILDING ADMINISTRATION N5

(4090045)

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This question paper consists of 5 pages.

312Q1E2202

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DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE
BUILDING ADMINISTRATION N5
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 question on a new page.
5. Use only a blue or black pen.
6. Write neatly and legibly.

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QUESTION 1: MECHANICAL PLANT REQUIRED FOR BUILDING WORK

Choose the type of tool in COLUMN B that matches a use in COLUMN A. Write only the correct letter (A–I) next to the question number (1.1–1.9) in the ANSWER BOOK.

COLUMN A		COLUMN B	
1.1	Used to grind down all types of materials	A	rammers
1.2	Used for grooving and moulding	B	planners and rebates
1.3	For compacting hardcore	C	hammers
1.4	Fitted with two-bladed, high-speed rotary cutters	D	rotary drills
1.5	For smoothing down wood surfaces	E	grinders
1.6	For cutting holes in brickwork	F	routers
1.7	For making fixings by means of steel pins to brickwork, concrete work and metals	G	power floats
1.8	Used for trowelling large concrete surfaces	H	sanders
1.9	Used for drilling holes in all types of material	I	cartridge hammers

(9 × 1) **[9]**

QUESTION 2: PROGRESS CHARTS AND SCHEDULES

2.1 During pre-tender planning, all relevant information is prepared in a systematic manner, called *tender appreciation*.

List all items that must be included during the tender appreciation phase. (9)

2.2 Name the TWO stages of pre-tender planning that commence when the tender appreciation phase is completed (2 × 2) (4)

[13]

QUESTION 3: SUBCONTRACTORS

Name the SEVEN rules and precautions pertaining to the laying of drainage work and its connections. **[7]**

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QUESTION 4: MATERIALS

Give the main duties of the following departments in the building industry:

4.1 Buying department (5)

4.2 Stores (4)
[9]

QUESTION 5: HANDING OVER COMPLETED WORK

5.1 *LEAVE IN PERFECT CONDITION.* In the specifications under the heading of *General conditions of contract*, the above-mentioned clause will be found relating to plants and materials.

What does the clause state? (5)

5.2 Briefly explain the following terms:

5.2.1 A contract

5.2.2 A document

5.2.3 A contract document

(3 × 1) (3)
[8]

QUESTION 6: ADMINISTRATION AND PERSONNEL

6.1 Name the FOUR important considerations during site planning and preparation. (4)

6.2 Explain the term *delegation*. (2)

6.3 Give FIVE factors that must be considered regarding the scope of delegation when delegating work. (5)
[11]

QUESTION 7: CONTRACT DOCUMENTS

List and describe the different types of contract documents that are applicable to the building industry. (7 × 2) **[14]**

QUESTION 8: MASS-HAUL PROGRAMME

A slump test is used to determine the workability of concrete.

Discuss the procedure to measure a slump for concrete. **[11]**

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QUESTION 9: VARIATIONS, OMISSIONS AND EXTRAS

Briefly explain the following terms:

9.1 Day-works

9.2 Omissions

9.3 Variation

9.4 Extras

9.5 Variation order

(5 × 2) **[10]**

QUESTION 10: SITE MEETINGS

Give reasons for the necessity of site meetings during the building project. (4 × 2) **[8]**

TOTAL: 100

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