higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

BUILDING ADMINISTRATION N5

27 November 2024

This marking guideline consists of 6 pages.

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QUESTION 1

1.1
1.1.1 True
1.1.2 True
1.1.3 False
1.1.4 False
1.1.5 False

(5 × 1) (5)

1.2
- Backhoes
- Loaders
- Excavators
- Bulldozers

(4 × 1) (4)

1.3
- Skilled
- Semi-skilled
- Unskilled

(Any 1 × 1) (1)
[10]

QUESTION 2

2.1
- Evaluation of specifications
- Contract evaluation
- Supplier identification
- Workforce planning
- Site investigation
- Reviewing similar recently awarded contracts
- Pricing

(7 × 1) (7)

2.2
- Pay As You Earn (PAYE)
- Value-added tax
- Income tax

(3)
[10]

QUESTION 3

3.1
- Someone with proper authority should send it out.
- It should be sent within specified timeframes.
- The notice should state the date, time and venue of the meeting.
- The purpose of the meeting should be stated.
- An agenda should be sent with the notice of the meeting.
- The convener must date and sign the notice. (6)

3.2 3.2.1 A quorum is the minimum number of people who must be present for a meeting to proceed and be declared valid.

3.2.2 Etiquette is a customary code of behaviour.

(2 × 2) (4)
[10]

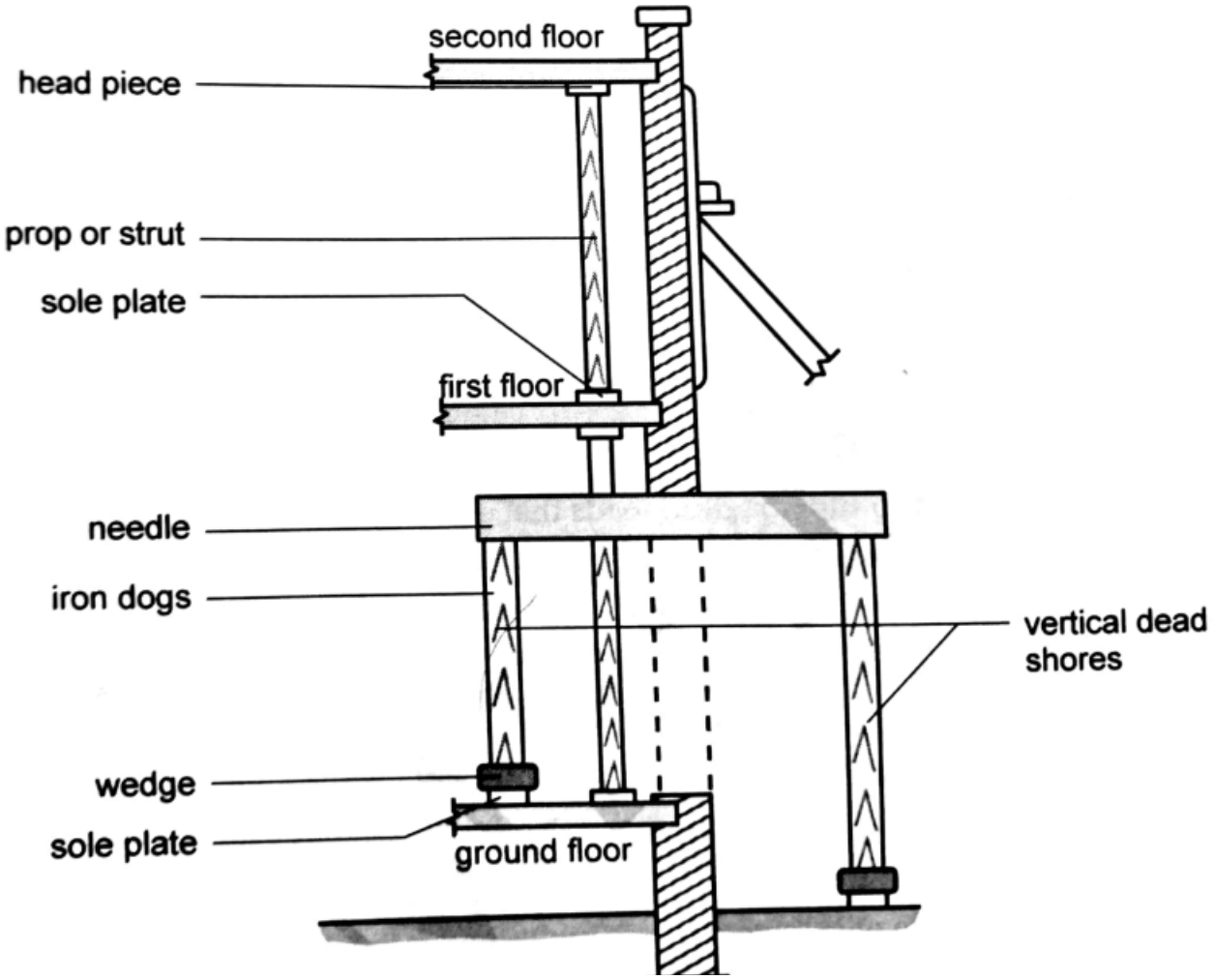
QUESTION 4

4.1
4.1.1 Axle scraper
4.1.2 Chain saw
4.1.3 Hand grinder
4.1.4 Disc sander
4.1.5 Circular saw
4.1.6 Cartridge hammer
4.1.7 Reciprocating saw
4.1.8 Rotary drill
4.1.9 Tractor shovel
4.1.10 Belt sander

(10 × 1) (10)

4.2 Predictive maintenance is a form of planned maintenance.✓ With predictive maintenance, regular maintenance tasks are performed to prevent problems before they occur.✓ This process minimises unexpected breakdowns and costly downtime.✓ The time used for preventative maintenance is based on industrial standards and manufacturer input.✓ Factors influencing when inspections and maintenance tasks should take place include consumption, time and distance travelled.✓ (5)
[15]

QUESTION 5



DEAD SHORE

10 × ½ for ANY 5 labels
5 marks for drawing **[10]**

QUESTION 6

6.1
- Balance point
- Grade formation
- Formation
- Cut and fill
- Maximum ordinate
- Baseline
- Original profile
- Average haul
- Overhaul

(Any 7 × 1) (7)

6.2
- Section of equipment to be used for hauling
- Whether a single piece of equipment is sufficient or whether a combination of equipment is better
- How much overhaul is required and how to minimise it
- How much cut and fill is required to identify borrow pits and dumping sites
- Identification of distance until there are no additional requirements for borrow fill material
- Planning the movement of excavated soil off the site from cut and fill so that haul distance is minimised to reduce the cost of earthworks (6)

6.3 Accumulated volume is calculated from known volumes of excavations and embankments.✓ The volume of fill has to include shrinkage.✓ Total shrinkage includes losses from hauling, wind and water erosion, embankment sinking, compaction and other variables that alter the density of the material.✓ The shrinkage of the material necessitates an increased amount of suitable fill used on the project.✓ (4)

6.4 Shrinkage has to be factored for loss or change due to:
- Hauling
- Wind
- Water
- Erosion
- Embankment sinking
- Compacting (Any 3 × 1) (3)

[20]

QUESTION 7

7.1
- When instructions vary the design, quality or quantity of the works
- To enforce a contractual provision
- To resolve discrepancies (3)

7.2 7.2.1 Items of work deleted from the bill of quantities by a variation order (2)

7.2.2 An authorised alteration from the original drawing specifications (2)

7.2.3 When the scope of work is either reduced or increased to meet the client's budget (2)

[9]

QUESTION 8

8.1 A statutory or regulatory body is a public organisation or government agency✓ that regulates a specific industry.✓ It enforces laws that control various elements of human activity.✓

The regulatory body's job is to develop and strengthen standards✓ while ensuring that they are followed consistently.✓ The purpose of the regulatory body is to ensure safety of the public by:✓

- Imposing requirements, conditions and restrictions✓
- Setting standards for activities✓
- Enforcing the regulations and getting people to comply✓ (9)

8.2
- South African Council for the Architectural Profession
- South African Council for the Project and Construction Management Professions
- Engineering Council of South Africa
- South African Bureau of Standards
- South African National Standards
- South African Council for the Quantity Surveying Profession
- Construction Industry Development Board (7 × 1) (7)

[16]

TOTAL: 100

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