higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE (VOCATIONAL)

DRAWING OFFICE PROCEDURES AND TECHNIQUES

(First paper)

NQF LEVEL 3

XX February 2020

This marking guideline consists of 5 pages.

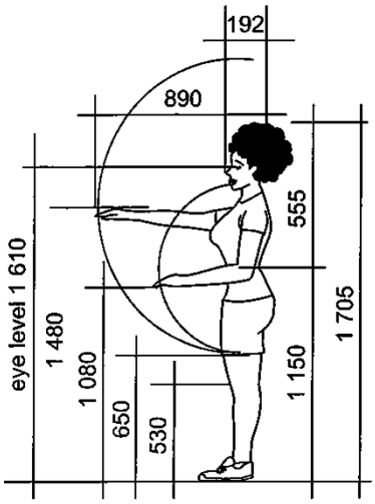
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QUESTION 1: PLANNING AND DESIGN SPECIFICATIONS

1.1 Ergonomics (2)

1.2

Eye level:	1 610
Upper body length:	555
Height:	1 705
Depth of head:	192
Lower body length:	1 150
Arm length:	890
Arms extended:	1 080



(6 for labelling + 2 for drawing) (8)

1.3 1.3.1 False
1.3.2 True
1.3.3 True

(3 × 1) (3)

1.4
- Self-propelled wheelchairs, also called manually propelled wheelchairs
- Wheelchairs propelled by motors or motorised wheelchairs
- Wheelchairs propelled by an attendant (3 × 2) (6)

1.5
- Standing worktop
- Sitting worktop
- Computer workstations
- Storage accessibility (4)

1.6 900 mm (2)

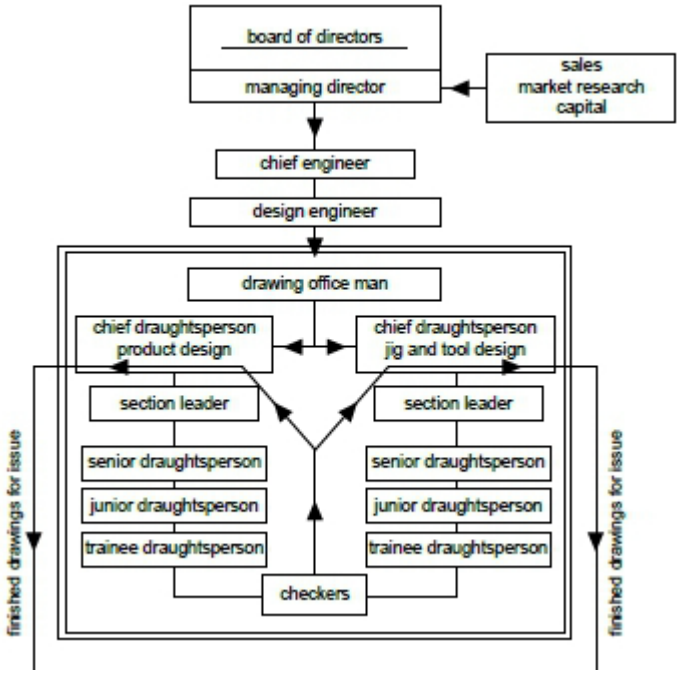
[25]

QUESTION 2: DRAWING OFFICE ORGANISATION

2.1 2.1.1 True
2.1.2 True

(2 × 1) (2)

2.2



(10 for labelling + 2 for drawing) (12)

2.3
- Completing relevant supporting documents
- Writing reports
- Attending meetings
- Filing documents
- Making backups
- Cleaning and maintaining equipment (Any 3 × 2) (6)

[20]

QUESTION 3: HEALTH AND SAFETY FOR A DRAUGHTSPERSON

3.1 National✓ Occupational✓ Safety✓ Association✓ (4)

3.2
- Employee duties and responsibilities
- Safety in the workplace
- Symbolic signs
- Safe use of workplace equipment
- Personal protective equipment
- Fire and evacuation
- First aid
- General policies and procedures
- Employee and the law (Any 8 × 1) (8)

3.3
- Encourage coughing to dislodge the obstruction. If the breathing is poor, use abdominal thrust to dislodge the obstruction. To do this:
  - Stand behind the casualty, reach under the person's arms and wrap your arms around the person's waist.
  - Locate the xiphoid process with one hand and the navel with the other.
  - Position a fist just above the navel, but well below the xiphoid process.
  - Grasp your fist with the other hand and pull your fist towards you and upwards with a firm, rapid movement.
  - Repeat these quick upward thrusts until the obstruction is dislodged or until the casualty becomes unconscious.
- If the casualty is unconscious:
  - Lie the casualty on the back, hands at the sides.
  - Check the mouth for obstructing material and remove it with a hooked finger.
  - Do not make blind finger sweeps in a child's mouth.
  - Open the airway by tilting the head and lifting the chin. (10 × 1) (10)

3.4 3.4.1



3.4.2



3.4.3



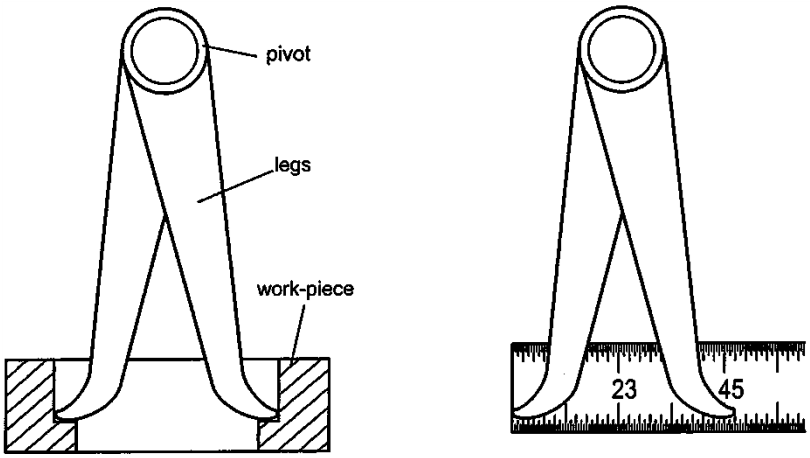
3.4.4



(4 × 2) (8)
[30]

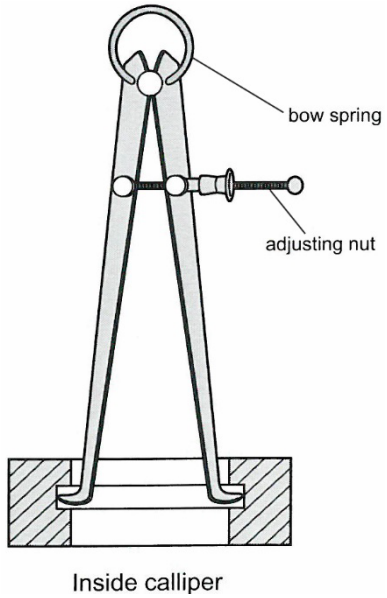
QUESTION 4: MEASURING INSTRUMENTS AND EQUIPMENT

4.1

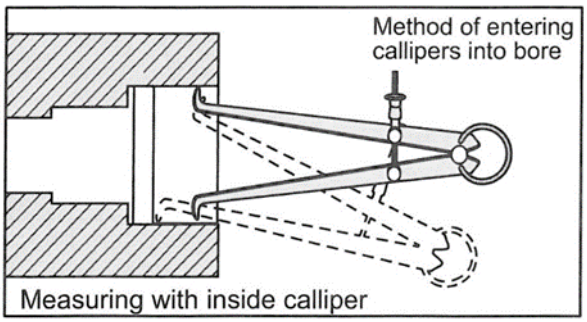


Annotations✓✓✓
Drawing of firm-joint inside calliper✓✓
Illustration showing measurement transfer✓✓ (7)

4.2



Inside calliper



Drawing of spring-type inside calliper✓✓✓
Labelling✓✓✓
Illustration showing measurement and calliper✓✓✓
Illustration showing method of entering into bore✓✓✓ (12)

4.3
- Inside callipers are used for inside measurements, such as bores.
- Inside callipers are used for inside measurements, such as keyways.
- Outside callipers are used for outside measurements on components.

(3 × 2) (6)
[25]

TOTAL: 100

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