higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

N800**(E)**(J5)H

**NATIONAL CERTIFICATE**

# INTRODUCTORY FACTORY ORGANISATION N4

(4090584)

**5 June 2018 (X-Paper)**
**09:00–12:00**

**This question paper consists of 8 pages.**

Copyright reserved

# DEPARTMENT OF HIGHER EDUCATION AND TRAINING
# REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE
INTRODUCTORY FACTORY ORGANISATION N4
TIME: 3 HOURS
MARKS: 200

---

**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. Answer in full sentences unless otherwise instructed.
5. Write neatly and legibly.

---

Copyright reserved 

## 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 This machine is used to make 2 mm nips very accurately for patten markings:

A Cloth drill
B Cornelli machine
C Ticketing machine
D Hot notcher

1.2 Tridirectional paper has …

A stripes, 3 cm apart.
B big crosses and stripes.
C small crosses and dots, spaced approximately 3 cm apart.
D big crosses and dots spaced 3 mm apart.

1.3 An industrial button sewing machine functions with a/an …

A chain.
B lock.
C zigzag.
D overedge.

1.4 The … seam used down skirt panels or denim sides is also a typical lapped seam.

A single lapped
B welt
C lap felled
D flat

1.5 Class EF stitching is used to …

A neaten the edges.
B keep the layers of fabric together.
C decorate a garment.
D keep facings in place.

1.6 A series of stitches used to join two or more pieces of material together is called a/an …

A ornamental stitch.
B seam.
C flat seam.
D rolled hem.

Copyright reserved 

1.7 The most common cause of fire in a clothing factory is …

A smoking.
B faulty electrical equipment.
C rubbish.
D cloth accumalation.

1.8 The safety officer must be a … person.

A diligent
B responsible
C qualified and trained
D safety conscious

1.9 Safety is the responsibility of …

A management.
B the safety officer.
C every individual.
D the employer.

1.10 Materials that are not locally manufactured are called … materials.

A exported
B imported
C sold
D bought

(10 × 1) **[10]**

**QUESTION 2**

Indicate whether the following statements are TRUE or FALSE. Choose the answer and write only 'true' or 'false' next to the question number (2.1–2.10) in the ANSWER BOOK.

2.1 Open laying-up techniques are used for leather fabrics.

2.2 Underpressing is pressing done throughout the manufacturing of a garment.

2.3 Seams are classified into four classes.

2.4 Bound seams are used for decorative edges.

2.5 Delegating means assigning authority and accountability to others.

2.6 Minor burns can be treated with an ointment.

2.7 Faulty machinery must be reported immediately.

2.8 Work flow entails cutting, sewing and ironing.

Copyright reserved 

2.9 A work delay is when work is not completed at the scheduled time.

2.10 Manual controls must be easily accessible by management.

2.11 Light intensity is measured in decibel.

2.12 Offices should not be close to noisy production rooms.

2.13 It is not necessary for workers to have periods of rest.

2.14 Shops and retailers buy from wholesalers.

2.15 A manufacturer buys fabric from a wholesaler.

(15 × 1) **[15]**

**QUESTION 3**

Give ONE word/term for each of the following descriptions. Write only the word/term next to the question number (3.1–3.10) in the ANSWER BOOK.

3.1 When the fabric is too thin, the temperature too high and the timing too long.

3.2 A labour-saving device used for folding and attaching bias strips.

3.3 Inspection carried out after garment has been finished.

3.4 Formation of tiny balls of fibre due to friction.

3.5 A series of stitches used to join two or more pieces of material together.

3.6 The key to a successful organisation.

3.7 This leader simply makes a decision and announces it.

3.8 The volume of work that can be completed in a specific amount of time.

3.9 Actual garment parts are joined.

3.10 An irritating or unwanted sound.

(10 × 1) **[10]**

Copyright reserved 

## QUESTION 4

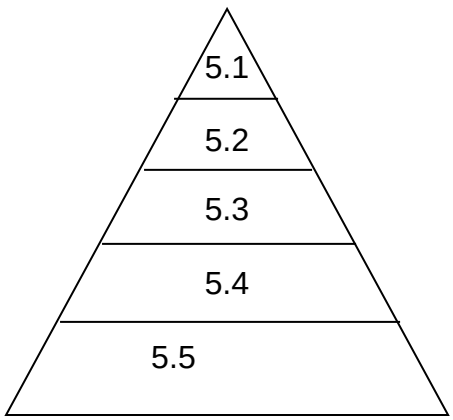
Choose a/an word/item from COLUMN B that matches a description in COLUMN A. Write only the letter (A–K) next to the question number (4.1–4.5) in the ANSWER BOOK.

| COLUMN A | | COLUMN B | |
|---|---|---|---|
| 4.1 | Arranging pattern pieces in a specific area with the least waste of fabric. | A | rolls |
| 4.2 | Machine used to create a spread. | B | production garment |
| 4.3 | Buttonhole has a round edge and a bar. | C | unit production |
| 4.4 | Production through unit of time. | D | personal information |
| 4.5 | Process that must be completed in converting materials into a finished garment. | E | marker |
| | | F | velvet |
| | | G | physiological factors |
| | | H | an operation |
| | | I | grapevine |
| | | J | spreader |
| | | K | keyhole |

(5 × 1) **[5]**

## QUESTION 5

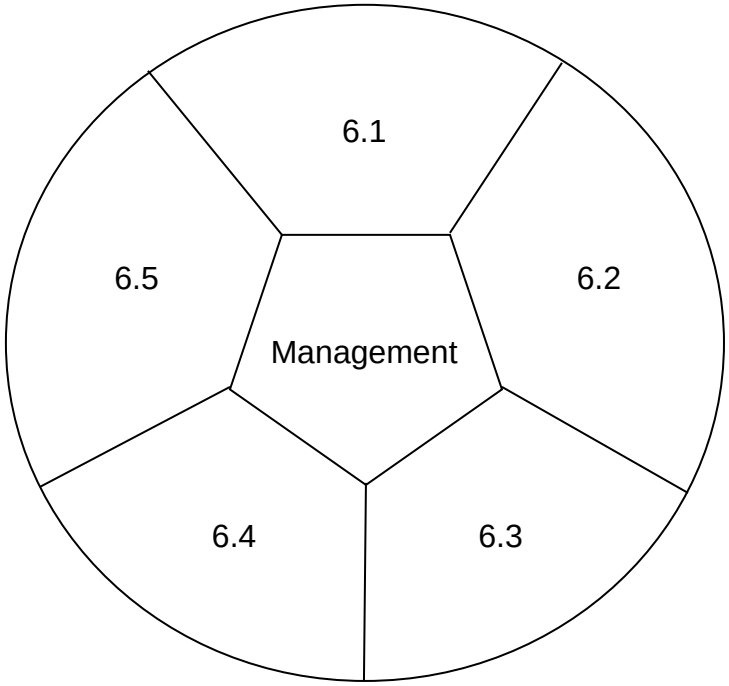
Label the following sketch of Maslow's hierarchy of needs. Write down the need next to the correct number in your ANSWER BOOK.




**[5]**

**QUESTION 6**

Label the following sketch of management functions. Write keywords next to the correct number in your ANSWER BOOK.




(5 × 1) **[5]**

**TOTAL SECTION A: 50**

**SECTION B**

**QUESTION 7**

7.1 Discuss the equipment used in a factory cutting room under the following headings:

7.1.1 Cutting tables (5)

7.1.2 Ticketing machines (2)

7.2 State the quality standards for each of the following:

7.2.1 Zippers (4)

7.2.2 Press studs, poppers, hooks and eyes (3)

7.3 Discuss the safety measures that need to be adhered to regarding aisles and workstations. (4)

Copyright reserved 

7.4 Explain how tests regarding the following are conducted in a lab:

7.4.1 Resistance to pilling (6)

7.4.2 Colour fastness (4)

7.4.3 Resistance to sunlight (3)

7.4.4 Resistance to heat (3)

7.5 Name and explain TWO types of leadership. (10)

7.6 Name SIX possible causes of accidents in the work place. (6)
**[50]**

**QUESTION 8**

8.1 Name factors that hamper communication. (8)

8.2 Explain how to deal with the following types of injuries:

8.2.1 Burns (2)

8.2.2 Foreign objects (3)

8.3 Management should perform FIVE basic functions in order to achieve specific goals in the organisation. Discuss these functions. (5)

8.4 Name the characteristics of an industrial sewing machine. (6)

8.5 Define the term *motivation*. (4)

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

8.7 Name FOUR economic benefits that can be used to motivate employees. (4)

8.8 Explain the various work flow processes. (9)

8.9 Explain how the blind hemming machine operates. (3)
**[50]**

Copyright reserved 

## QUESTION 9

9.1 Name THREE different ways in which patterns can be graded in a clothing factory. (3)

9.2 Explain the term *time study*. (4)

9.3 Explain which points should be considered for the design of work stations in a clothing factory. (4)

9.4 Explain the requirements of a marker. (3)

9.5 Name TWO advantages and TWO disadvantages of spreading using a travelling machine. (4)

9.6 List the advantages and disadvantages when using computer controlled cutting. (7)

9.7 List the requirements for effective work flow. (6)

9.8 List NINE environmental conditions that may affect the performance of workers. (9)

9.9 Name and explain THREE ways to present information. (6)

9.10 List THREE requirements for a well-designed workstation. (4)
**[50]**

**TOTAL SECTION B: 150**
**GRAND TOTAL: 200**

Copyright reserved