higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

N810**(E)**(M28)H

NATIONAL CERTIFICATE

INTRODUCTORY FACTORY ORGANISATION N4

(4090584)

28 May 2019 (X-Paper)
09:00–12:00

This question paper consists of 9 pages.

Copyright reserved

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. Make use of 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 in (1.1–1.10) in the ANSWER BOOK.

1.1 The purpose of planning is to …

A complete work on time.
B plan ahead.
C reduce material wastage to a minimum.
D save money.

1.2 … is the key to a successful organisation.

A Planning
B Money
C Loyalty
D Communication

1.3 Strategic decisions are taken by …

A top management.
B lower management.
C workers.
D middle management.

1.4 The finished width of a plain hem is …

A 3–5 mm.
B 3–5 cm.
C 2–5 cm.
D 2–3 cm.

1.5 The following can cause accidents at a work station:

A Not enough space.
B Overloading of electrical sockets.
C Tidy work spaces.
D Machines operated according to manual.

1.6 The … is responsible for general safety and control.

A safety officer
B employer
C employee
D manager

Copyright reserved

1.7 To prevent slippery floors, you can cover spillage with …

A rags.
B sawdust.
C water.
D newspapers.

1.8 Deeply penetrated objects in the skin …

A can be removed with tweezers.
B can be sterilised and covered with a plaster.
C should be covered and medically removed.
D should be removed by safety officer.

1.9 Accidents can be prevented by ….

A arranging safety programmes for employees.
B watching a movie.
C working overtime.
D planning to do training.

1.10 Assisting staff with job-related problems is part of …

A planning.
B organising.
C leading and directing.
D controlling.

(10 × 2) **[20]**

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 Spreading is a time-consuming operation.

2.2 Feeders are used for hemming of rolled hems.

2.3 A round knife cutting machine cannot cut sharp corners easily.

2.4 Industrial sewing machines are lightweight and easy to move around.

2.5 Pilling is the formation of tiny balls of fibre caused by friction.

2.6 Colour-fastness of materials and trims is not important in the garment industry.

Copyright reserved

2.7 A seam is a series of stitches used to join two or more pieces of material together.

2.8 There are FIVE different seam classes.

2.9 Hem width must be even, and the hem should hang evenly.

2.10 When garments are shiny on the outside, we call it over pressed.

(10 × 1) **[10]**

QUESTION 3

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

3.1 A term used to describe the pressing of garments while they are being made up.

3.2 It refers to the finishing operations which a garment undergoes after being completely assembled.

3.3 It retards the feeding action, thus gathering the fabric.

3.4 The movement of materials and garment parts through the conversion process.

3.5 It is used for the folding and attaching of bias strips.

3.6 The most suitable candidate must now be selected, and the job offered to him/her.

3.7 Assigning authority and accountability to others.

3.8 It is needed to prepare new employees with the skills, knowledge and attitudes necessary to perform duties efficiently and effectively.

3.9 Instructions at the work station.

3.10 Choosing the best candidate for the job.

(10 × 2) **[20]**

Copyright reserved

QUESTION 4

Choose a/an word/item from COLUMN B that matches a description in COLUMN A. Write only the letter (A–U) next to the question number (4.1–4.15) in the ANSWER BOOK.

COLUMN A		COLUMN B	
4.1	Indicate whether firm is performing as expected	A	workflow
4.2	Making of goods to be sold to customers	B	circle
4.3	Movement of materials through conversion process	C	temporary storage
4.4	Work not completed at scheduled time	D	assembly
4.5	Process or work activity	E	production
4.6	Movement of workers, materials or products	F	work station
4.7	Products or materials in storage	G	noise
4.8	Actual garment parts are joined	H	cool colours
4.9	Hot, stuffy climate conditions	I	wholesalers
4.10	Measured in decibel	J	work delay
4.11	Clean areas and safe to work in or with	K	productivity
4.12	Working space per worker	L	transport
4.13	Red, yellow and orange	M	velvets
4.14	Buy large import lots	N	permanent storage
4.15	Delivered on specially constructed frames	O	hygiene
		P	work space
		Q	warm colours
		R	create a soft, light mood
		S	manufacturers
		T	satins
		U	calming effect

(15 × 2) **[30]**

Copyright reserved

QUESTION 5

Tabulate the management functions and describe each function briefly. Write the answer next to the question number (5.1–5.5) in the ANSWER BOOK.

FUNCTION	DESCRIPTION
5.1	
5.2	
5.3	
5.4	
5.5	

(5 × 4) **[20]**

TOTAL SECTION A: 100

SECTION B

QUESTION 6

6.1 Define the term *marker.* (7)

6.2 State TWO advantages and TWO disadvantages of using a spreading machine. (4 × 2) (8)

6.3 List hints to bear in mind when laying-up the following types of fabric. Tabulate your answer:

TYPE OF FABRIC	HINT
One-way designs	
Velvet	
Leather	
Checks	
Stripes	
Fur fabrics	

(6 × 2) (12)

6.4 Name and explain the factors influencing fusing quality. (10)

6.5 List THREE ways of laying up fabric. (3)

Copyright reserved

6.6 Stock of fabrics can be obtained from different suppliers; fabrics can be packaged as follows: rolls, cuttles, bolts and hanging.

Briefly discuss each packaging method and list any one example of textile fabric for each method. (10)

[50]

QUESTION 7

7.1 Name and explain any SIX factors which can hamper communication. (6 × 3) (18)

7.2 Define *leadership*. (3)

7.3 List NINE shortcomings of, and errors made by leaders. (9)

7.4 Discuss the employer's responsibilities towards the employees with respect to safety planning. (5)

7.5 What procedures need to be followed when serious injuries are reported? (7)

7.6 Name and briefly describe the possible causes of fire in a clothing factory. (4 × 2) (8)

[50]

QUESTION 8

8.1 Tabulate FOUR advantages of product and process layout, and THREE disadvantages of product and process layout in the clothing factory.

	PRODUCT LAYOUT	**PROCESS LAYOUT**
Advantages	4	4
Disadvantages	3	3

(14)

8.2 What does a production system entail? (6)

8.3 Name and describe briefly the THREE steps to be followed for effective workflow. (3 × 3) (9)

8.4 Make use of a diagram to explain the communication process. (8)

8.5 Identify the characteristics of a supervisor. (8)

8.6 What is the impact of poor communication? (5)

[50]

Copyright reserved

QUESTION 9

9.1 Explain how sound, sight and touch are used as methods of transferring Information (visually and by controls) in the clothing factory.

9.1.1 Sound (6)

9.1.2 Sight (6)

9.1.3 Touch (3)

9.2 Discuss points to consider regarding transportation aisles and work stations. (5)

9.3 Briefly discuss the quality standards of the following fasteners:

9.3.1 Zippers (3)

9.3.2 Buckles (3)

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

9.4 Name and briefly describe SIX stitch classes. (6 × 2) (12)

9.5 Tabulate hems under the following headings:

KINDS OF HEMS	WIDTH	USE OF HEM

(3 × 3) (9)

[50]

TOTAL SECTION B: 200
GRAND TOTAL: 300

Copyright reserved