higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

INTRODUCTORY FACTORY ORGANISATION N4

15 NOVEMBER 2019

This marking guideline consists of 9 pages.

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SECTION A

QUESTION 1

1.1 A
1.2 B
1.3 D
1.4 B
1.5 A
1.6 D
1.7 C
1.8 C
1.9 B
1.10 A

(10 × 2) **[20]**

QUESTION 2

2.1 Cutting table
2.2 Material clamps
2.3 Lock-stitch machine
2.4 Pressing machine
2.5 Ticketing machine
2.6 Superimposed
2.7 Lapped seam
2.8 Bound seam
2.9 Ornamental stitch
2.10 Collar turner

(10 × 2) **[20]**

QUESTION 3

3.1 J
3.2 G
3.3 I
3.4 F
3.5 C
3.6 B
3.7 E
3.8 D
3.9 K
3.10 A

(10 × 2) **[20]**

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QUESTION 4

4.1 On the fold
4.2 Unit production
4.3 Functional process layout
4.4 Training
4.5 Fire
4.6 Safety
4.7 Work flow
4.8 Minimum distance
4.9 Motion economy
4.10 Balancing the line

(10 × 2) **[20]**

QUESTION 5

5.1 Laying-up machine
5.2 Universal hot notcher
5.3 Adjusting knob
5.4 Roll hem foot
5.5 Eastman round-blade machine
5.6 Floss stitch class 600
5.7 Zigzag lock stitch
5.8 Cover seam stitch
5.9 Class SSa-1
5.10 Y-communication channel

(10 × 2) **[20]**

TOTAL SECTION A: 100

SECTION B

QUESTION 6

6.1
- It is the responsibility of management to ensure that the factory as a whole is clean.
- Workers should strive to keep it that way.
- Ablution blocks and canteens must be thoroughly cleaned and disinfected at least daily to prevent spreading of disease.
- The workers must keep the work area tidy, transportation alleys clear and extinguishers accessible.
- Do not clutter these up with rubble or unused equipment.
- It is dangerous and can cause disaster. (Any 4 × 2) (8)

6.2 Employee-centred
- Tries to promote group work
- Interested in the development of workers
- Sympathetic to their problems

Production-centred
- Believe better results can only be achieved by improved methods
- Biggest concern is keeping the workers busy at all times
- Encourage them to increase production (5)

6.3
- Top
- Middle
- Line management (3)

6.4
- A real need should be satisfied by the benefit
- Group activity is more important than the individual
- The basis for the benefit should be as broad as possible
- Parental connotations by the granting and the administration of the benefit should be avoided
- It should be available to all employees without certain merits
- The cost of the benefit must be determined and the finances must be available (Any 5 × 2) (10)

6.5
- Same number of workers
- Producing more garments
- Of the same quality
- Of the same standard
- In less time than before (5)

6.6 Autocratic
- Makes all decisions himself
- Accepts all responsibility and authority
- Refuses to share supervision with others

Laissez Fair
- Everyone does as they please
- Leader only supplies info about the work to be done

Democratic
- Consults his/her subordinates in respect of problems
- goals and tasks to be done
- Shares the function of supervision and leadership (3 × 3) (9)

6.7 Communication consists of a sender and a receiver. (3)

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6.8
- No loss in production time
- Little/No loss in wasted/spoiled material
- Higher production and better quality
- Feel more secure and satisfied
- Better remuneration (Any 4 × 1) (4)

6.9 A sequence of stitches for mending or finishing an edge/ornamental purposes/both (3)

[50]

QUESTION 7

7.1
- Status
- Noise
- Distance
- Attitude
- Culture
- Language (Any 5 × 1) (5)

7.2
- 2–5 cm wide
- For flared skirts 2 cm
- Straight
- A-line skirts 3–5 cm (4)

7.3 7.3.1
- Seam must be sturdy
- Suited to the type of garment and position of the garment
- Seam width must be suitable for the fabric, garment and seam type
- Stitching must be straight and equidistant to the seam edge
- Thread must be suitable to the same colour fabric, weight and fibre content
- The applicable seam and stitching quality standards apply (6)

7.3.2
- Hem width must be even
- All the stitch and stitching quality standards apply
- Hems must be flat and not wrinkled
- Stitching must be secured at the beginning and end
- Hem must hang evenly (Any 4 × 1) (4)

7.3.3
- It must be suitable for the type of opening, the garment and the position on the garment
- Must be durable
- Colour must be suitable
- Attached securely (Any 3 × 1) (3)

7.4
- Must be sturdy and strong to hold excessive weight
- Surface must be smooth and durable
- Height of the cutting table must be suitable for the cutter or laying-up
- Length of the table determined by factory needs
- Width of the table is determined by the type of fabric and laying-up technique used (5 × 2) (10)

7.5 7.5.1 It is necessary to ensure the lay is face-up, the design run in the same direction

7.5.2 Only 4–6 plies
Face up

7.5.3 Single ply back-up and cut with rotary cutter

7.5.4
- To ensure stripes match up, it is necessary that the lay is started on the same stripe or colour.
- Check spikes and push through the fabric to keep it in position.
- An unavoidable waste of fabric is prevented.

(4 × 3) (12)

7.6
- Vision – By using diagrams on notice board
- Sound – Conveying verbal messages/information by means of an intercom system
- Touch – Physical examples by means of a practical illustration (3 × 2) (6)

[50]

QUESTION 8

8.1
- Tidy up before or after going onto shift
- Do not operate machines if safety shields are not in position
- Hazardous surfaces must be brought to the attention of the supervisors or safety officials
- Corridors and alleys must be kept clear (4 × 2) (8)

8.2 8.2.1
- Minor cuts – disinfected and covered with gauze/plaster
- Serious deep cuts – cover with gauze and patient treated by doctor (3)

8.2.2
- Minor burns treated with ointment and covered with gauze
- Serious burns treated medically and reported (2)

8.2.3 Take person to casualties if necessary/serious (1)

8.2.4 If a needle/splinter protruded through the finger – remove with sterilised tweezers, disinfect and cover. If deep, cover and have medically removed. (2)

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8.3 Disinfectant; gauze; cotton wool/plaster (3)

8.4
- Find suppliers who will be approved by management
- Purchase stock at least at cost for the firm, keep quality in mind
- Ensure delivery of goods at correct time needed – if date not met, make alternative arrangement
- Verify invoices, be aware of market price
- Buy materials on speculation, not needed immediately, take advantage of favourable market conditions
- The bigger the business, the more specialised the job will be; more diverse functions (6)

8.5
- Dampness
- Insects
- Rodents
- Petty thieving
- Burglary (5)

8.6
8.6.1 Superimposer
8.6.2 Lapped seam
8.6.3 Bound seam
8.6.4 Flat seam
(4 × 1) (4)

8.7
- Pencils
- Chalks
- Markers
- Pattern notchers
- Punchers and hangs (5)

8.8 8.8.1
- Labour saving – only one operator required for automatic machines
- Accurate, provided the machine is set up and programmed correctly
- Less accurate than manual spreading with plaids, stripes and checks (3)

8.8.2
- The machine prints and fixes the stitches simultaneously onto each part, according to the style, size and colour code
- Easy to include parts that have been misplaced correctly back into bundle
- Garment parts monitored on 'docket sheet' along the flow (4)

8.8.3 Easy to operate, easy grip handle, finger touch control, 1 + 3 phase, intense spotlight illumination, lightweight, compact design (4)

[50]

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QUESTION 9

9.1
- Size of the loop or “circuit” is important: the larger the loop, the longer time it takes to make decisions
- A circuit may be too large involving too many people
- Some people irrelevant or omitting key informants
- Info overload can be the formation of many large communication loops, people
- Receive frequent messages that have little bearing on their task
- A common obstacle is having communication loops of disproportionate sizes with respect to message sending and message receiving

(Any 5 × 1) (5)

9.2 9.2.1 Long seams such as: side, centre front and centre back

9.2.2 Circular seams e.g. waist and armhole

9.2.3 Cuffs, facings and collars

9.2.4 French seams used for children's wear, denim jeans, denim skirts, pyjamas and shirt

(4 × 2) (8)

9.3 9.3.1
- Stretch the test sample of fabric over an embroidery hoop
- Rub it hard and well with a clean, dry cotton swab
- This will determine if the dye is fast or not
- A faint stain on the swab will prove that it is not

9.3.2
- In laboratories, it is tested in a dark cupboard where a very strong ultra-violet light is burning.
- The time calculated with the intensity of the light is equivalent to a certain amount

9.3.3
- Test the influence of damp heat with a steam iron or damp pressing cloth.
- Compare the test sample with the control sample for any colour changes.

(3 × 3) (9)

9.4 9.4.1
- Keyhole
- Shirt button hole

(2 × 2) (4)

9.4.2
- Keyhole
- Is worked with a double thread chain stitch
- Has one round edge and a bar
- Shirt
- Zigzag stitch is used
- Have two straight bars

(Any 4 × 1) (4)

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9.4.3
- Keyhole
- Men's and women's suits, coats, jackets and blazers
- Shirts
- Shirts, blouses, dresses, nightwear, children's clothes, holes, eyelets for lace or elastic (4)

9.5
- Ensure the marker paper is the same width as the fabric to be cut
- Arrange the pattern parts as economically as possible
- Pattern parts may touch but not overlap
- Place long straight lines adjacent in order to separate two parts with one cut
- Fit small parts into large open spaces
- Bear the straight grain in mind
- Use a thin clear marker to trace
- Check the marker again to ensure all parts are traced (Any 5 × 2) (10)

9.6 9.6.1 Hand wheel
9.6.2 Cranks
9.6.3 Levers

(3 × 2) (6)
[50]

TOTAL SECTION B: 200
GRAND TOTAL: 300

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