higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE

INTRODUCTORY FACTORY ORGANISATION N4

(4090584)

15 November 2019 (X-Paper)
09:00–12:00

Candidates will require drawing instruments.

This question paper consists of 13 pages.

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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. This question paper consists of TWO sections:

SECTION A:	100 marks
SECTION B:	200 marks
GRAND TOTAL:	300 marks

4. Number the answers according to the numbering system used in this question paper.

5. Write neatly and legibly.

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SECTION A

QUESTION 1

Various options are provided 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 … buy materials in bulk directly from local manufacturers and divide it into smaller lots for release.

A Wholesalers
B Importers
C Manufacturers
D Retailers

1.2 … is the percentage moisture in the air.

A Ventilation
B Humidity
C Moisture
D Air temperature

1.3 Chairs, tables and work surfaces must be …

A made of steel.
B made of wood.
C sturdy.
D sturdy, clean and in good state of repair.

1.4 A circular-blade cutting machine cuts with a/an … motion of the blade.

A vertical
B rotary
C up and down
D horizontal

1.5 The most commonly experienced handling problem for the arrival of goods at their destination is called …

A bottling up.
B transportation.
C traffic.
D movement.

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1.6 This method is applied to knits done in a tube as in t-shirt and vest manufacture:

A On the open
B Face up
C Back up
D On the fold

1.7 … is NOT ONE of the criteria for a good layout of a factory.

A Maximum flexibility
B Maximum use of volume
C Minimum flexibility
D Minimum distance

1.8 In clothing factories workers are paid on … accomplishment.

A hourly
B commission
C piece
D weekly

1.9 Job … is an exposition of the work instructions.

A description
B specification
C appointment
D selection

1.10 … is the process undertaken by a firm to develop certain skills, concepts and attitudes of the employees.

A Training
B Interviews
C Testing
D Recruitment

(10 × 2) **[20]**

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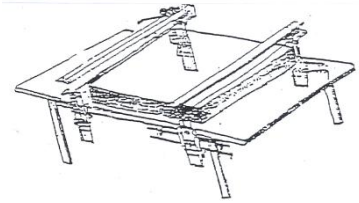
QUESTION 2

Identify the following sketches and symbols. Write only the answer next to the question number (2.1–2.10) in the ANSWER BOOK.

2.1



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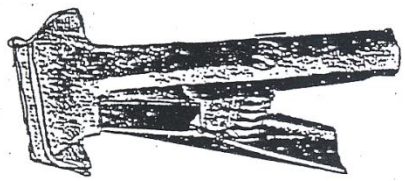

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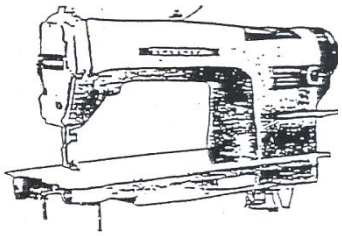

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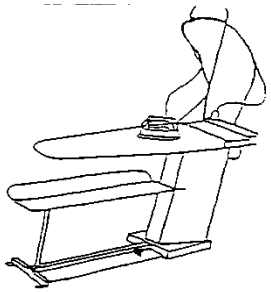

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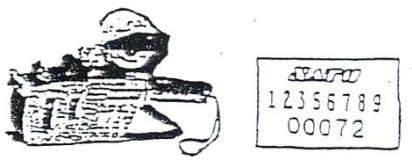

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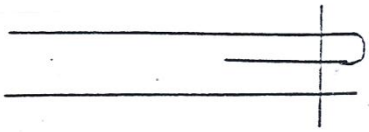

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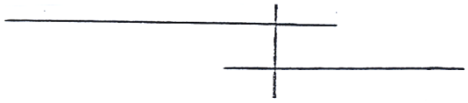

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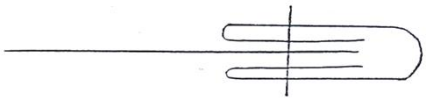

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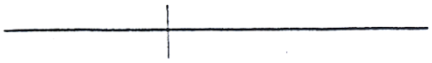

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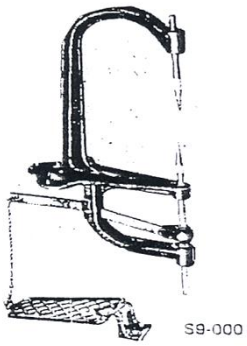

(10 × 2) **[20]**

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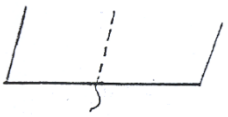
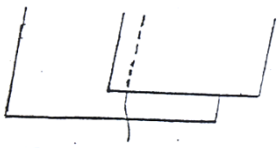
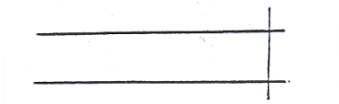
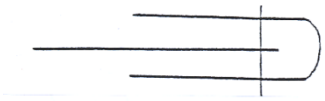
QUESTION 3

Choose description from COLUMN B that matches an item in COLUMN A. Write only the letter (A–K) next to the question number (3.1–3.10) in the ANSWER BOOK.

COLUMN A		COLUMN B	
3.1		A	unit of satisfaction
3.2		B	Mooi River textiles
3.3		C	bound seam
3.4		D	done at the firm
3.5		E	be punctual
3.6	Manufacturer	F	superimposed
3.7	Interviews	G	edge finished
3.8	In-service training	H	not being done by the firm
3.9	Autocratic leader	I	lapped seam
3.10	Individual	J	ornamental stitching
		K	make all decisions himself

(10 × 2) **[20]**

QUESTION 4

Give ONE word or term for each of the following descriptions. Write only the word or term next to the question number (4.1–4.10) in the ANSWER BOOK.

4.1 This spreading technique is applied for knits done in a tube.

4.2 This is done in the production room by a line or set of machinists.

4.3 In this layout the machinery is grouped according to their function.

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4.4 In this process the employee learns new techniques and new machinery to keep up with technological progress.

4.5 It can easily start where waste such as oil rags, paper, or bundles of cloth accumulates.

4.6 It is the legal and moral responsibility of the firm.

4.7 A certain standard of achievement according to a set scale.

4.8 In this criteria for layout, all movement of materials and goods under construction must be necessary and direct.

4.9 The transportation of the product by the shortest possible route in the shortest time.

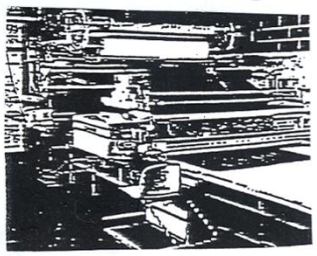
4.10 The calculation of the number of operators necessary to do the same operation.

(10 × 2) **[20]**

QUESTION 5

Identify the following sketches and symbols. Write only the answer next to the question number (5.1–5.10) in the ANSWER BOOK.

5.1



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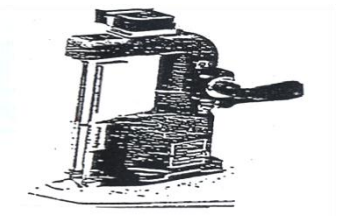

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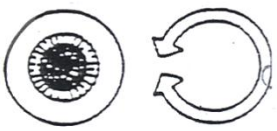
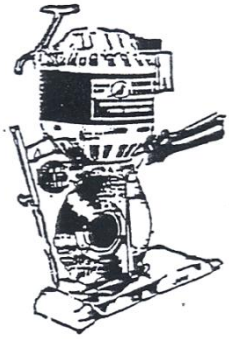


5.4



5.5



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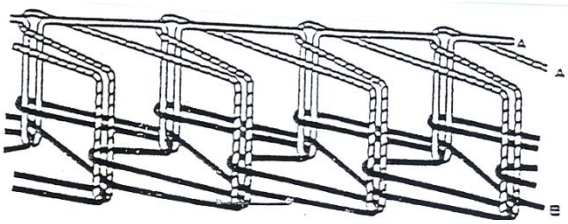

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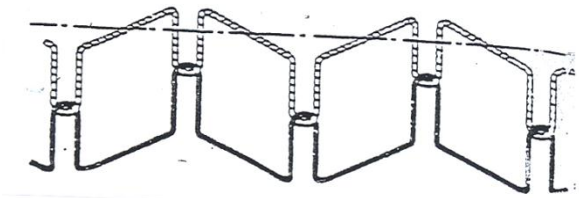

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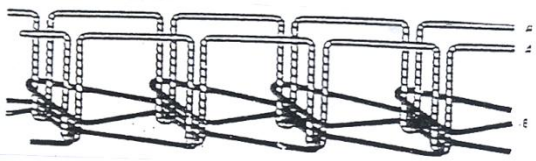

5.9



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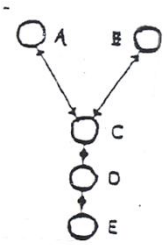
5.10



(10 × 2) **[20]**

TOTAL SECTION A: 100

SECTION B

QUESTION 6

6.1 Hygiene in the work area is of utmost importance.

Discuss this statement. (4 × 2) (8)

6.2 The supervisor is the person in charge of a group of workers designated to him or her.

Compare the effectiveness of the employee-centred supervisor as opposed to the production-centred supervisor. (5)

6.3 Name the THREE different levels of management. (3)

6.4 Employees are given certain benefits to motivate them.

Which principles should be included in these benefits? (5 × 2) (10)

6.5 Explain how a higher productivity level can be obtained in the clothing factory. (5)

6.6 Apart from the dictatorial leader, there are three other types of leaders.

Name and discuss these types of leaders. (3 × 3) (9)

6.7 Give a brief definition of *communication*. (3)

6.8 Name FOUR advantages of having trained staff. (4)

6.9 Briefly define the term *stitching*. (3)

[50]

QUESTION 7

7.1 Communication hindrances can be experienced between the employer and the employee.

State FIVE factors that can contribute to these hindrances. (5)

7.2 Name the widths and uses of a plain hem. (4)

7.3 With which quality standards should the following comply:

7.3.1 Seams (6)

7.3.2 Hems (4)

7.3.3 Fasteners (3)

7.4 State the criteria for cutting tables in the cutting room of a factory. (5 × 2) (10)

7.5 Give tips to bear in mind when laying up the following types of fabric before it is cut:

7.5.1 One-way designs

7.5.2 Velvet

7.5.3 Leather

7.5.4 Stripes

(4 × 3) (12)

7.6 Name THREE ways of presenting information in a factory and give ONE example of each. (3 × 2) (6)

[50]

QUESTION 8

8.1 How can each employee contribute towards safety in his or her environment? (4 × 2) (8)

8.2 How should you deal with the following injuries and accidents?

8.2.1 Cuts (3)

8.2.2 Burns (2)

8.2.3 Foreign objects in the eye (1)

8.2.4 Foreign objects in the skin (2)

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8.3 You have been appointed the position of safety officer in the factory.

Which THREE objects would you keep in the First Aid box to treat minor cuts? (3)

8.4 The primary function of a stock buyer is to get the right articles in the right quantity and at the right price.

Name SIX other functions of a stock buyer. (6)

8.5 Stock in a clothing factory should be protected during storage.

Give FIVE examples of what it should be protected against. (5)

8.6 Seams are classified into FOUR classes and indicated by TWO capital letters. What do the following classes stand for?

8.6.1 SS

8.6.2 LS

8.6.3 BS

8.6.4 FS

(4 × 1) (4)

8.7 Name FIVE types of equipment which can be used for the drawing, marking and hanging of patterns. (5)

8.8 Discuss the use of the following equipment in a clothing production factory:

8.8.1 Spreading machine (Laying up machine) (3)

8.8.2 Sew barring machine (Ticketing machines) (4)

8.8.3 Pattern perforator (4)

[50]

QUESTION 9

9.1 Between the sender and receiver, communication breakdowns can be experienced. State the factors that can cause these breakdowns. (5)

9.2 State TWO uses for each of the following types of seams:

9.2.1 Open single-stitched seam

9.2.2 Closed single-stitched seam

9.2.3 Enclosed seam

9.2.4 Double-stitched seam

(4 × 2) (8)

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9.3 Indicate how tests are conducted in a laboratory with regard to the following:

9.3.1 Colour fastness according to the friction method

9.3.2 Resistance to sunlight

9.3.3 Heat resistance

(3 × 3) (9)

9.4 Tabulate buttonholes under the following headings:

9.4.1 Types (2 × 2) (4)

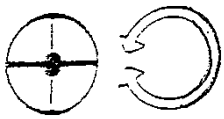
9.4.2 Appearances (4)

9.4.3 Uses (4)

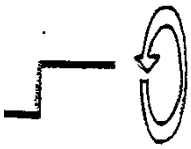
9.5 Name FIVE requirements for a marker. (5 × 2) (10)

9.6 Identify the following controls which are being used to convey information and how to operate the machines:

9.6.1



9.6.2



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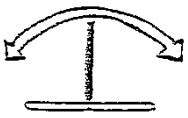

(3 x 2) (6)
[50]

TOTAL SECTION B: 200
GRAND TOTAL: 300

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