higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE

INTRODUCTORY FACTORY ORGANISATION N4

(4090584)

15 October 2020 (X-paper)
09:00–12:00

This question paper consists of 9 pages.

256Q1B2015

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DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE
INTRODUCTORY FACTORY ORGANISATION N4
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. Use full sentences unless otherwise instructed.
5. Write neatly and legibly.

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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 An advantage of line layout:

A Clear layout
B Less floor space needed
C More than one operator performing the same operation
D No bottlenecks

1.2 A disadvantage of island layout:

A It can create work build-up.
B Trainees must be trained to meet production standards.
C Poor workmanship may be hidden in large bundles.
D Each operation depends on a previous one.

1.3 Fusing is known as …

A a labour-intensive operation.
B a labour-saving operation.
C attaching a facing.
D strike through.

1.4 Pattern grading is the process whereby …

A different pattern parts are labelled.
B patterns of different sizes are produced.
C various pattern papers are selected.
D a production pattern is produced.

1.5 A cutting slip should have the following detail:

A Required size
B Quantities of each size
C Garment style
D Fabric width

1.6 Chain-type stitches are characterised by …

A intralooping.
B interlooping.
C passing into or through material.
D a bobbin and needle.

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1.7 Ornamental stitching is ...

A used to join two pieces of fabric together.
B applied to the surface of the fabric.
C used to finish off the edge of the fabric.
D used to attach buttons.

1.8 Edge-finish stitching is used to …

A sew in hems.
B join two pieces of fabric.
C attach lace and trims.
D neaten the edges.

1.9 Flaws or defects in fabric is known as …

A holes in the fabric.
B pilling.
C the appearance of the joining thread during the weaving process where a small mark appears on the fabric surface.
D pulling.

1.10 The purpose of pressing in a clothing factory is to …

A mould the garment to the contour of the body.
B finish the garment.
C hide sewing errors.
D sew in hems.

(10 × 2) **[20]**

QUESTION 2

Indicate whether the following statements are TRUE or FALSE by writing only 'True' or 'False' next to the question number (2.1–2.10) in the ANSWER BOOK.

2.1 If you take a swab and rub it against material and there is a faint stain, it means that the material is colourfast.

2.2 Binding is an example of a strip.

2.3 A chain stitch is formed by a bobbin and needle thread.

2.4 Hygiene and safety are the responsibilities of management only.

2.5 Communication is the key to a successful organisation.

2.6 Noise does not hamper communication.

2.7 Employee-orientated leadership gives attention to outputs.

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2.8 A democratic leader manages according to the rule book.

2.9 Social needs include the need for friendship, love and acceptance.

2.10 A job description is a clear statement of what is expected of the worker in that specific job.

(10 × 2) **[20]**

QUESTION 3

Give ONE term for each of the following descriptions by writing it next to the question number (3.1–3.10) in the ANSWER BOOK.

3.1 Person in charge of safety inspection and reports

3.2 Person who ensures that working conditions, machines and equipment are safe

3.3 Combined activities of a group of people working together

3.4 Ensuring the right person is in the right job

3.5 Downward or upward communication

3.6 Transport to and from work

3.7 Housing subsidy

3.8 Irritating or unwanted sound

3.9 Working space per worker

3.10 Feeling created when painting a work area in green

(10 × 2) **[20]**

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QUESTION 4

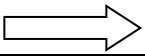
Choose a term from COLUMN B that matches a description in COLUMN A. Write only the letter (A–P) next to the question number (4.1–4.10) in the ANSWER BOOK.

COLUMN A		COLUMN B	
4.1	Safety hazard in the working environment	A	minor cuts
4.2	Contribute posters and notices of awareness	B	manual controls
4.3	Disinfect and cover with plaster or gauze	C	time study
4.4	Useful for warning and alarm purposes	D	lux
4.5	Easily accessible by the operator	E	operation
4.6	Unit to measure lighting	F	lack of emotional stability
4.7	Hot and dry air	G	operation breakdown
4.8	Determined by factory laws	H	workspace
4.9	Used to determine the rate at which a specific operation is performed	I	deep cuts
4.10	One of the processes that must be completed when converting materials into a finished garment	J	workstation
		K	sound
		L	humidity
		M	safety signs
		N	workflow
		O	motion economy
		P	decibel

(10 × 2) **[20]**

QUESTION 5

Copy and complete the following table by writing the answer next to the question number (5.1–5.10) in the ANSWER BOOK.

SYMBOL	DESCRIPTION	MEANING
5.1	5.2	Process or work activity
	5.3	5.4
5.5	Permanent storage	5.6
	5.7	5.8
5.9	Combined activity	5.10

(10 × 2) **[20]**

TOTAL SECTION A: 100

SECTION B

QUESTION 6

6.1 Explain the term *fusing*. (5)

6.2 List FIVE characteristics of an industrial lock-stitch machine. (5 × 2) (10)

6.3 Explain each of the following types of industrial sewing machines:

6.3.1 Lock-stitch machine (6)

6.3.2 Single- and double-thread chain-stitch machines (4)

6.3.3 Multineedle machines (shirring and gauging machines) (7)

6.4 Explain the operation of a button-sewing machine. (8)

6.5 Distinguish between the different packaging methods for various fabrics and give an example of each. Copy and complete the table by writing the answer next to the question number (6.5.1–6.5.10) in the ANSWER BOOK.

METHOD	PACKAGE	EXAMPLES OF TEXTILE FABRICS
Rolls	6.5.1	6.5.6
	6.5.2	6.5.7
Cuttles	6.5.3	6.5.8
Bolts	6.5.4	6.5.9
Hanging	6.5.5	6.5.10

(10 × 1) (10)

[50]

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QUESTION 7

7.1 Explain how to ensure effective communication. (10)

7.2 Name FOUR types of leaders and give TWO characteristics of each. (4 × 3) (12)

7.3 Distinguish between *job specification* and *job description*. (3 + 3) (6)

7.4 Define *motivation*. (4)

7.5 Explain how to treat serious injuries such as cuts, burns and bruises. (6)

7.6 Give SIX possible causes of accidents in the workplace. (6)

7.7 State SIX important safety measures to prevent accidents. (6)

[50]

QUESTION 8

8.1 Briefly explain how communication can be improved. (6)

8.2 Explain the term *employee*. (6)

8.3 Economic considerations to motivate staff can be divided into three groups.

Name each group and give TWO examples of each. Tabulate the answer as follows:

TYPE OF BENEFIT	EXAMPLE OF BENEFIT

(3 × 3) (9)

8.4 List FIVE factors which tend to decrease productivity. (5 × 2) (10)

8.5 List FOUR factors that affect workflow. (4)

8.6 Give THREE requirements for effective workflow. (3 × 2) (6)

8.7 Define the term *motion economy*. (5)

8.8 What should be considered when designing a work station? (4)

[50]

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QUESTION 9

9.1 List SIX requirements that manual controls must comply with to be effective in the work area. (6)

9.2 State the importance of good lighting. (5)

9.3 Explain the effect of colour regarding feelings of cold and warmth as well as emotional behaviour and moods. (3 × 2) (6)

9.4 What impact would hot stuffy climate conditions have on a work environment? (3)

9.5 Name and briefly explain FOUR types of seams and their applications. (4 × 2) (8)

9.6 List FOUR quality standards for seams. (4 × 2) (8)

9.7 List THREE quality standards for hems. (3 × 2) (6)

9.8 List FOUR quality standards for sewing fasteners. (4 × 2) (8)

[50]

TOTAL SECTION B: 200
GRAND TOTAL: 300

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