higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

T90(**E**)(M26)T

# NATIONAL CERTIFICATE

# BUILDING ADMINISTRATION N4

(4090034)

**26 March 2018 (X-Paper)**
**09:00–12:00**

**This question paper consists of 5 pages.**

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

NATIONAL CERTIFICATE
BUILDING ADMINISTRATION N4
TIME: 3 HOURS
MARKS: 100

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**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. Write neatly and legibly.

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## QUESTION 1

Complete the following sentences by writing only the missing word(s) next to the question number (1.1–1.10) in the ANSWER BOOK.

1.1 A … is used to make holes for screws.

1.2 The workshop should have … to withdraw and remove the saw dust.

1.3 Each workshop should have a … for sharpening blades.

1.4 After the doors are assembled, they are smoothed off with a ...

1.5 The door stile mortices are cut by the …

1.6 The tongues and grooves are cut with a …

1.7 In a workshop where wooden doors are manufactured, the first machines that are to be used will be a variety of …

1.8 The second step is to cut the new pieces shorter in workable lengths with the ...

1.9 The … is used to cut the long pieces of timber across the grain.

1.10 The… produces two adjacent smooth sides to the lengths of the timber.

(10 × 1) **[10]**

## QUESTION 2

2.1 Make short notes on the following procedures:

2.1.1 Receiving deliveries

2.1.2 Checking

2.1.3 Storing

2.1.4 Payment

(4 × 2) (8)

2.2 The main function of the clerk of works is to ensure that the quality of the workmanship is of the highest standard.

State SEVEN other functions for which the clerk of works is responsible on site. (7)

**[15]**

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## QUESTION 3

Complete the following sentences by choosing a word/term from the list below. Write only the word/term next to the question number (3.1–3.10) in the ANSWER BOOK.

| buyer; general foreman; artisans; quantity surveyor; personnel department; building surveyor; costing clerk; contractor; estimator; valuation |
|---|

3.1 After the tender is accepted and the necessary contract document signed, the builder will be called a …

3.2 On site the … is in charge of all construction work.

3.3 The trade foremen are in charge of particular groups of …

3.4 For the building work, the … must place all orders in good time for the material to arrive on time.

3.5 The … has to see to it that sufficient labour and controlling staff are employed.

3.6 At frequent intervals the … analyses actual costs of all work done.

3.7 The … of the building firm uses the actual rates when tendering again for a new contract.

3.8 The architect has to certify the … before paym ent can be made.

3.9 After a lapse of time the … will claim an interim payment from the client.

3.10 The … who is an advisor of the employer, has to check the claim by valuating the work done to date.

(10 × 1) **[10]**

## QUESTION 4

4.1 Define a *programme.* (2)

4.2 Define a *pre-tender programme*. (2)

4.3 State SEVEN purposes of a programme. (7)

4.4 State any SIX objectives of pre-tender programmes. (6)

4.5 State any THREE items which must be included in the pre-tender programme. (3)

**[20]**

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**QUESTION 5**

State the main responsibilities of each of the following persons:

5.1 General foreman

5.2 Trade foreman

5.3 Artisan

5.4 Building surveyor

5.5 Land surveyor

(5 × 2) **[10]**

**QUESTION 6**

Discuss TEN requirements regarding the hoardings of the project. **[10]**

**QUESTION 7**

Make a clear, labelled sketch to show how a single flying shore supports weak structures. **[7]**

**QUESTION 8**

8.1 Briefly describe each of the following documents used during the tendering process and give ONE characteristic of each:

8.1.1 Specifications

8.1.2 Working drawing

8.1.3 Bill of quantities

8.1.4 Conditions of the contract

(4 × 2) (8)

8.2 Write the following abbreviations in full:

8.2.1 BIFSA

8.2.2 BOQ

8.2.3 QS

8.2.4 ASAQS

(4 × 1) (4)

8.3 Name SIX methods of tendering. (6)

**[18]**

**TOTAL: 100**

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