higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE

BUILDING ADMINISTRATION N4

(4090034)

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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

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. Start each section on a new page.
5. Use only a black or blue pen.
6. Write neatly and legibly.

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SECTION A

QUESTION 1

Indicate whether the following statements are TRUE or FALSE by writing only 'True' or 'False' next to the question number (1.1–1.10) in the ANSWER BOOK.

1.1 An invoice is a request for payment.

1.2 Every invoice must be paid twice and double its price to avoid arrears.

1.3 The contractor must insist on receiving receipts.

1.4 It is good practice to request regular statements on which most recently invoiced items and payments must be listed.

1.5 Invoices must be checked against the orders from the buying department.

1.6 Invoices must be kept for any queries during the final account stage.

1.7 A copy of the invoice should not accompany the payment.

1.8 Receipts are not valuable documents and shouldn't be kept in a file.

1.9 A receipt is a proof issued by the supplier so that payments are not made in advance.

1.10 Receipts must never be compared with subsequent invoices or any other contract documents.

(10 × 1) **[10]**

QUESTION 2

Fully differentiate between the following types of building firms:

2.1 Large firms (4)

2.2 Small firms (4)

2.3 Medium firms (2)

[10]

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QUESTION 3

3.1 The general foreman and the trade foreman, who work outside, face different challenges than their counterpart, the foreman who supervises a workshop.

Copy and complete the TABLE below in the ANSWER BOOK by discussing the problems encountered on the construction site as compared to the circumstances in the workshop.

CONSTRUCTION SITE	WORKSHOP

(13)

3.2 Give FIVE guidelines to be considered when arranging the layout of woodworking machines in a workshop. (5)

3.3 Briefly describe the function of each of the following:

3.3.1 Electric drill

3.3.2 Angle grinder

3.3.3 Jackhammer

3.3.4 Pump

3.3.5 Skill saw

(5 × 1) (5)
[23]

QUESTION 4

Planning aims at finding the best way to execute a project, taking the availability of resources into consideration.

4.1 State the FIVE main objectives of planning. (5)

4.2 The contractor has to do thorough planning before he/she can start with the work.

Explain how the contractor is involved in the following tasks:

4.2.1 Contract planning (4)

4.2.2 Detailed planning (3)

4.2.3 Pre-tender planning (3)
[15]

TOTAL SECTION A: 58

SECTION B

QUESTION 5

5.1 Make a neat, labelled sketch to show cantilever scaffolding. (12)

5.2 State SEVEN regulations regarding the erection of a scaffold. (7)

[19]

QUESTION 6

Make neat, isometric, labelled sketches to show the construction of the planking and strutting used in trench excavations approximately one metre deep in the following conditions:

6.1 Soft soil (loose wet)

6.2 Loose soil (loose dry)

(2 × 5) **[10]**

QUESTION 7

Draw up the following documents with regard to materials:

7.1 Internal requisition

7.2 Delivery note

(2 × 5) **[10]**

QUESTION 8

Give ONE word for each of the following descriptions regarding methods of obtaining business. Write only the answer next to the question number (8.1–8.3) in the ANSWER BOOK.

8.1 Risking the firm's own money to build houses

8.2 With the next project another tender will get the chance to compete

8.3 Builders who specialise in alterations and extensions

(3 × 1) **[3]**

TOTAL SECTION B: 42
GRAND TOTAL: 100

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