higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

T30**(E)**(N24)T
NOVEMBER EXAMINATION

NATIONAL CERTIFICATE

BUILDING ADMINISTRATION N4

(4090034)

24 November 2016 (X-Paper)
09:00–12:00

This question paper consists of 7 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. Write neatly and legibly.

QUESTION 1

Various options are given as possible answers to the following questions. Choose the answer and write only the letter (A–E) next to the question number (1.1–1.10) in the ANSWER BOOK.

1.1 Checking deliveries …

A should be avoided as it creates mistrust.
B has to be attended to by the owner.
C has to be done by the storekeeper.
D should be done at random intervals.
E is the sole duty of the supervisor.

1.2 Storing …

A may only be done by the architects.
B is best done near the parking area.
C is only possible if space is available.
D has to be done according to SABS standards.
E must be done in a way that will minimise multi-handling.

1.3 Loss through theft …

A can be reduced and avoided by not stocking too much materials.
B is a problem of our time and nothing can be done about it.
C cannot be avoided.
D can be claimed from insurance.
E must be refunded by the manager.

1.4 The order …

A is made out by the foreman to get material from the storeroom.
B ensures the supplier that the request for goods is authorised.
C is issued by the supplier to inform the contractor to prepare the offloading zone.
D is issued by the architect to inform the builder that other materials must be used.
E is an instruction to the supplier issued by the architect.

1.5 Wastage …

A is of no concern as waste materials can be recycled.
B should be minimised to save expenditure.
C can be avoided by ordering all material at once.
D should be generous to ensure only good quality material.
E can be stopped completely by goodwill.

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1.6 The receipt …

A requests money from the builder for deliveries.
B is issued by the supplier after payment has been received.
C is made by the builder in consultation with the owner as delivery has been made.
D is delivered together with ordered material.
E is signed by the receiver and the owner.

1.7 The invoice …

A states the builder's discount which may be claimed from the employer.
B is a request to pay and states delivered goods with their prices.
C proves that payment has been made.
D does not have to be issued.
E can be completed in pencil.

1.8 The delivery note …

A is used to check the condition and quantity of goods when delivered.
B is prepared by the buyer to indicate all goods which must be supplied.
C is a letter of identification for the delivery vehicles to pass the security gate.
D quotes prices of goods if not collected by the builder.
E states quantity, quality and prices of goods to be dispatched.

1.9 The advice note …

A is issued to the builder by the clerk of works on a daily basis.
B supplements drawings regarding material and workmanship.
C is issued by the architect to explain why the nature of material has changed.
D states the date and the method of off-loading of goods which are to be dispatched.
E is written by the foreman to explain to the architect how to use certain material.

1.10 The requisition is …

A an advert in the paper requesting to tender for work.
B a reminder to pay for the goods if they have not been paid.
C written by the buyer as soon as building material is required.
D a request to pay the material immediately.
E used to obtain material from the firm's own central material store.

(10 × 1) **[10]**

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QUESTION 2

The supervisor is the contractor's representative on site and is in control of organisation of labour employed on site of the work to be executed.

2.1 State FIVE other duties regarding control and organising which a supervisor on the site must perform. (5)

2.2 Name TWO qualities that a supervisor should possess. (2)

2.3 Explain the main functions of the building control officer as a professional consultant. (3)
[10]

QUESTION 3

Draw clean labelled sketches to clearly show the construction of the planking and strutting in trench excavation approximately ONE metre deep, in the case of:

3.1 Soft ground (loose wet)

3.2 Loose soil (loose dry)

(2 × 5) **[10]**

QUESTION 4

Make use of clear, labelled sketches to show how the following shores support weak soil structures:

4.1 Dead shore

4.2 Flying shore

(2 × 5) **[10]**

QUESTION 5

By means of jacked precast piles, sketch and explain the method of underpinning. **[10]**

QUESTION 6

Your construction firm wishes to tender for the building of a single-storey warehouse. The project should take between 15 to 20 months to complete.

Prepare a pre-tender programme for your firm. **[12]**

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QUESTION 7

Different tools and equipment are operated by electricity to drive it by percussion.

What is the function of the following portable equipment?

7.1 Angle grinder

7.2 Jig saw

7.3 Circular saw

(3 × 2) **[6]**

QUESTION 8

Make use of single-line diagrams to show the following:

8.1 Hanging scaffolding

8.2 Cantilever scaffolding

(2 × 6) **[12]**

QUESTION 9

Write descriptive notes regarding the erection of a building, for each of the following:

9.1 Storage of material on top of covered walkways (3)

9.2 Temporary walkways (4)

9.3 Covered walkways (3)
[10]

QUESTION 10

A newly formed small building firm could start their business by advertising in the local press.

Discuss the following methods by which firms can obtain opportunities to tender for work:

10.1 Invitation

10.2 Open tender

10.3 Request

10.4 Arrangement

10.5 Reputation

(5 × 2) **[10]**

TOTAL: 100

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