higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

APRIL EXAMINATION

BUILDING ADMINISTRATION N5

12 APRIL 2016

This marking guideline consists of 8 pages.

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QUESTION 1

1.1 Technician
1.2 Problems
1.3 Distributed
1.4 Care
1.5 Programme
1.6 Co-ordinated
1.7 Documents
1.8 Variations
1.9 Safety
1.10 Report

(10 × 1) **[10]**

QUESTION 2

2.1 Steel frames
2.2 Structural timber
2.3 Ceramic sanitary fittings
2.4 Cement
2.5 Ready mix concrete
2.6 Bricks
2.7 Sand
2.8 Stone
2.9 Reinforcing steel
2.10 Stone

(10 × 1) **[10]**

QUESTION 3

3.1 True
3.2 True
3.3 False
3.4 True
3.5 True
3.6 True
3.7 True
3.8 True
3.9 False
3.10 False

(10 × 1) **[10]**

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QUESTION 4

4.1

Levelling:	dozer
	Grader
	Scraper
Excavating:	backactor
	Dragline
	Trencher
	Face shovel
	Front –end loader/multipurpose excavator
Loading:	tractor shovel
	Face shovel
	Front –end loader
Compacting:	rollers
	Vibrators
Transport:	trucks
	Lorries

(5)

4.2 4.2.1 Advantage of Mechanisation:

- More reliable – no slow strikes , stay aways, illness
- Better planning possible
- Better control
- Less motivation necessary (3)

4.2.2 Advantages of labour intensive methods:

- Work creation
- Less crime in country
- Problems of States are attended
- Better work relations (2)

[10]

QUESTION 5

5.1 5.1.1 CONTRACT: Means these general conditions of contract and special conditions. Specification, drawing, tender are written records of matters agreed after the submission of the contractors tender. Letter of acceptance and agreement executed in terms of clause 5 together with other documents which the parties have agree in writing shall form part of the contract and such amendment or addition to contract as way be agree in writing between the parties.

5.1.2 DOCUMENT: Means any writing that forms part of contract such as tender documents etc.

5.1.3 CONTRACT DOCUMENTS: Means any writing that forms part of contract such as tender documents, drawing and specification

5.2 5.2.1 WORKING DRAWINGS: Is used to outline the shape at the structure of how it should look like at the of instruction.

5.2.2 SPECIFIGATION: Explain quality and fixing of different materials to the structure

5.2.3 BILLS OF QAUNTITIES: The contractor consult the bills of quantities to find material quantities to be use in different activities

5.2.4 FORM OF TENDER: Send by the architect to different contractors to fill in the total suii m of tendering

5.2.5 PRINCIPAL BUILDING AGREEMENT: (Schedule of conditions) it is where the contractor and the employer record all terms agreed upon in terms of contract and to consult it at the later stage when there is a dispute or misunderstanding.

5.2.6 INTERIM PAYMENT CERTIFICATE: It is issued by the architect to inform the owner about the sum at money due to the contractor as monthly payment during the construction of the project.

5.2.7 FINAL ACCOUNT: At the end of construction period defect liability period the contractor send a final statement to the architect indicating final account that is due to the contractor.

[10]

QUESTION 6

6.1 Nomination sub-contractors.

Appointment: by architect
by main contractor is party in contract

Recognition: by architect and main contractor
communication through general foreman
site meetings

Liability: non-sub contractors is liable to employer
as per contract

Attendance: main contractor has to give attendance
such as assistance, water supply etc

Payment: certified by architect
via main contractor
provisional/sum

(5)

6.2 Selected sub-contractor

Appointment:	by main contractor with architect permission by sub-tender
Recognition:	only by main contractor not by architect but must give permission must comply with main contract
Liability:	main contractor is liable Controlled by general foreman
Attendance:	by contract between sub and main contractor
Payment:	by main contractor (employer is not liable)

(5)
[10]

QUESTION 7

7.1 Agent: the agent is responsible for directing and controlling the whole of the construction work on site. He will have wide powers to enable him to employ men, hire machinery and equipment, purchase materials and employ sub-contractors.

7.2 Architect: he is the one who prepares project drawings, his responsibility is to see to it that the construction of the project is in accordance with his drawings.

7.3 Engineer: engineer is the designer, check the stability and durability of different components in the structure. He also keeps the progress and quality records. With his surveying skills he also takes site levels, lining in and levelling construction work.(

7.4 Office manager: he is responsible for carrying out most of the paper work, correspondence, issuing of orders for material receiving and checking accounts, making out pay sheets. He also have to handle the work men pay.

7.5 Building control officer: he is employed by local authority or municipality to see to it that building regulations are adhered to during the construction work.

(5 × 2) **[10]**

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QUESTION 8

8.1 8.1.1 Planning: planning can be defined as the devising of a scheme for doing, making or arranging a project or programme before the work being planned is under way.

8.1.2 Programming: the division of the works into a series of operations which results into an orderly development by stages from preliminary and temporally structures to the building of the permanent work is called programming.

8.1.3 Progress (on programme): in order that progress may be properly compared with the programme some standard of physical measurement must be applied to each item. The measurement may be rough or detailed, it may be by volume, area, length, weight, number, or other physical standard.

8.1.4 Administration: on a construction firm, means handling of office work(ie paper work) such as work of office manager, time keeper, store keeper, purchasing clerk etc. the office manager has to keep timeously record of all activities that occur on site.

(4 × 1) (4)

8.2 8.2.1 Monthly programme – To simplify certain items in master programme

8.2.2 Weekly programme – They are used to magnify certain work items on master programme

8.2.3 Stage programme – The form of programme chart may be indicating weeks with dates and serial numbers.

(3 × 2) (3)
[10]

QUESTION 9

General site meeting No:
To be held at place on date of time:

1. Welcome introduction
2. Apologies for absence
3. Attendance register
4. Minutes
5. Matters arising from minutes
6. Main business
General problem areas
Variations
Progress
Sub-contractors
Nominated sub-contractors
Local authorities
7. General
7.1
7.2
7.3
8. Date for next meeting
9. Closing

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Chairman Date **[10]**

QUESTION 10

10.1 (a) **<u>The master or overall programme</u>**: Sometime called long-term programme covers the full contract period and includes the complete works in broad overall terms. Time is usually plotted in months and weeks, with dates and contract week number entered holiday periods should also be shown, since allowance must be made for these reduced or lost production spells.

(b) **<u>Phase or section programme</u>**: Sometime called medium term programme should now be prepared for every major items that requires more detailed treatment eg such separate building or construction phase of significant size. Each line of master programme, if required, is magnified and considered in closer detail the form of programme chart may be a before, indicating weeks with dates and serial numbers, but covering only part of the contract period.

(c) **<u>Short-term programme:</u>** It requires more magnification of items. In this type of programming master and section programme are further enlarge to week and days programming. This type of programming reach much closer to individual term than section programme.

(3 × 2) (6)

10.2 **Planning**: Can be define as the devising of a scheme for doing, making, or arranging a project or programme before the work being planned is underway.

10.3 (a) To show the quickest and cheapest method of carrying out work consistent with the available resources.

(b) To provide information on material quantities and essential delivery dates, quantity and capacity of the plant required and the periods it will be on site.

(2 × 1) (2)
[10]

TOTAL: 100

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