higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

BUILDING ADMINISTRATION N5

13 APRIL 2018

This marking guideline consists of 5 pages.

Copyright reserved

QUESTION 1

1.1 steel frames
1.2 structural timber
1.3 cement
1.4 concrete
1.5 reinforced steel
1.6 storekeeper
1.7 driver
1.8 requisition
1.9 invoice
1.10 purchase order

(10 × 1) **[10]**

QUESTION 2

2.1 False
2.2 False
2.3 True
2.4 False
2.5 True
2.6 False
2.7 True
2.8 False
2.9 False
2.10 True

(10 × 1) **[10]**

QUESTION 3

3.1
- Excavation – trenching machine, universal excavator, skim shovel, back actor, trencher (Any ONE example)
- Compaction – rollers, vibrating plate (Any ONE example)
- Levelling – bulldozer, tractor, grader, scraper (Any ONE example)
- Hauling or transporting – dumper, lorries, barrows, trucks (Any ONE example)
- Loading – loading shovels, tractor shovels, face shovels, grabber (Any ONE example) (5 × 2) (10)

3.2
- More reliable– no strikes, no stay-aways
- Better planning possible
- Better control
- Less motivation necessary
- Faster rate of construction
- More accurate work
- Dangerous works can be done
- No exhaustion (Any 4 × 1) (4)

3.3
- Job creation
- Less crime
- Better work relations
- Could be cheaper than machines
- No maintenance or replacement (Any 4 × 1) (4)

[18]

QUESTION 4

4.1
- Letterhead
- Venue
- Date
- Time
- Apologies
- Attendance register
- Minutes of previous meeting
- Business of the day
- General
- Chairman's signature (10)

4.2
- Contract drawings
- Specification
- Bill of quantities
- General conditions of contract
- The signed tender
- Any letter of explanation
- The legal agreement (7)

[17]

QUESTION 5

5.1 The systematic collection of information at the site and surroundings, which will help in preparing the tender document. (2)

5.2 This is attached to the contract document to protect the contractor against price increases of labour and material during the term of the contract. (2)

5.3
- Items that are small and expensive must be issued by the storeman or foreman and a record must be kept.
- Accurate stock control must be maintained and checked.
- Compounds and store must be kept locked at all times.
- Cars must be kept at a safe distance from the construction area.
- Delivery vehicles and other vehicles leaving the site must be inspected.
- The compound should be well lit at night. (Any 4 × 1) (4)

[8]

Copyright reserved

QUESTION 6

6.1 The responsibility of insuring the building and the people.

6.2 This clause keeps the contractor liable for repairs for a few more years after handing over.

6.3 The period after the practical completion when the contractor has to repair all the defects on the defects list.

6.4 When all the defects are repaired and the certificate of final completion is issued, the guarantee is released.

6.5 Due to circumstances which the contractor cannot control, the architect may extend the construction period by a variation order.

6.6 An amount of money the contractor has to pay per day to the employer in the event of the contractor being unable to finish the job on time.

6.7 The list issued by the architect with the practical completion, of the items that are to be completed or repaired.

6.8 The final document which the architect issues to confirm that the contractor is released of his obligations to the employer.

6.9 The last account of the project – after all the adjustments, variations, and wage fluctuations had been checked against actual invoices – which was agreed on by both parties.

6.10 This is the architect's statement of the value of material and the work done by the contractor to a certain date by which the contractor is paid.

(10 × 2) **[20]**

QUESTION 7

7.1
- Forecasting or predicting
- Planning
- Organisation or preparing
- Motivating or commanding
- Co-ordinating
- Controlling
- Communicating (7)

7.2
- Business integrity
- Quality of workmanship
- Financial stability
- Ability to meet the completion dates (4)

[11]

QUESTION 8

SIMPSON'S RULE OF UNEVEN INTERVALS

$\frac{X}{3}$ [first + last + 2 (unevens) + 4 (evens)]

$\frac{X}{3}$ [0 + 100 + 2 (250 + 550 + 500 + 350) + 4 (150 + 400 + 600 + 400 + 200)]

$\frac{X}{3}$ [0 + 100 + 2 (1650) + 4 (1750)]

$\frac{2}{3}$ × 10,400

Area = 6,933 sq. m

Volume = 6,933 × 12,5 = 86,663 cu.m **[6]**

TOTAL: 100

Copyright reserved