higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

BUILDING ADMINISTRATION N5

23 July 2021

This marking guideline consists of 5 pages.

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QUESTION 1

1.1 B
1.2 C
1.3 A
1.4 D
1.5 C
1.6 C
1.7 B
1.8 C
1.9 C
1.10 C

(10 × 1) **[10]**

QUESTION 2

2.1 False
2.2 False
2.3 True
2.4 False
2.5 False

(5 × 1) **[5]**

QUESTION 3

3.1
- The machine must be able to carry out its task economically.
- There must be sufficient work to keep the machine occupied.
- There must be sufficient labour and allied services available. (3)

3.2
- The ability of the haul unit to position under the excavator bucket
- Maximum hourly output is possible (2)

3.3 Regular inspection by a competent mechanic to ensure that the machines are in good order (1)

[6]

QUESTION 4

4.1
- Preliminary negotiations
- Labour requirements and site organisation
- Preparation of contract programme
- Site layout and ancillary arrangements
- Setting up a reviewing system (5)

4.2
- Access roads
- Location of major plant
- Storage areas
- Site office
- Temporary hoardings (5)

4.3 Out of the whole contract programme a specific period is chosen for closer examination. (2)

4.4
- Client may change his/her requirement
- Design may change
- Weather interference
- Material unavailability
- Labour problems
- Construction problems (Any 3 × 1) (3)

[15]

QUESTION 5

5.1 Should provide:
- Storage space
- Electricity connection
- Water
- Sanitation areas
- Clarification of drawings
- Should also make payments on time (Any 3 × 1) (3)

5.2
- A nominated subcontractor is chosen by the owner.
- The builder's own subcontractor is chosen by the main contractor. (2)

[5]

QUESTION 6

6.1
- Check correctness of buyer's order copy
- Check correctness of deliveries
- Supply material from store room internally
- Keep stock register
- Update material delivery board
- Follow proper storage methods (Any 4 × 1) (4)

6.2
- Small and expensive items must be issued by the storekeeper and a record should be kept.
- Accurate stock control must be maintained with regular checks.
- The compound must be fenced.
- Storage areas should be locked.
- Cars should be kept away from the construction area.
- Delivery vehicles should be inspected when leaving.
- Storage areas should be well lit. (Any 4 × 1) (4)

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6.3
- Write it on the delivery note.
- Return the material. (2)

[10]

QUESTION 7

7.1
- All notice boards to be removed
- Offices and sheds to be removed
- All surplus materials to be removed
- Site should be tidy
- Clean windows and wash floors, paving, etc. (5)

7.2

7.2.1 Issued to indicate that the works are sufficiently complete to be safely used, although minor items might still need to be completed and defects fixed

7.2.2 A written list of defects the architect has identified at the end of the patent defects liability period

7.2.3 The period beginning on the date of practical completion and ending three months from that date

7.2.4 Any defects that may appear within the patent defects liability period shall be made good by the contractor.

7.2.5 Shall be from the date of completion of works certified by the architect to the period mentioned in the tender

(5 × 2) (10)

[15]

QUESTION 8

8.1
- Sound workmanship
- Work constructed at fast rate of progress
- Work constructed at low cost (3)

8.2
- Preliminary enquiries
- Site inspection
- Sketches and designs
- Working and detail drawings
- Tendering procedure (5)

8.3
- Physical progress can be marked on programme charts
- Compare work done to date with schedule on programme chart (2)

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8.4
- Foundation trenches before casting concrete
- Damp-proof course
- Underground services
- Building inside building line
- Safety of the structure (5)

[15]

QUESTION 9

9.1 It tells the contractor the following:
- The extent of the work he/she has to do
- The construction method he/she may or may not use
- The quality and type of material to be used
- The workmanship that is acceptable (4)

9.2
- Labour strength
- Plant and material information
- Subcontractor information
- Any delays in work and reasons (4)

[8]

QUESTION 10

Mid-ordinate method:

$$\frac{0 + 200}{2} = 100 \quad \frac{200 + 400}{2} = 300 \quad \frac{400 + 600}{2} = 500 \quad \frac{600 + 800}{2} = 700 \quad \frac{800 + 1\,000}{2} = 900$$

$$\frac{1\,000 + 1\,200}{2} = 1100 \quad \frac{1\,200 + 1\,400}{2} = 1\,300 \ ✓✓$$

Average depth $= \frac{100 + 300 + 500 + 700 + 900 + 1\,100 + 1\,300}{7} = 700$ mm✓✓

In M = 700/1 000 = 0,7 m✓✓

Cross-sectional area = 0,7 × 14 = 9,8 m^2✓✓

Volume = 9,8 × 20 = 196 m^3✓✓✓ **[11]**

TOTAL: 100

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