



**higher education  
& training**

Department:  
Higher Education and Training  
**REPUBLIC OF SOUTH AFRICA**

# **MARKING GUIDELINE**

**NATIONAL CERTIFICATE**  
**BUILDING ADMINISTRATION N6**  
**9 APRIL 2018**

**This marking guideline consists of 5 pages.**

**NOTE:** Marks can be allocated for any relevant answer even if it does not appear in this marking guide.

## QUESTION 1

- 1.1
- Nature and scope of contract
  - Form of contract
  - Location of site
  - Way of getting to the site
  - Access to site
  - Existing services
  - Availability of materials
  - Whether the site is already fenced or not
  - Availability of electrical power
  - Particular technical factors involved in the project, difficulties, tolerances, et cetera
- (10)
- 1.2
- 1.2.1
- Consist of plans, sections and elevations of the proposed buildings
  - Have larger scale detail drawings to describe the whole construction, including the finishings
- 1.2.2
- Provide information and instructions which cannot be shown on the drawings
- 1.2.3
- Drawn up by the quantity surveyor
  - Commissioned by the architect on behalf of the owner
  - Confirmed with the required System of Standards
- 1.2.4
- Approved and recommended by the Institute of South African Architects
  - Generally accepted by all parties concerned
- (4 × 2) (8)
- 1.3
- Open tender
  - Selective tender
- (2)  
**[20]**

**QUESTION 2**

- 2.1      2.1.1      • Inspects the work on site for/on behalf of the architect  
                         • Keeps records, daily diary, et cetera on site  
                         • Holds meetings on site  
                         • Examines all the materials for quality on site
- 2.1.2      • Designs the required structure  
                         • Issues interim certificates  
                         • Attends to queries and disputes
- 2.1.3      • Takes levels  
                         • Establishes boundary pegs  
                         • Does the setting out
- 2.1.4      • Prepares the bill of quantities  
                         • Prepares the interim valuations
- 2.1.5      • Designs the steel work  
                         • Checks the soil conditions  
                         • Designs the loads to support the building
- (5 × 3)      (15)
- 2.2      • Loyal  
                 • Punctual  
                 • Responsible  
                 • Fair/unbiased  
                 • Respect
- (5)  
**[20]**

**QUESTION 3**

- |     |        |       |          |      |
|-----|--------|-------|----------|------|
| 3.1 | 3.1.1  | True  |          |      |
|     | 3.1.2  | True  |          |      |
|     | 3.1.3  | False |          |      |
|     | 3.1.4  | True  |          |      |
|     | 3.1.5  | True  |          |      |
|     | 3.1.6  | False |          |      |
|     | 3.1.7  | True  |          |      |
|     | 3.1.8  | True  |          |      |
|     | 3.1.9  | False |          |      |
|     | 3.1.10 | True  |          |      |
|     |        |       | (10 × 1) | (10) |
- 
- |     |   |  |             |                     |
|-----|---|--|-------------|---------------------|
| 3.2 | <ul style="list-style-type: none"> <li>• Gives a guideline for measuring the progress and includes calculations of the costs</li> <li>• Informs the owner of financial requirements</li> <li>• Limits and minimises changes in the design</li> <li>• Gives sequence of work and delivery tempo of different work</li> <li>• Coordinates the work of subcontractors and the plant installation</li> <li>• Provides a timetable for the ordering and deliveries of materials</li> <li>• Gives record of the agreed negotiations with the client in document form</li> </ul> |  | (Any 5 × 2) | (10)<br><b>[20]</b> |
|-----|---|--|-------------|---------------------|

**QUESTION 4**

- |     |  |
|-----|--|
| 4.1 | Sequence of activities/operations representing the longest path of the project from start to finish                          |
| 4.2 | Dashed arrows which are activities or zero duration which represent no work but introduced to keep network logically correct |
| 4.3 | Expected event date  |
| 4.4 | Logical picture of the project. Shows which activities start before others and which ones may be done at the same time       |
| 4.5 | Individual jobs or operations  |
| 4.6 | The difference between the expected and the latest dates of an event   |
| 4.7 | List of activities showing the expected start and the expected finish  |
| 4.8 | The estimate on how long an activity may take  |

- 4.9 The latest time/date of the end event
- 4.10 Final stage of analysis where changes in the plan and actual progress on the project are reflected in the project (10 × 2) **[20]**

**QUESTION 5**

- 5.1
- They do risk analysis at the working site.
  - They write reports of accidents that happened at work.
  - They carry out investigations on the causes of accidents.
  - They attend meetings on behalf of the workers.
  - They report to the employer concerning any hazards found at the workplace. (5 × 2) (10)
- 5.2
- Encourages teamwork
  - Develops a spirit of harmony and feeling of participation through joined deliberations
  - Encourages the ambition and individual development of workers
  - Promotes self-discipline by developing a sense of responsibility for the work and by placing trust in workers
  - Handles each worker as an individual
  - Obtains cooperation through continuity of service and security for the future
  - Provides incentives by offering financial awards
  - Wins respect and trust of subordinates by fair judgement and not by favouritism
  - Provides sound physical working conditions – use of sturdy and safe scaffoldings
  - Ensures loyalty by well-thought-out fairness in allocating tasks, distribution of rewards and exercising of discipline (Any 3 × 2) (6)
- 5.3
- |       |      |         |     |
|-------|------|---------|-----|
| 5.3.1 | OHSA |         |     |
| 5.3.2 | SDA  |         |     |
| 5.3.3 | DOL  |         |     |
| 5.3.4 | DHET |         |     |
|       |      | (4 × 1) | (4) |
- [20]**

**TOTAL: 100**