



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

T110(E)(A9)T

NATIONAL CERTIFICATE

BUILDING ADMINISTRATION N6

(4090056)

9 April 2018 (X-Paper)

09:00–12:00

This question paper consists of 5 pages.

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA
NATIONAL CERTIFICATE
BUILDING ADMINISTRATION N6
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.
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QUESTION 1

1.1 Tender appreciation is sometimes called a systematic collection of information.

State 10 items that should be on the tender appreciation document. (10)

1.2 Define the following contract documents:

1.2.1 Working drawings

1.2.2 Specifications

1.2.3 Bill of quantities

1.2.4 Conditions of a contract

(4 × 2) (8)

1.3 Name TWO methods of tendering that may be used in building construction.

(2)
[20]

QUESTION 2

2.1 Briefly explain THREE functions of each of the following persons on the building site:

2.1.1 Clerk of works

2.1.2 Architect

2.1.3 Building surveyor

2.1.4 Quantity surveyor

2.1.5 Structural engineer

(5 × 3) (15)

2.2 The supervisor plays a major role on site.

Name FIVE important characteristics that the supervisor should have.

(5)
[20]

QUESTION 3

- 3.1 Indicate whether the following statements are TRUE or FALSE. Choose the answer and write only 'true' or 'false' next to the question number (3.1.1–3.1.10) in the ANSWER BOOK.
- 3.1.1 The master plan and the master programme have the same purpose.
- 3.1.2 When drafting a master programme, consider methods to be adopted.
- 3.1.3 The master plan does not cover the full contract period.
- 3.1.4 Every programme has its own stipulated time.
- 3.1.5 The building programme is a guideline for measuring the progress of the work.
- 3.1.6 It is not important to comply fully with the due dates.
- 3.1.7 The weekly plan considers time.
- 3.1.8 For high productivity, it is a prerequisite to establishment a balanced team.
- 3.1.9 Proper control is not necessary in a master plan.
- 3.1.10 The overall programme also reflects the holiday period. (10 × 1) (10)
- 3.2 State FIVE aims and purposes of the building programme that is usually applied on the building site. (5 × 2) (10)
- [20]**

QUESTION 4

Define the following terms related to a work-study.

4.1	Critical path		
4.2	Dummies		
4.3	Expected event date		
4.4	Network		
4.5	Activity		
4.6	Slack		
4.7	Schedule		
4.8	Duration		
4.9	Latest event date		
4.10	Updating		
		(10 × 2)	[20]

QUESTION 5

5.1	State any FIVE functions of the Health and Safety committee at the workplace.	(5 × 2)	(10)
5.2	State THREE responsibilities of the employer at the workplace.	(3 × 2)	(6)
5.3	Write the abbreviation of the following:		
5.3.1	Occupational Health and Safety Act		
5.3.2	Skills Development Act		
5.3.3	Department of Labour		
5.3.4	Department of Higher Education and Training	(4 × 1)	(4)
			[20]
		TOTAL:	100