



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE

BUILDING ADMINISTRATION N6

(4090056)

10 August 2021 (X-paper)
09:00–12:00

This question paper consists of 5 pages.

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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. Start each question on a new page.
 5. Only use a black or blue pen.
 6. Write neatly and legibly.
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QUESTION 1

Indicate whether the following statements are TRUE or FALSE by writing only 'True' or 'False' next to the question number (1.1.1–1.1.10) in the ANSWER BOOK.

- | | | | | |
|-----|--|--|----------|-------------|
| 1.1 | 1.1.1 | Subcontractors are considered in pre-tender meetings. | | |
| | 1.1.2 | Pre-tender meetings deal with issues such as the reports on site conditions and existing facilities.  | | |
| | 1.1.3 | Specifications and conditions of contract have to be part of tender appreciation. | | |
| | 1.1.4 | The architect's primary function is to compile a report and submit it to the owner. | | |
| | 1.1.5 | The architect can appoint the nominated and the sub-contractor. | | |
| | 1.1.6 | Working drawings is one of the tender documents used for tendering.  | | |
| | 1.1.7 | Information about the architect is not important in the tender appreciation. | | |
| | 1.1.8 | Sub-contractors communicate directly with the architect. | | |
| | 1.1.9 | During tender meetings, the master file and the minutes of the site meetings, reports, and notes of conversations are considered. | | |
| | 1.1.10 | The nature and scope of files are included in tender appreciation. | (10 × 1) | (10) |
| 1.2 | Explain the objectives of pre-tender planning.  | | (5 × 2) | (10) |
| | | | | [20] |

QUESTION 2


- | | | | | |
|-----|---|---|---------|-------------|
| 2.1 | Briefly explain the different permanent capitals listed below: | | | |
| | 2.1.1 | Debentures | | |
| | 2.1.2 | Issued capital | | |
| | 2.1.3 | Subscribed capital | | |
| | 2.1.4 | Paid-up capital  | | |
| | 2.1.5 | Authorised/Nominal/Registered capital | | |
| | 2.1.6 | Called-up capital | (6 × 2) | (12) |
| 2.2 | Name FOUR contract documents and explain their various functions. | | (4 × 2) | (8) |
| | | | | [20] |

QUESTION 3



- 3.1 State ONE function of each of the following acts linked to the building industry:
- 3.1.1 National Building Regulations
 - 3.1.2 Basic Conditions of Employment Act
 - 3.1.3 Occupational Health and Safety Act
 - 3.1.4 Unemployment Insurance Act
 - 3.1.5 Compensation for Occupational Injuries and Diseases Act
- 3.2 Describe FIVE reasons why workers fear a work study on site.
- (5 × 2) (10)
- (5 × 2) (10)
- [20]**

QUESTION 4


- 4.1 Define the following:
- 4.1.1 Arbitration
 - 4.1.2 Arbitrator
 - 4.1.3 Handing over
 - 4.1.4 Practical completion
 - 4.1.5 Patent defect liability
- (5 × 2) (10)

- 4.2 Choose ONE term from the list below for each of the following descriptions of the persons, organisations and committees responsible for specific functions and write only the term next to the question number (4.2.1–4.2.10) in the ANSWER BOOK. Terms may be used more than once. 

Employer; Employee; Inspector; Health and Safety Representative;
Advisory Health and Safety; Health and Safety Council

- | | | | |
|--------|---|----------|---------------------|
| 4.2.1 | Establish Health and Safety Committee | | |
| 4.2.2 | Take steps to eliminate any hazards in a work place | | |
| 4.2.3 | Perform functions assigned by the minister | | |
| 4.2.4 | Review the effectiveness of Health and Safety measures | | |
| 4.2.5 | Make representation to the employer or Health and Safety Committee  | | |
| 4.2.6 | Direct inspector to inform enquiry into any accident which has occurred | | |
| 4.2.7 | Takes care of himself/herself and of other employees at the workplace | | |
| 4.2.8 | Advise the minister with regard to policies on Occupational Health and Safety | | |
| 4.2.9 | Provides facilities, assistance and training on health and safety that may be reasonably required  | | |
| 4.2.10 | May advise the department concerning on promotion and training in Educational Health and Safety | | |
| | | (10 × 1) | (10)
[20] |

QUESTION 5

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|-----|--|---------------|---------------------|
| 5.1 | Maslow's hierarchy of needs is presented by headings. | | |
| | List FIVE of the headings and give ONE example of each. | (5 × 2) | (10) |
| 5.2 | Accidents are usually caused by unsafe conditions at the workplace. | | |
| | List any TEN such unsafe conditions.  | (10 × 1) | (10)
[20] |
| | | TOTAL: | 100 |