



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

BUILDING ADMINISTRATION N4

26 MARCH 2018

This marking guideline consists of 6 pages.

QUESTION 1

- 1.1 Pedestal drill/hand drill
- 1.2 Extraction units
- 1.3 Bench grinder
- 1.4 Sander (belt sander)
- 1.5 Mortices
- 1.6 Spindle moulder
- 1.7 Circular saws
- 1.8 Rip saw
- 1.9 Crosscut saw
- 1.10 Planer (surface-planing machine)

(10 × 1) **[10]****QUESTION 2**

- 2.1
 - 2.1.1 Deliveries must be checked according to the relevant documents to avoid shortages and damage must be supervised by a storekeeper or by the foreman. Haulage tippers with aggregates must be spot-checked regularly to ensure that they are loaded to the capacity being paid for.
 - 2.1.2 Haulage tippers with aggregates must be spot-checked regularly to ensure that they are loaded to the capacity being paid for. Any goods not examined should be marked as such and checked. The receiver and the driver should sign the delivery documents.
 - 2.1.3 The store should be theft-proof and clean. Different materials must be stored according to different rules. Proper storage methods should be studied and followed.
 - 2.1.4 An invoice should be compared with the original order to confirm that the correct materials have been supplied at the agreed price and can then be authorised for payment.

(4 × 2) **(8)**

- 2.2
 - To act solely as inspector on behalf of the employer under direction of the architect
 - To keep a diary that will be valuable in the case of a dispute
 - To act as secretary at site meetings and records the minutes
 - To collect the data for the quantity surveyor
 - To make regular reports to the architect
 - To advise head office of any labour requirements
 - To examine all materials delivered on site and to approve them

(7 × 1) **(7)**
[15]

QUESTION 3

- 3.1 Contractor
- 3.2 General foreman
- 3.3 Artisans
- 3.4 Buyer
- 3.5 Personnel department
- 3.6 Costing clerk
- 3.7 Estimator
- 3.8 Valuation
- 3.9 Building surveyor
- 3.10 Quantity surveyor

(10 × 1) **[10]****QUESTION 4**

- 4.1 It is the sequence of action steps arranged according to priority, which are necessary to accomplish an objective. (2)
- 4.2 It is the sequence of action steps arranged according to priority before the accomplishment of an objective. (2)
- 4.3
 - Costly hold-ups are avoided.
 - The progress of the contract is checked in any easy visual manner.
 - No money is wasted.
 - Accidents are avoided.
 - The requirements of authorities are met.
 - Quarrels and disputes within the working environment are prevented.
 - Good quality work can be delivered.
 - Employees enjoy their work and can earn good wages. (Any 7 × 1) (7)
- 4.4
 - The amount and capacity of the plant required and the period of the use of the site are determined.
 - Quick method measuring progress for the builder's information and the architect's certificate is done.
 - A quick method of the valuation of work for accounting purposes is followed.
 - Attendance dates and periods for all subcontractors' work are determined.
 - Balanced labour gangs in all trades
 - To ensure labour gangs in all trades
 - Continuous productive work for all staff employed is ensured and unproductive time is reduced to a minimum. (Any 6 × 1) (6)
- 4.5
 - Contractor's name and/or contract number
 - Target date
 - Completion date
 - Holiday period
 - Subcontractors (Any 3 × 1) (3)

[20]

QUESTION 5

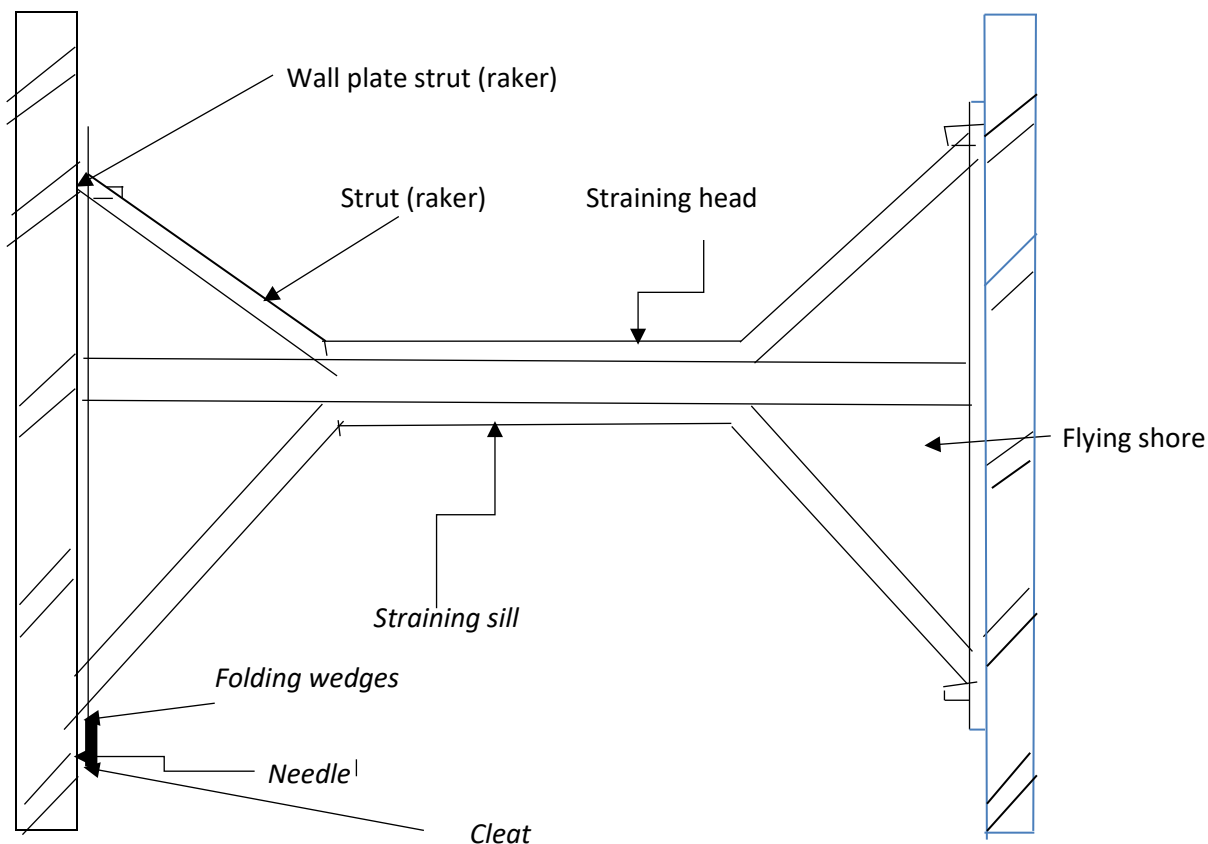
- 5.1 He is in charge of the site and responsible for the smooth running of the construction.
- 5.2 He is a qualified tradesman and oversees the construction work of the apprentices, operators and labourers.
- 5.3 He/she is a qualified tradesperson and does the actual construction work with the help of apprentices, operators and labourers.
- 5.4 He/she prepares the monthly claims and sees to it that variation orders are used and valued for inclusion in the final account.
- 5.5 He/she finds the pegs and levels of the premises and sees to it that the building is set out correctly.

(5 × 2) **[10]**

QUESTION 6

- They must be high enough to prevent intruders, between two and three metres high.
- The standard of the framework must be properly secured into the ground.
- The planks or sheeting must be fixed to a strong framework.
- Timber planks must have a minimum thickness of 25 mm and metal sheets must be at least 0,8 mm thick.
- No sharp points, such as nails may protrude on the side of the street.
- No gaps are allowed between the planks and sheets except for the gates and proper peepholes for the public to watch the project as it develops.
- Openings for gates are not to be more than one for every 15 m of length
- Gates must either open inwards or must be a sliding type.
- If possible the entrance should always be in the least busy street.
- The hoarding should be able to withstand a wind force of 750 N/m at a height of 1,25 m above the ground.
- Local authorities may have regulations concerning the hoarding. The contractor has to find out what they are and has to erect the hoarding accordingly.
- Hoarding must be inspected at regular intervals and especially after fierce winds and rainstorms.

(Any 10 × 1) **[10]**

QUESTION 7**SINGLE FLYING SHORE****[7]****QUESTION 8**

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|-----|-------|---|-----------------|
| 8.1 | 8.1.1 | <ul style="list-style-type: none"> • Prepared by the architect and various engineers • Show information which is not shown or mentioned in the drawing • Specifies the method of testing materials • Describes the quality of materials and workmanship (Any 2 × 1) | (2) |
| | 8.1.2 | <ul style="list-style-type: none"> • Gives the employer the scope of work and shows the builder how work should be done • Helps the quantity surveyor to prepare the interim valuation • Visualises the structure of the building • Consists of sections, plans, dimensions and elevation of work | (Any 2 × 1) (2) |
| | 8.1.3 | <ul style="list-style-type: none"> • Prepared by the quantity surveyor • Helps all tenders to put together a tender price • Used to estimate the total cost of the project • Describes all items and the quantities required to complete the project | (Any 2 × 1) (2) |

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	8.1.4	- Formally approved by ASAQS or BIFSA - Covers every eventuality that may arise during the course of the contract e.g. liability	(Any 2 × 1)	(2)
8.2	8.2.1	Building Industry Federation of South Africa		
	8.2.2	Bill of quantities		
	8.2.3	Quantity surveyor		
	8.2.4	Association of South African Quantity Surveyors	(4 × 1)	(4)
8.3		- Open tender - Closed tender - Negotiated tender - Selective tender - Request - Rotation	(Any 6 × 1)	(6)
				[18]
			TOTAL:	100