



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

BUILDING ADMINISTRATION N4

23 JULY 2018

This marking guideline consists of 7 pages.

QUESTION 1

- 1.1 Receipt
- 1.2 Invoice
- 1.3 Requisition
- 1.4 Delivery note
- 1.5 Advice note

(5 × 1) **[5]**

QUESTION 2

- 2.1
 - He/she is the arbitrator who ensures that all queries and disputes are settled in accordance with the terms of the agreement.
 - He leads the design team.
 - He prepares the drawings after doing the basic design. (3)
 - 2.2
 - A consultant who specialises in the financial matters of a project.
 - To enable him/her to carry out his/her function, he/she must have a thorough understanding of a building's construction.
 - He/she is responsible to establish the costs of a structure at different levels or stages during the project. (3)
 - 2.3
 - He/she ensures that the building regulations are adhered or conformed to.
 - He/she approves the drawings and specifications in the municipality office.
 - He/she ensures that the employer's building is built to set standards and norms.
 - He/she advises and gives inputs to the architect during the project. (4)
- [10]**

QUESTION 3

- 3.1 Rotation
- 3.2 Tender
- 3.3 Recommendation
- 3.4 Speculation
- 3.5 Open tender

(5 × 1) **[5]**

QUESTION 4

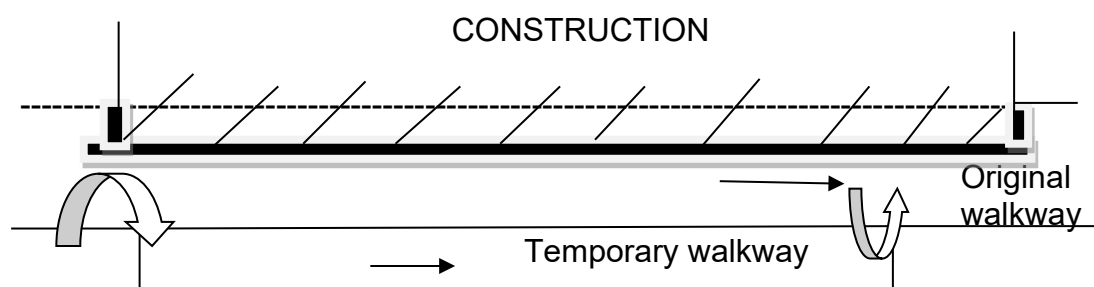
- 4.1
- Allowing time for the completion of the works
 - The calculation of the tender price
 - Considering the methods of performing the major operations
 - Begins in the contracts department where the decisions have to be made and for which project the firm will tender
 - Pre-tender programme has to be drawn to be able to visualise the major tasks
- (Any 3 × 1) (3)
- 4.2
- The quantity of the work to be done each week
 - Using of the construction plant taking into consideration the labour requirements chart for the period of the detailed planning as the day to day requirements fluctuate
 - Considering the constructional details of the project including stages for large projects
 - It entails the breakdown of the contract programme into stages
- (Any 3 × 1) (3)
- 4.3
- Recruitment of labour force/hiring of staff is done during this stage
 - Schedules for delivery must be prepared
 - The various sub-contractors should be brought into planning
 - Plant installations need to be designed and ordered
 - The site layout plan must be carefully planned
 - It starts in the contract department where decisions have to be taken
- (Any 4 × 1) (4)
- [10]**

QUESTION 5

- 5.1 5.1.1 • The walkways must be covered to protect the public and workers from injury caused by falling objects
 • The planks which form the roof of the walkways, must be fixed without any gaps to prevent the falling of any debris
 • Covered walkways must be erected along the entire length of the border and be kept in position until all external work is completed
 • Temporary walkways should be fully covered when the construction takes place within 3 meters from the boarder of the project
 (Any 3 × 1) (3)
- 5.1.2 • They must be constructed with heavy up-right supports and beams, slightly inclined towards the site
 • Covered walkways must be inspected by a competent person
 • The platform must be securely nailed to the framework
 • The load must be tightening down and be monitored by a responsible person
 • Materials should be stored in a way that other activities will not be disturbed
 • The site must be theft-proof and the huts must be clean at all times
 • Double handling of materials must be avoided (Any 4 × 1) (4)
- 5.1.3 • They must be at least 1,25 m wide and must have guardrails
 • They must be checked and repaired regularly and stay in position for the whole contract period
 • They must make sure that the flow of the traffic is not interfered with
 • Standard road signs must be used (Any 3 × 1) (3)

NOTE: The answer to QUESTIONS 5.2.1 to 5.2.3 are indicated on the guard plan below.

5.2

(10)
[20]

QUESTION 6

- 6.1 Moves a short distance on site rails.
- 6.2 Achieves its height by climbing higher as the structures progress.
- 6.3 Are trucks with small lifting devices which are permanently stationed on the trucks to load and to off-load the freight.
- 6.4 Have to be assembled and anchored to the ground consist of long vertical part.
- 6.5 Quickly unfolded and erected on site, using built-in lifting and erecting gear.

(5 × 2) [10]

QUESTION 7

7.1

PRE-TENDER PROGRAMME																				
CONTRACT 123/70 UNIT-HOUSING SCHEME											PLANNING DEPT. SHEET No.1 PREPARED BY R.S									
MONTHS Activities	1 F	2 M	3 A	4 M	5 J	6 J	7 A	8 S	9 O	10 N	11 D	12 J	13 F	14 M	15 A	16 M	17 J	18 J	19 A	20 S
Preparation	■	■																		
Foundation		■	■	■																
Drainage			■	■																
Site works			■	■	■	■	■	■												
Brickwork					■	■	■	■	■	■	■									
Roof								■	■	■		■	■							
Plaster								■	■	■	■	■	■	■	■					
Paint										■	■	■	■	■	■	■	■			
Sundries										■	■	■			■	■	■			
cleaning											■	■					■	■	■	■

(10)

- 7.2.1 Planning in general is to collect ideas and all information. is to look into the available resources, to think through scenarios, and to make budgets, also to set aims and objectives which are to be tackled in future.
- 7.2.2 Programming is the result from planning, decisions are taken and drawn into a time-bound roster.
- 7.2.3 Organisation is to get everything ready to execute the programme.
- 7.2.4 Administration is mainly done in the head office and entails the management and arranging of the business arising from the project.
- 7.2.5 Pre-tender planning is done by all tenderers. it involves all considerations before a tender can be submitted.
- 7.2.6 Contract planning is the planning which is only done by the one successful tenderer who is now called the contractor.
- 7.2.7 Maintenance period is officially called the 'patent defects liability period'. This is the time after handing over when defects have to be made good.
- 7.2.8 Target date is the contractor's aim to finish some time before the date of completion.
- 7.2.9 Completion date is when the works must be finished as agreed in the contract.
- 7.2.10 Gantt chart it is a simple graphical method of representing the various operations in a sequence and allotting during of time to each.

(10 × 1)

(10)
[20]**QUESTION 8**

- 8.1
- Handling of contract documents negotiation, compiling and signing thereof
 - To canvas business for marketing the firm
- 8.2
- To submit primarily the total tender amount for the project
 - To determine the probable cost of the works
 - To carry out pre-tender investigations about the situation of the site
- 8.3
- To calculate the quality of stone, sand and cement.
 - In charge of the purchasing, hiring, leasing and selling of equipment, tools, plant and machines

- 8.4
- To pay the invoice from the suppliers of the material and equipment's and the claims from sub-contractors
 - To furnishes the costing department with the actual expenditure for material and equipment
- 8.5
- For recruitment and appointment of the staff
 - It caters for the welfare and promotion of the personnel
- (5 × 2) **[10]**

QUESTION 9

- 9.1
- Do not duplicate the public roads
 - Be careful not harm the environment unnecessarily
 - Access should be from secondary roads and not from the main road
 - Plan early for traffic controls
 - Try to plan two gates, one entrance to and one next from site
- 9.2
- Consider the boundaries of the property and the neighboring properties
 - Installation regulation and safety of the workers
 - Operators must have a clear view when operating the plan
 - Shelter it from the public
 - Think of theft and vandalism
 - Mobile plant needs roadways for its activities
- (Any 5 × 1)
(2 × 5) **[10]**
- TOTAL: 100**