



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

T90(E)(J23)T

NATIONAL CERTIFICATE

BUILDING ADMINISTRATION N4

(4090034)

23 July 2018 (X-Paper)
09:00–12:00

This question paper consists of 6 pages.

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA
NATIONAL CERTIFICATE
BUILDING ADMINISTRATION N4
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

The documents below are used by the contractor to facilitate effective site administration of handling and storage of materials.

Give ONE word/term for each of the following descriptions by choosing a word/term from the given list below. Write only the word/term next to the question number (1.1–1.5) in the ANSWER BOOK.

advice note; order form; receipt; quotation; invoice; requisition; delivery note

- 1.1 Confirmation of acceptance of price offered for goods.
- 1.2 This document should be sent to the builder's head office stating the firm's postal address.
- 1.3 The contract manager of large firms organises the supply of bulk material and basic ingredients to the various sites from one central store.
- 1.4 This document is sent with the driver during dispatch of ordered goods to ensure quality and quantity ordered by the buyer.
- 1.5 This document is used to convince the buyer that his/her order has been considered and is on the way for delivery.

(5 × 1)

[5]

QUESTION 2

Discuss the appointment and functions of the following professionals in the building industry:

- 2.1 The architect (3)
 - 2.2 Quantity surveyor (3)
 - 2.3 The building control officer (4)
- [10]**

QUESTION 3

Give ONE term for each of the following descriptions regarding methods of obtaining business. Write only the term next to the question number (3.1–3.5).

- 3.1 With the next project another amount of tender will get the chance to compete.
- 3.2 Competing with other building contractors by submitting quotes/tenders.
- 3.3 Builders who specialise in alterations and extensions.

3.4 Risking the firm's own money to build houses.

3.5 It is a tender that promotes the public to enter the building industry.

(5 × 1)

[5]

QUESTION 4

Explain in detail how the contractor is involved in the following tasks:

4.1 Pre-tender planning

(3)

4.2 Detailed planning

(3)

4.3 Contract planning

(4)

[10]

QUESTION 5

5.1 Indicate the major decisions that must be taken at an early stage of the construction to ensure the smooth running of the contract regarding the following:

5.1.1 Covered walkways

(3)

5.1.2 Storage of material on top of covered walkways

(4)

5.1.3 Temporary walkways

(3)

5.2 The Thabokwena municipality has received permission from the Mukhonto local authorities to build temporary structures on its municipality areas.

Draw a neat walkway ground plan and indicate the following:

5.2.1 Original walkway

(3)

5.2.2 Construction

(4)

5.2.3 Temporary walkway

(3)

[20]

QUESTION 6

How can you identify the following cranes:

- 6.1 Travelling cranes
- 6.2 Climbing tower cranes
- 6.3 Lorry-mounted cranes
- 6.4 Tower cranes
- 6.5 Mast cranes

(5 × 2) [10]

QUESTION 7

- 7.1 Your construction firm wants to tender for a duplex unit housing scheme. Prepare a pre-tender programme for your firm. The project should take 14 to 20 months to complete.

(10)

- 7.2 Briefly explain the following:

- 7.2.1 Planning
- 7.2.2 Programming
- 7.2.3 Organising
- 7.2.4 Administration
- 7.2.5 Pre-tender period
- 7.2.6 Contract period
- 7.2.7 Maintenance period
- 7.2.8 Target date
- 7.2.9 Completion date
- 7.2.10 Gantt chart

(10 × 1) (10)
[20]

QUESTION 8

Write the main duties of the following departments:

- 8.1 Contracts
- 8.2 Estimating
- 8.3 Buying
- 8.4 Accounts
- 8.5 Personnel

(5 × 2) [10]

QUESTION 9

What important factors have to be taken into consideration when planning the following:

- 9.1 Access roads
- 9.2 Plants and machinery.

(2 × 5) [10]

TOTAL: 100