



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE BUILDING ADMINISTRATION N4

(4090034)

**28 July 2021 (X-paper)
09:00–12:00**

Drawing instruments may be used.

This question paper consists of 5 pages.

060Q1G2128

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

QUESTION 1

Complete the following paragraphs by choosing a word or words from the list below. Write only the answer next to the question number (1.1–1.10) in the ANSWER BOOK.

bill of quantities; workmanship; contractor; working drawing; price; interim valuation; materials; description; information; architect; quantity surveyor; tax; rates; owner; contract

The (1.1) ... is the document consisting of work that a (1.2) ... is called upon to price or that gives a (1.3) ... of work, quantity, rate and (1.4) ...



The (1.5) ... gives the employer the scope of work. It helps the (1.6) ... prepare the (1.7) ..., which the (1.8) ... will use as the basis to prepare and issue the certificate of payment for payment, to be done by the (1.9) ... to the (1.10) ...



(10 × 1)

(10)
[10]**QUESTION 2**

2.1 Make short notes on the following procedures regarding material:

2.1.1 Taking delivery

2.1.2 Checking

2.1.3 Storing



2.1.4 Payment

(4 × 2)

(8)

2.2 The main function of the clerk of works is to ensure that workmanship is of the highest standard.



Name SEVEN other functions for which the clerk of works is responsible regarding the building project.

(7)
[15]

QUESTION 3

Distinguish between the following documents by explaining their use in the handling of building materials:

- 3.1 Receipt 
- 3.2 Delivery note
- 3.3 Invoice
- 3.4 Advice note
- 3.5 Order form
- 3.6 Internal requisition

(6 × 2) (12)
[12]

QUESTION 4

Prepare a line (organisation) diagram that shows the relationship between the members of the professional team. Consider the period when the structure is designed and put up. Include, in brackets, the relevant documents associated with the respective persons.

[15]

QUESTION 5

- 5.1 Give FIVE reasons for the use of shoring. (5)
- 5.2 Name THREE types of scaffolding and explain how to identify each. (3 × 2) (6)
- 5.3 Use a full page to sketch a side elevation of a mobile scaffold and label the different parts.  (10)
- 5.4 State SIX regulations prescribed for erecting and maintaining safe scaffolds. (6)
[27]

QUESTION 6

When timbering is not applied to the sides of trenches, the excavation could collapse.

- 6.1 Briefly explain FIVE safety precautions to prevent the collapse of trenches. (5)
- 6.2 Give SIX reasons why trenches could collapse.  (6)
[11]

QUESTION 7

What are the outstanding features that identify the following cranes?

7.1 Climbing crane 

7.2 Self-propelled crane

7.3 Gantry crane

7.4 Derrick crane

7.5 Scotch derrick crane

7.6 Mast crane

7.7 Tower crane

7.8 Travelling crane

7.9 Static crane 

7.10 Building crane

(10 × 1) (10)
[10]

TOTAL: 100