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# education

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Department:  
Education  
**REPUBLIC OF SOUTH AFRICA**

T100(E)(M31)T  
**APRIL 2010**

NATIONAL CERTIFICATE

**BUILDING ADMINISTRATION N4**

(4090034)

**31 March (X-Paper)**  
**09:00 – 12:00**

This question paper consists of 4 pages.

**DEPARTMENT OF EDUCATION  
REPUBLIC OF SOUTH AFRICA  
NATIONAL CERTIFICATE  
BUILDING ADMINISTRATION N4  
TIME: 3 HOURS  
MARKS: 100**

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**INSTRUCTIONS AND INFORMATION**

1. Answer ALL the questions.
  2. Read ALL the questions carefully.
  3. Number the answers correctly according to the numbering system used in this question paper.
  4. Write neatly and legibly.
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**QUESTION 1**

Read the following paragraph, which outlines the duties and responsibilities of the clerk of works with reference to the agreement and schedule of conditions. Complete the following paragraph by filling in the missing word(s). Write only the word(s) next to the question number (1.1 – 1.10) in the ANSWER BOOK.

The clerk of works' duty shall be to act as (1.1) ... on behalf of the (1.2) ... under the direction of the (1.3) ... . The clerk of works will make regular (1.4) ... to the architects and it is important that he/she keeps a (1.5) ... that he/she will be available in case of any (1.6) ... . He/She should have thorough knowledge of (1.7) ... . He/She must understand (1.8) ... to all parties concerned in the (1.9) ... of the terms of the (1.10) ... .

**[10]**

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**QUESTION 2**

The question below refers to all workshops where timber doors are manufactured.

2.1 State the use of each of the following equipment:

- |       |                 |     |
|-------|-----------------|-----|
| 2.1.1 | Tenoner         | (2) |
| 2.1.2 | Extraction unit | (2) |
| 2.1.3 | Belt sander     | (2) |
| 2.1.4 | Cross-cut saw   | (2) |
| 2.1.5 | Spindle moulder | (2) |

2.2 Give FIVE guidelines to be considered when arranging woodworking machines in a workshop. (5)  
[15]

**QUESTION 3**

3.1 Write explanatory notes on the importance and function of the following contract documents:

- |       |                        |     |
|-------|------------------------|-----|
| 3.1.1 | The working drawing    | (5) |
| 3.1.2 | The bill of quantities | (5) |

3.2 Write explanatory notes on each of the following:

- |       |                     |     |
|-------|---------------------|-----|
| 3.2.1 | Pre-tender planning | (3) |
| 3.2.2 | Contract planning   | (3) |

[16]

**QUESTION 4**

Make neat, labelled isometric sketches to show clearly the construction of the planking and strutting in trench excavations approximately ONE metre deep, in the following grounds:

- |     |                          |     |
|-----|--------------------------|-----|
| 4.1 | Loose ground (loose dry) | (5) |
| 4.2 | Soft ground (loose wet)  | (5) |

[10]

**QUESTION 5**

Differentiate by means of neat, labelled sketches between the following:

- |     |               |     |
|-----|---------------|-----|
| 5.1 | Raking shores | (6) |
| 5.2 | Dead shores   | (6) |

[12]

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**QUESTION 6**

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

- |     |                |             |
|-----|----------------|-------------|
| 6.1 | Receipt        | (1)         |
| 6.2 | Order form     | (2)         |
| 6.3 | Delivery notes | (2)         |
| 6.4 | Invoice        | (3)         |
| 6.5 | Advice notes   | (3)         |
|     |                | <b>[11]</b> |

**QUESTION 7**

Use a sketch to describe and illustrate the process of underpinning by means of a Jack pile.

**[6]**

**QUESTION 8**

A certain company wishes to tender for a building project. The process should take about 15 to 20 months to complete. Prepare a pre-tender programme for this company.

**[10]**

**QUESTION 9**

Make a neat, labelled sketch of an independent scaffolding and indicate any six parts on it.

**[10]**

**TOTAL: 100**