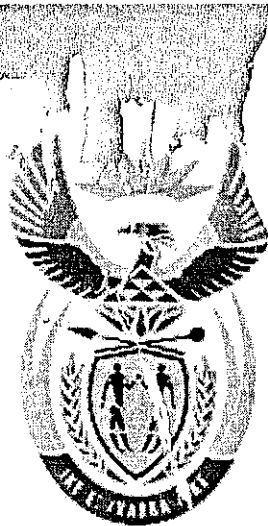


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Higher education training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

T80(E)(A2)T
AUGUST 2010

NATIONAL CERTIFICATE

BUILDING ADMINISTRATION N4

(4090034)

2 August (X-Paper)
09:00 – 12:00

This question paper consists of 4 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 correctly according to the numbering system used in this question paper.
4. Write neatly and legibly.

QUESTION 1

Complete the following statements by filling in the missing word(s). Choose the word(s) from the list below and write only the word(s) next to the question number (1.1 – 1.10) in the ANSWER BOOK.

Buyer	Personnel department	Contractor
General Foreman	Building Surveyor	Estimator
Artisans	Costing Clerk	Valuation
Quantity Surveyor		

- 1.1 After the tender is accepted and the necessary contract documents signed, the builder will be called a/an ...
- 1.2 On site the ... is in charge of all construction.
- 1.3 Trades foreman are in charge of particular groups of ... apprentices, skilled and unskilled labourers.
- 1.4 For the builder works, the ... will place all orders in good time for the material and plant.

- 3- T80(F (A2)T
- 1.5 The ... has to see to it that sufficient labour and controlling staff is employed.
 - 1.6 At frequent intervals the ... analyses actual costs of all work done.
 - 1.7 The ... of the building firm, uses these actual rates when tendering again for new contract.
 - 1.8 The Architect has to certify the ... before payment can be made.
 - 1.9 After a lapse of time the ... will claim an interim payment from the client.
 - 1.10 The ..., who is an advisor of the employer has to check the claim by valuating the work done to date.

[10]

QUESTION 2

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

- 2.1 Detailed planning
- 2.2 Contract planning
- 2.3 Pre-tender planning

(3)
(3)
(4)
[10]

QUESTION 3

What has to be considered when planning the site layout for the following:

- 3.1 Storage areas
- 3.2 Location for the site office

(5)
(5)
[10]

QUESTION 4

- 4.1 You have been promoted to a higher position as general foreman on a building site. How would you solve the following site problems regarding delivered building materials:

- 4.1.1 To prevent theft
- 4.1.2 To cut down on wastage

(5)
(5)

- 4.2 The supervisor is the contractor's representative on the site and is in control of organising the labour force on site. State SIX functions of a supervisor on site.

(6)
[16]

QUESTION 5

- 5.1 Define a *programme*. (1)
- 5.2 State EIGHT purposes of programme. (8)
- 5.3 Define a *pre-tender programme*. (1)
- [10]

QUESTION 6

Explain the method of underpinning by means of enlarged footing and include a sketch of the sequence plan.

[10]

QUESTION 7

The foreman on a building site is confronted with more complicated supervisory and management problems than those encountered by a foreman in a workshop. Discuss these problems in the TWO situations (for example problems encountered in the construction site compared to those in a workshop).

[10]

QUESTION 8

Distinguish by means of sketches, between the following documents and explain their use in the handling of building materials.

- 8.1 Receipt (5)
- 8.2 Advice (5)
- [10]

QUESTION 9

Use a full page to sketch a side elevation of a Truss-out Scaffold and name the different parts.

[10]

QUESTION 10

Hoarding is a temporary closed type of high fence to prevent theft and injuries to the public.

State FOUR requirements for hoarding.

[4]

TOTAL: 100

