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higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

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NATIONAL CERTIFICATE

BUILDING ADMINISTRATION N5

(4090045)

21 July (X-Paper)
09:00 – 12:00

This question paper consists of 7 pages and 2 annexures.

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA
NATIONAL CERTIFICATE
BUILDING ADMINISTRATION N5
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. The length of the answers should depend on the marks allocated.
 5. Answer in full sentence where applicable.
 6. Use your own words.
 7. Write neatly and legibly.
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QUESTION 1

Indicate whether the following statements regarding the mass-haul programme (using Simpson's rule) are TRUE or FALSE. Write only 'true' or 'false' next to the question number (1.1 – 1.10) in the ANSWER BOOK.

- 1.1 Overhaul refers to ground which is moved more than once.
- 1.2 Cut earth must be borrowed.
- 1.3 Undisturbed earth shrinks if excavated.
- 1.4 Simpson's rule is used to determine irregular areas.
- 1.5 Surplus soil must be carted away and dumped.
- 1.6 By using Simpson's rules and by multiplying the answer with an average depth, one can calculate earth volumes which have to be moved.
- 1.7 Free haul is covered in the bill of quantities under the item 'carting away'.
- 1.8 Overhaul refers to maintenance of the earthmoving plant.
- 1.9 Overhaul refers to any additional distance earth has to be transported above basic distance included in the rate agreed on.
- 1.10 The accumulative mass haul curve is used to building material.

[10]**QUESTION 2**

A few paragraphs regarding variation orders are given below. Write only the missing terms next to the question number (2.1 – 2.10) in the ANSWER BOOK.

A clause in the principal building agreement makes provision for 2.1 ... which are any deviations from the original drawings or specification.

To see whether the deviations fall within the employer's budget, the quantity surveyor prepares 2.2 Deviations which are difficult to price, because items and rates differ from those bill of quantities, are valued by means of 2.3 Foreseen deviations like plumbing and drainage work are easily re-measured as the item and the rates are found in the bill of quantities under the section 2.4

If the deviations increase the tender price the employer's additional payments are 2.5 If certain deviations cause employer to pay less for certain sections of work originally planned for, the amounts are called 2.6 If certain deviations cause the builder to do less work as originally planned for the measurements are called 2.7 ... , namely 2.8 ... , have make up the difference.

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On the other hand, deviations usually may not turn out to increase the total tender price, for the purpose a lump sum amount for 2.9 ... is allowed for to limit the contract price.

With large contracts, price increases caused by inflation are also deviations and compensation is called 2.10 ...

[10]

QUESTION 3

Give ONE word/term for each of the following definitions regarding meetings in general by choosing a word(s)/term from the list below. Write only the word/term next to the question number (3.1 – 3.10) in the ANSWER BOOK.

action column; agenda; apologies; attendance register; chairperson; closing; constitution; executive committee; engineer; minutes; motions; quorum; seconder; secretary; site agent; worker

- 3.1 A list of business items or activities to be dealt with at a meeting in a specific order
- 3.2 The report of the resolutions taken at a meeting, but also include an impartial version of the proceeding
- 3.3 A list on which the members present are carefully stipulated
- 3.4 Points of discussion or proposals which fall under the whole administration rests
- 3.5 The rules by which meetings are governed
- 3.6 The minimum number of members to be present to be able to take resolutions
- 3.7 The executive official on whose efficient shoulders the whole administration rests
- 3.8 The person who ensures that all discussions are relevant and addressed to the chair and adequate opportunity is given to all members to express their views
- 3.9 The person who supports a proposal before it can be voted on
- 3.10 The members who do not take resolutions but to make recommendations to the general meeting

[10]

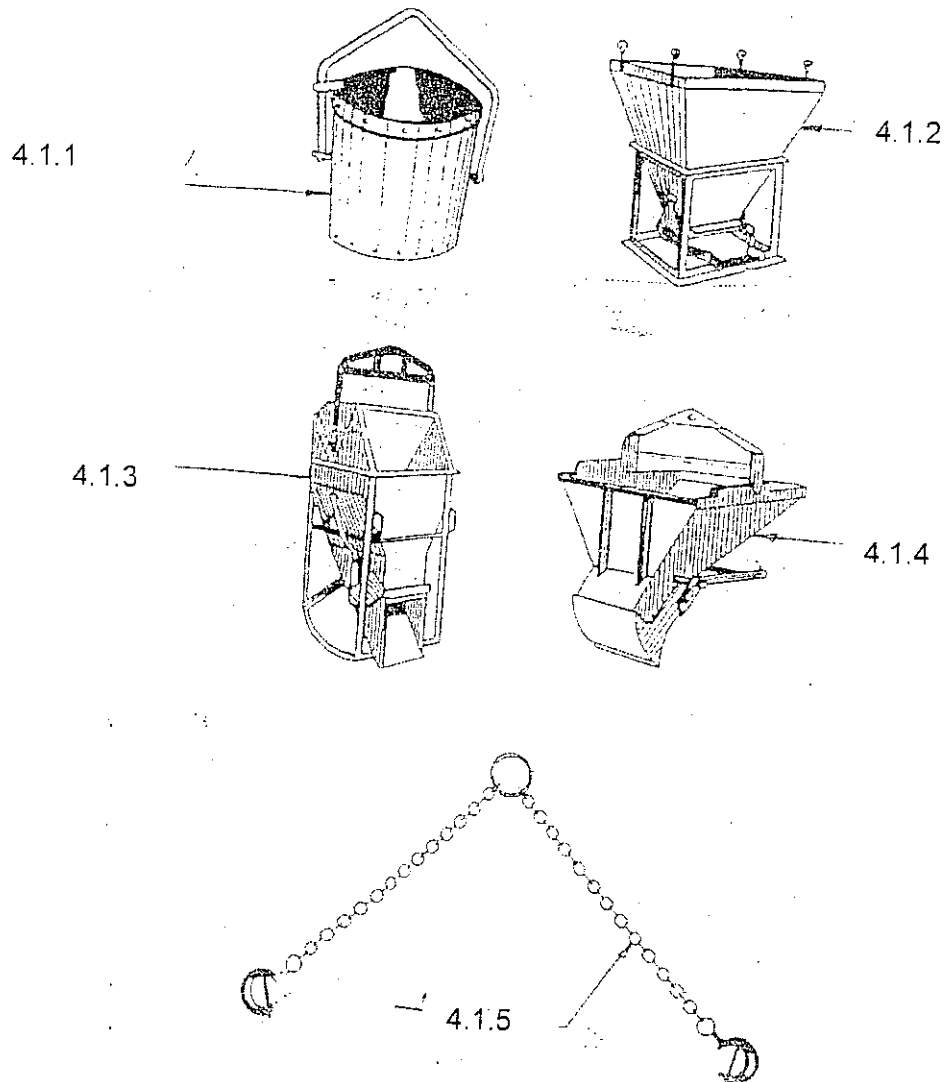
QUESTION 10**NETWORK DIAGRAM**

Read the table below and from the given data, develop a network schedule with 6 activities.

Activity Number	Duration	Early start	Early finish	Late start	Late finish	Float	Responsibility
A 100	2	1	2	1	2	0	Sandra
A 200	2	3	4	3	4	0	Linda
A 300	1	3	3	6	6	3	Linda
A 400	4	5	8	5	8	0	Linda
A 500	2	4	5	7	8	3	Sandra
A 600	2	5	10	9	10	0	Sandra

[10]**TOTAL: 100**

ANNEXURE 1



ANNEXURE 2

