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higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

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NATIONAL CERTIFICATE

BUILDING ADMINISTRATION N6

(4090056)

17 November (X-Paper)
09:00 – 12:00

This question paper consists of 5 pages.

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA
NATIONAL CERTIFICATE
BUILDING ADMINISTRATION N6
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.
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QUESTION 1

- 1.1 Various options are given as possible answers to the following questions. Choose the answer and write only the letter (A – C) next to the question number (1.1.1 – 1.1.5) in the ANSWER BOOK.

1.1.1 The relationship between main contractor and selected subcontractor is explained in the ...

- A subcontractor.
- B principal building agreement.
- C working document.

1.1.2 To clear conflicts between the contractor and workers, is the objectives of the:

- A Arbitration
- B Industrial Council Act
- C Apprenticeship Act

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- 1.1.3 To compensate employees for loss of income if they lose their jobs, is the objective of the:
- A Unemployment Insurance Act
 - B Industrial Council Act
 - C Apprenticeship
- 1.1.4 The contractor is obliged to obey the laws of the country and has to pay the revenue to the state in the form of:
- A Unemployment Insurance Act
 - B Industrial Council Act
 - C Tax
- 1.1.5 To compensate the workers and their families if they are injured or killed on duty, is the objective of the:
- A Unemployment Insurance Act
 - B Industrial Council Act
 - C Compensation for Occupational and Diseases Act (5)
- 1.2 Define an *accident*. (3)
- 1.3 Explain the role of the following persons regarding accident prevention:
- 1.3.1 Employer (3)
 - 1.3.2 Employee (3)
- 1.4 Define the following terms:
- 1.4.1 Subcontractor (3)
 - 1.4.2 Contractor (3)
- [20]**

QUESTION 2

- 2.1 Indicate whether the following statements are TRUE or FALSE. Choose the answer and write only 'true' or 'false' next to the question number (2.1.1 – 2.1.10) in the ANSWER BOOK.
- 2.1.1 Health and safety committee is established by the employer.
 - 2.1.2 Health and safety representatives can become the health and safety committee members.
 - 2.1.3 Employers are responsible for training in the workplace.

- 2.1.4 Making recommendations to the employer on issues of health and safety is not the duty of the health and safety committee.
- 2.1.5 Health and safety representatives review the effectiveness of the health and safety measures.
- 2.1.6 The inspector may not visit any workplace without the knowledge of the employer.
- 2.1.7 The committee shall not keep any records of the recommendations made to the employer.
- 2.1.8 Health and safety representatives identify potential hazards in the workplace.
- 2.1.9 Occupational Health and Safety Act provides for health and safety of persons in connection with the use of plant and machinery.
- 2.1.10 Health inspector may not do any inspection in the workplace. (10)
- 2.2 Explain any FIVE functions of the health and safety committee. (10)
[20]

QUESTION 3

- 3.1 State and explain any FOUR functions of management in any organisation. (12)
- 3.2 Explain any FOUR qualities of a good supervisor. (8)
[20]

QUESTION 4

- 4.1 Briefly explain any SIX basic procedures of a work study. (12)
- 4.2 Explain any FOUR items in the tender document. (8)
[20]

QUESTION 5

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|-----|---|-------------|
| 5.1 | Sketch and label Maslow's hierarchy or pyramid. | (10) |
| 5.2 | Explain the FIVE needs as they appear on the hierarchy. | (10) |
| | | [20] |

TOTAL: 100

