



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

BUILDING ADMINISTRATION N4

23 November 2023

This marking guideline consists of 6 pages.

QUESTION 1

- 1.1 Site meetings
- 1.2 Drawings
- 1.3 Contract documents
- 1.4 Inspections
- 1.5 Reports
- 1.6 Architect
- 1.7 Schedule
- 1.8 Workmanship
- 1.9 Resident
- 1.10 Construction

(10 × 1) **[10]**

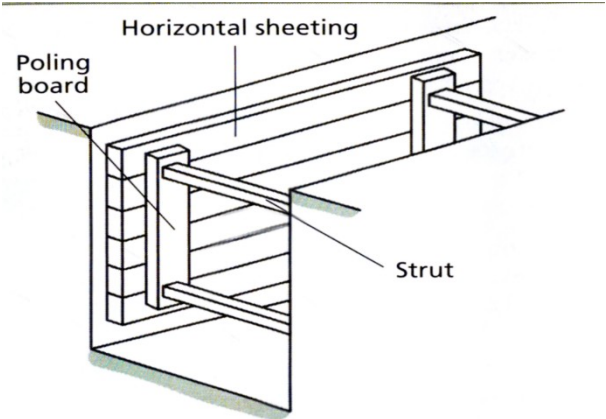
QUESTION 2

- 2.1 F
- 2.2 E
- 2.3 D
- 2.4 C
- 2.5 B
- 2.6 A
- 2.7 J
- 2.8 H
- 2.9 I
- 2.10 G

(10 × 1) **[10]**

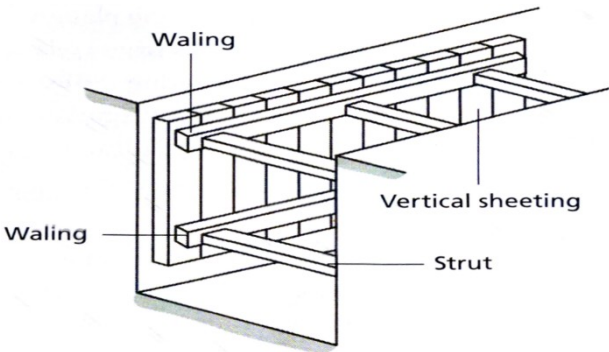
QUESTION 3

3.1 3.1.1



Sketch	3
Any Labels	2

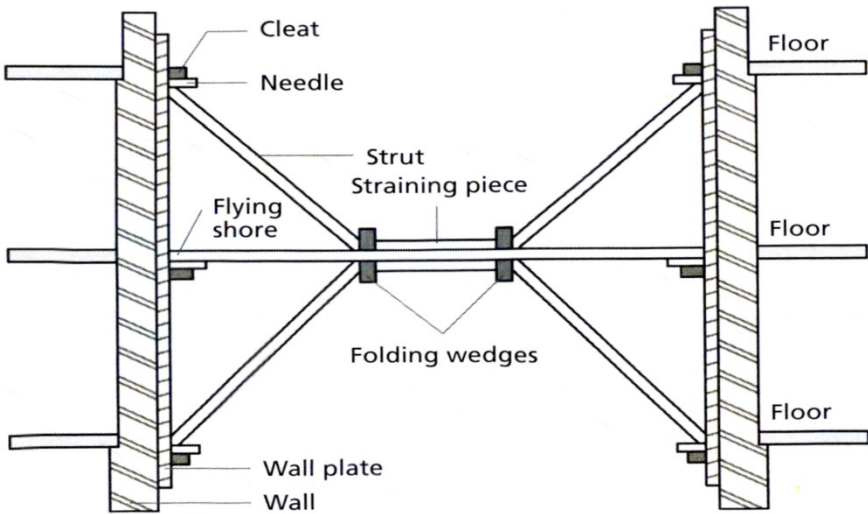
3.1.2



Sketch	3
Any Labels	2

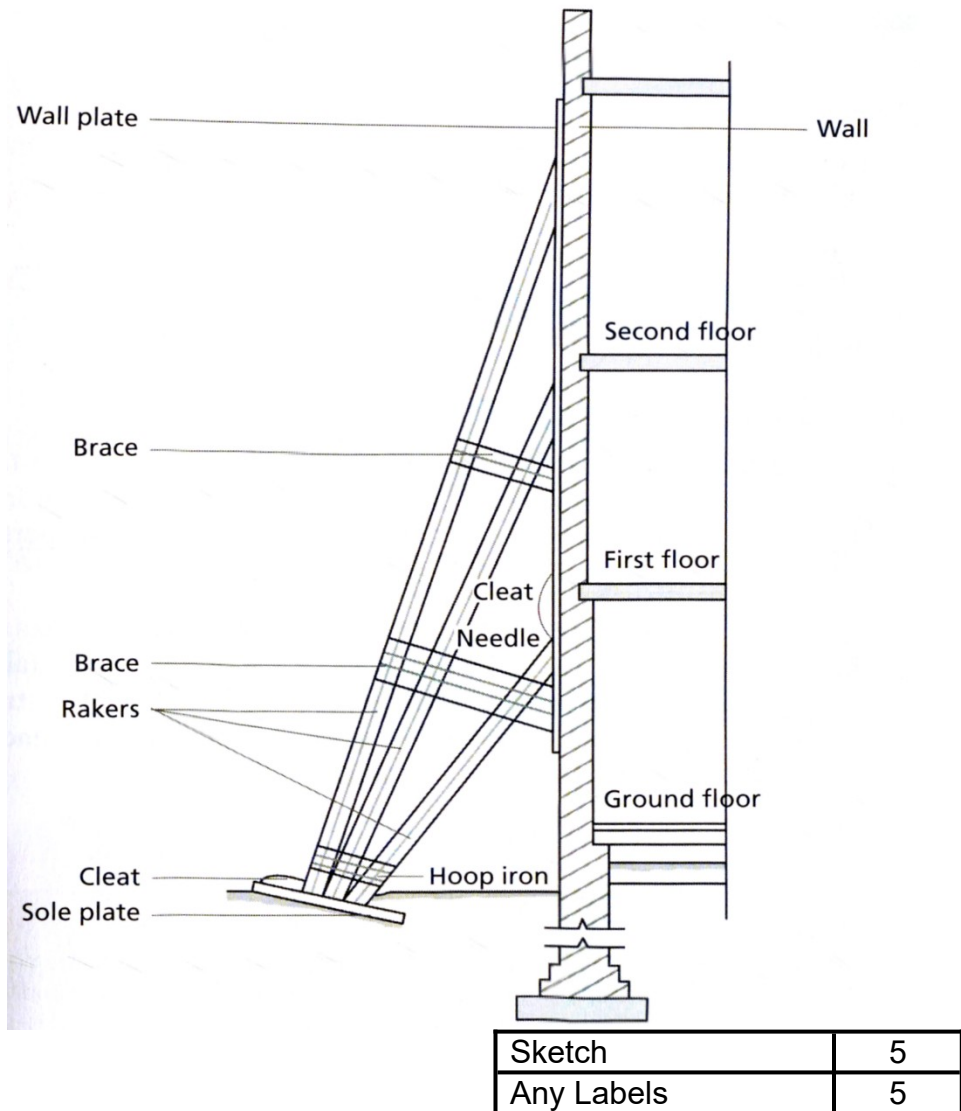
(2 × 5) (10)

3.2 3.2.1



Sketch	5
Any Labels	5

3.2.2



(2 × 10) (20)

3.3

- When excavations are very deep
- The nature of the soil
- Nearby plant and vehicles on busy roads cause vibration
- The weight of the excavated material placed too close to the edge of trenches
- Weather conditions
- Workers in trenches could damage the sides by being careless with their tools
- Excavation methods could be problematic

(Any 6 × 1)

(6)

3.4

- Fence-in the site
- Get rid of ground and rainwater immediately by pumping and baling
- Excavate by hand
- Horizontal side piles may be used
- Use planking and strutting
- Excavate in practical stages, not leaving the excavations open for too long.

(Any 4 × 1)

(4)

QUESTION 4

- 4.1 Planking and strutting is a term used for the temporary support✓ of the sides of an excavation. It is a type of shoring and is also referred to as timbering.✓ (2)
- 4.2
- Prevent the sides of trenches from collapsing
 - Prevent damage to adjacent properties
 - Avoid wasteful labour of constantly clearing loose soil from the bottom of the trench
 - Protect workers from falling soil, rocks and debris
- (4)
- 4.3
- Hard soil
 - Firm soil
 - Loose, dry soil
 - Soft, wet soil
- (4)

[10]**QUESTION 5**

- 5.1 To produce a smooth, level surface✓ finish to concrete surface beds✓
- 5.2 Designed to extract water from deep wells✓ and sumps and are suspended in the water that is to be removed✓
- 5.3 To cut the long pieces of timber✓ across the grain to the required length✓
- 5.4 Smoothen the door✓ after it has been assembled✓
- 5.5 Cut the shorter and workable lengths✓ along the grain into suitable widths✓
(5 × 2) **[10]**

QUESTION 6

- 6.1 6.1.1
- By avoiding overstocking
 - By supervising the offloading and handing
 - By doing the proper standard quality tests when stock arrives
 - By not accepting damaged material from the supplier
 - By ordering the correct material and correct sizes
 - Know your permanent staff
 - By having a trustworthy storekeeper
 - Train employees to use resources carefully and allow them to suggest ways to reduce waste (Any 5 × 1)

	6.1.2	• By increasing the price of the work • Site must be securely fenced • Material must not be left in sight of passers-by • All sheds must be properly locked • Be aware of temptation	(2 × 5)	(10)
6.2	6.2.1	• The procurement department must ensure that the delivery will really take place as planned. • The material should be ordered early in order to sort out problems in time. • An order must be confirmed before delivery. • Everything received must be recorded. • Telephone orders must be confirmed in writing. • Late and overdue deliveries need special attention. (Any 5 × 1)		
	6.2.2	• Practical quantities should be ordered. • Progress on site must be taken into consideration. • Enough material must be ordered to keep the work flowing. • Forward copies of detailed programme of the schedules to the suppliers and stay in touch with them. • Know exactly when to expect deliveries. • Keep in touch with the storekeeper. • The procurement department should not be blamed. (Any 5 × 1)	(2 × 5)	(10)
				[20]
			TOTAL:	100