



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

BUILDING ADMINISTRATION N4

2 April 2024

This marking guideline consists of 6 pages.

QUESTION 1

- 1.1 True
- 1.2 True
- 1.3 True
- 1.4 True
- 1.5 False
- 1.6 False
- 1.7 False
- 1.8 True
- 1.9 True
- 1.10 False

(10 × 1) [10]

QUESTION 2

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

(10 × 1) [10]

QUESTION 3

- 3.1
- Prohibition signs:✓ Used to raise awareness of behaviour that is not allowed, these signs usually have a symbol inside a red circle.✓
 - Mandatory signs:✓ Show a message or action that must be taken when on site.✓
 - Warning signs:✓ Used to warn people about dangerous items on site.✓

(3 × 2) (6)

- 3.2
- Protection of durable and non-durable material.
 - Prevent theft and damage.
 - Provides for inspecting the quality and amount of goods delivery, as well as keeping track of stock levels.
 - Space for off-loading materials.
 - The mode of material delivery: The bigger and heavier the delivery mode, the bigger the storage area should be.

(5)

- 3.3 3.3.1
- Covered walkways must be at least 2,5 high
 - The roof must be securely attached to the framework with nails or screws.
 - At least one handrail should be provided on one of the walkways to aid pedestrians.
 - If planks are used as roof materials, there must be no gaps between them to prevent materials or construction debris from falling through. (Any 2 × 1)
- 3.3.2
- Ensure that the turning radius is sufficient at all entries.
 - Ensure that the entries and exits are wide enough for two vehicles to pass safely in places with heavy traffic volumes.
 - Place the aggregate to a depth that will support heavy equipment and prevent existing pipe culverts from being crushed.
 - Direct runoff away from the road and into a vegetated area, a sediment basin or ditch. (Any 2 × 1)
(2 × 2)

(4)
[15]

QUESTION 4

Project activities		Months	Period																	
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
1	Obtaining a blasting permit from the municipality ✓	2	■	■						✓							✓			
2	Site establishment	1	■																	
3	Clearing of site ✓	1		■			✓													
4	Blasting of rocks	1			■															
5	Foundations ✓	2				■	■							✓						
6	Placing of concrete panels	4						■	■	■	■		✓							
7	Glazing the exterior of the building	2									■	■								
8	Roofing ✓	2											■	■		✓				
9	Internal finishes	3															■	■	■	
10	External finishes	2																	■	■
11	Cleaning of the site	1																		■
12	Municipal building inspection	1																		
13	Handover of building to client	1																		■

Any label for activities	5
Plotting	3
Months/period	2

QUESTION 5

- 5.1 5.1.1 It is used to request materials✓ from the storage house.✓
- 5.1.2 A delivery note is used when the delivery is made by the supplier✓ to the customer.✓
- 5.1.3 A tax invoice is a detailed account of the products✓ or services provided, the costs as well as other information such as discounts and payment terms.✓

(3 × 2) (6)

5.2

TYPES OF MATERIAL	DESCRIPTION	EXAMPLES
Bulk materials✓	Materials that are delivered in large quantities and are deposited on the ground✓	Sand, gravel, aggregate✓
Bagged materials✓	Materials packed in bags for easy handling and storage✓	cement, ready-mix mortar, gypsum✓
Pallet materials✓	Materials stored on pallets and secured with shrink wrap✓	Bricks, blocks, roofing tiles, floor, and wall tiles.✓
Off-the-shelf materials✓	Materials that are individually packaged to prevent and deterioration during storage✓	Electrical and plumbing supplies, adhesives. ✓
Fabricated members or units✓	Materials that are manufactured off-site in a workshop where conditions can be better controlled✓	Steel beams, columns, concrete slabs, roof trusses.✓

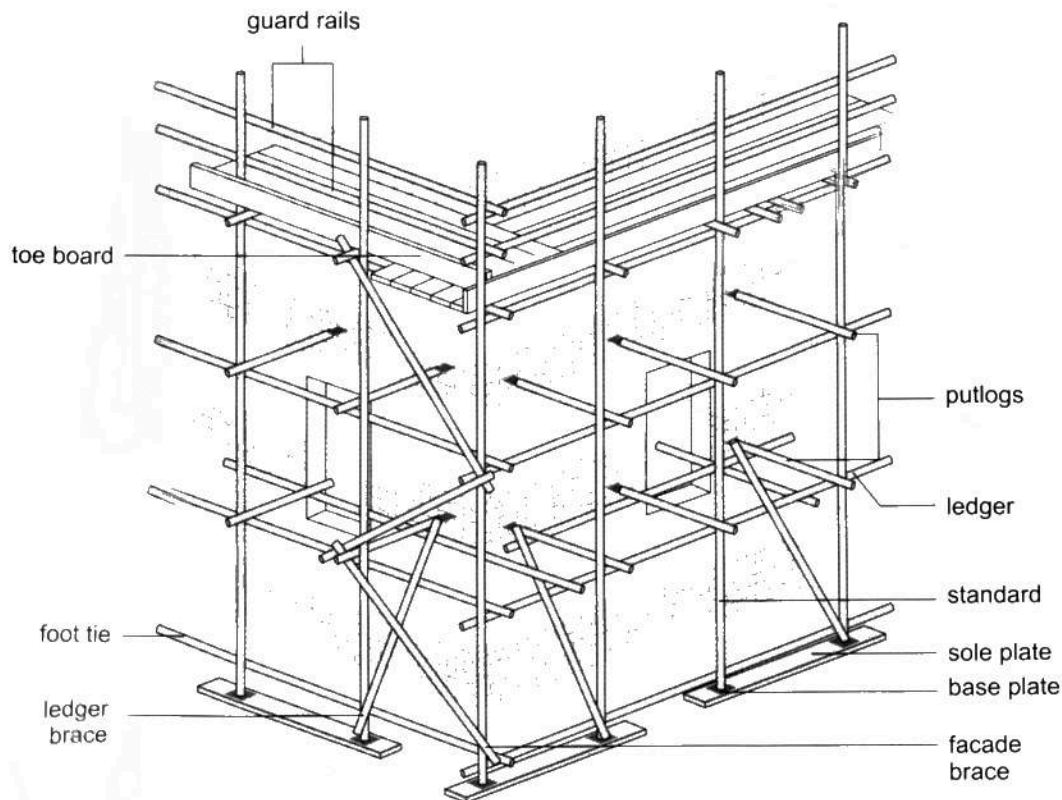
(Any 2 × 3) (6)

- 5.3
- Domestic waste
 - Commercial waste
 - Industrial waste

(3)
[15]

QUESTION 6

6.1



Any label	5
Sketch	5

(10)

6.2

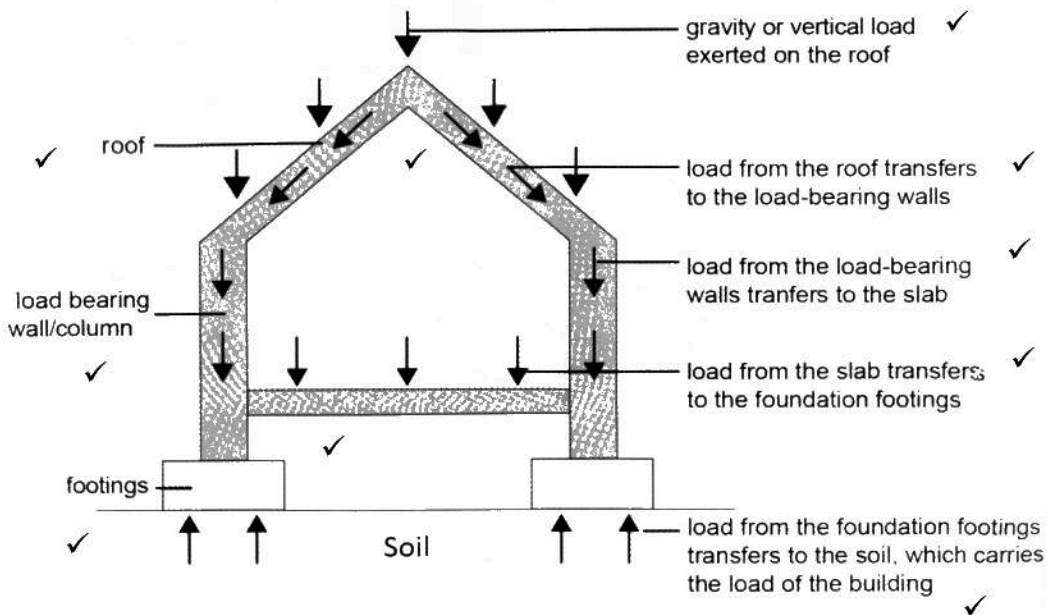
- The weight that the scaffold will be required to carry must be considered.
- The scaffolding should be installed by a competent person.
- The competent erector should be under supervision of a more experienced installer.
- Scaffolds must be inspected before first use and thereafter at weekly intervals.
- The erector must adhere to all fall arrest requirements.
- Scaffolding should be erected on stable, firm, flat and levelled ground.
- Inspections must be recorded and signed off in the scaffold inspection register.

(Any 5 × 1)

(5)

[15]

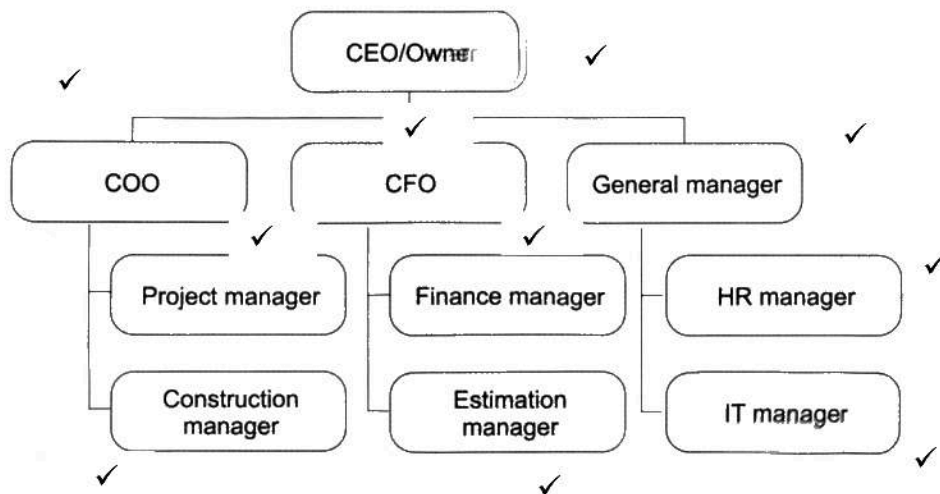
QUESTION 7



Any label and showing the direction	10
Sketch	5

[15]

QUESTION 8



[10]

TOTAL: 100