



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

BUILDING ADMINISTRATION N4

21 November 2024

This marking guideline consists of 6 pages.

QUESTION 1

- 1.1
- Create bills of quantities
 - Prepare contract documents
 - Prepare complete tender documents
 - Evaluation of works
 - Preparing valuations for payment certificates
 - Prepare the final account
- (6)
- 1.2
- Excellent mathematical skills and high level of accuracy.
 - The ability to analyse the content of complicated documents.
 - A good understanding of construction techniques and technology.
 - Knowledge of local building regulations, and health and safety requirements.
 - Good communication and negotiating skills.
- (Any 4 × 1) (4)
- [10]**

QUESTION 2

- 2.1
- | | |
|-------|-------|
| 2.1.1 | False |
| 2.1.2 | True |
| 2.1.3 | True |
| 2.1.4 | True |
| 2.1.5 | False |
| 2.1.6 | True |
- (6 × 1) (6)
- 2.2
- Any firm can respond to the tender.
 - It should be open to all qualified and interested bidders.
 - It should be advertised locally.
 - It should have objective qualifications criteria.
 - It should have clear technical specifications.
 - It should have clear and objective evaluation criteria.
 - It should be awarded to the highest-scoring bidder.
- (Any 4 × 1) (4)
- [10]**

QUESTION 3

- 3.1
- Storage area
 - Site office
 - Plant location
 - Ablution facilities
 - Health and safety
- (5)
- 3.2
- Front-end loaders
 - Tractor loader back actors
 - Excavators
 - Bulldozers
 - Tipper trucks
- (5)
- 3.3
- 3.3.1
- Use shoring where necessary to prevent movement.
 - Demolition should be done floor by floor and from top to bottom.
 - Care should be taken to dispose of debris as it arises.
 - All gas, electric, water and sewer supply, and service lines must be disconnected.
 - A temporary fence must be erected around the structure to be demolished and notices put up to warn workers and the public.
- (Any 2 × 1) (2)
- 3.3.2
- Use traffic regulatory signs to help guide traffic on the site.
 - Planning should include two controlled gates to the site, one for entrance and the other one for exit.
 - Provide separate entrances and exits for pedestrians and vehicles.
 - Ensure roads are wide enough for all types of construction vehicles.
 - Do not make use of a main road to get access to the site.
- (Any 3 × 1) (3)
- [15]

QUESTION 4

- 4.1 A Gantt chart is a helpful graphical tool that shows the progress of activities or projects over a period. (1)

4.2

Activities	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7
A			✓				
B							
C✓						✓	
D							
E							✓

- 4.3
- Strategic planning
 - Tactical planning
 - Operational planning
 - Contingency planning
- (4)
[10]

QUESTION 5

- 5.1
- Ensure the materials are offloaded in the correct place.
 - Ensure the materials are offloaded and handled correctly using equipment.
 - Ensure materials are offloaded and stored in such a way that they cannot fall over or be damaged.
 - Verify that the materials delivered are the same as the materials stated on the delivery note.
 - Verify the quantity on the note and record the differences.
 - Make a note of defects or damaged materials on the delivery note immediately.
 - Sign the delivery note and keep a copy to send to the purchasing department.
- (Any 6 × 1) (6)
- 5.2
- 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.✓
A receipt confirms that the supplier has received payment for the goods✓ or services.✓
- (5)
- 5.3
- Financial costs of property stolen
 - Delays and downtime for trained equipment operators
 - Increased insurance rates
 - Possible insurance cancellation for constant theft claims
- (4)
[15]

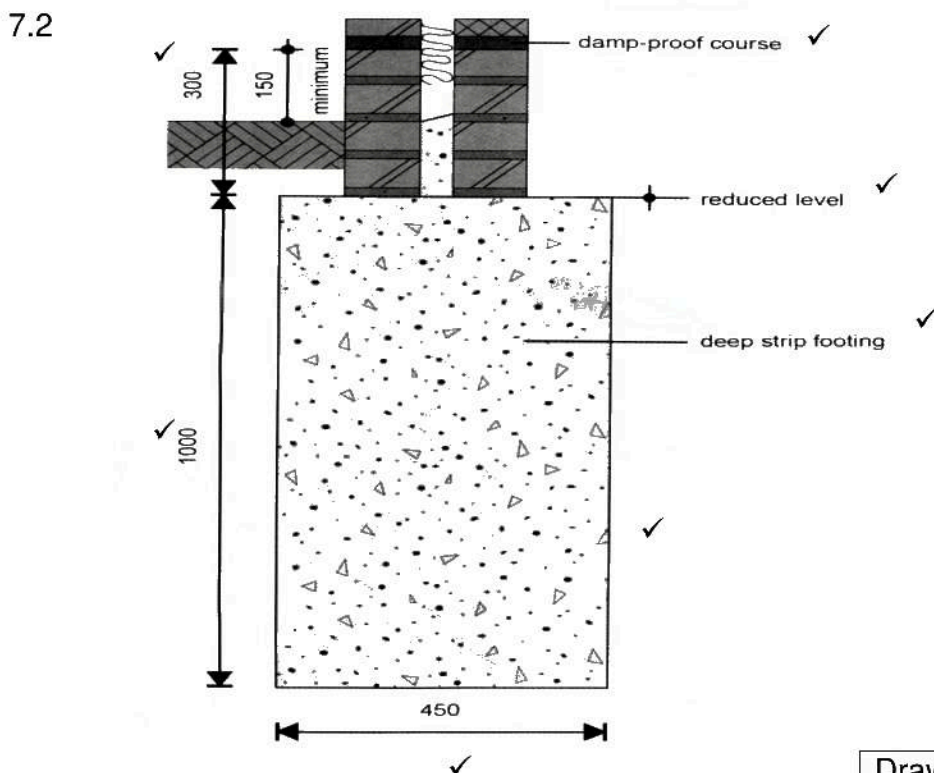
QUESTION 6

- 6.1
- 1 – Top rail
 - 2 – Mid-rail
 - 3 – Working platform
 - 4 – Standard
 - 5 – Ledger
 - 6 – Lockable castor
 - 7 – Ladder
 - 8 – Cross bracing
- (8)
- 6.2
- Power trowel
- (1)
- 6.3
- Portable air compressor
- (1)

- 6.4
- It reduces travelling time on-site.
 - It increases productivity since less time is spent on travelling.
 - It reduces human fatigue.
- (3)
- 6.5
- Scissor lift
 - Boom lift
- (2)
- 6.6
- Skid-steer loader
 - Excavator
 - Crawler loader
 - Bulldozer
 - Backhoe loader
 - Trench digger
- (Any 5 × 1) (5)
- [20]**

QUESTION 7

- 7.1
- 7.1.1 Raft foundation
- 7.1.2 Strip foundation
- 7.1.3 Strip foundation
- (3 × 1) (3)



Drawing	3 marks
Labelling	4 marks

(7)
[10]

QUESTION 8

- 8.1
- Internal stakeholder
 - External stakeholder
 - The structure of the organisation
- (3)
- 8.2
- Line organisational structures
 - Line and staff organisational structure
 - Functional organisational structure
 - Product organisational structure
- (Any 3 × 1) (3)
- 8.3
- A sole proprietorship is an unincorporated business that is owned by one person,✓ and it is not registered with the Companies and Intellectual Property Commission (CIPC).✓
 - A private company (Pty Ltd) is established in terms of the Companies Act 71 of 2008;✓ it is a separate legal entity that must register as a taxpayer.✓
- (4)
[10]
- TOTAL: 100**