



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

BUILDING ADMINISTRATION N5

20 April 2020

This marking guideline consists of 6 pages.

QUESTION 1

1.1	1.1.1	C	(5 × 1)	(5)
	1.1.2	B		
	1.1.3	C		
	1.1.4	D		
	1.1.5	C		
1.2	1.2.1	Client/owner	(5 × 1)	(5)
	1.2.2	Client/owner		
	1.2.3	Interim payment certificate		
	1.2.4	Contractor		
	1.2.5	Quantity surveyor		
1.3	1.3.1	G	(10 × 1)	(10)
	1.3.2	H		
	1.3.3	J		
	1.3.4	A		
	1.3.5	B		
	1.3.6	D		
	1.3.7	I		
	1.3.8	C		
	1.3.9	E		
	1.3.10	F		
				[20]

QUESTION 2

2.1	Preventive maintenance:✓ regular inspection by a competent mechanic to make sure that machines are kept in order.✓ Planned maintenance:✓ is where it is found that there is need for a major repair of a machine, which requires planning and necessary arrangements to replace the machine.✓	(4)
2.2	• Review objectives • Determine major steps • Establish priorities • Schedule • Determine detail • Review and reconcile	(6)
2.3	$6500 / 5 / 50 = 26$ days	(2)
2.4	Period planning: you take out a period from the master plan for a closer examination. Usually the period is four to six weeks. Stage planning: A stage or a section of the master plan is taken out for a closer examination.	(2)
		[14]

QUESTION 3

- 3.1
- Ordering in good time
 - Ordering the correct quantity
 - Most economical rates
- (3)
- 3.2 It should be clearly noted on both delivery notes.✓ One for the site and one goes back with the driver.✓
- (2)
- 3.3
- Material transfer form should be signed
 - Original to head office
 - Copy to the site it is transferring to
 - Copy retained at the site
- (4)
- 3.4
- Ensure correct materials are delivered
 - Issuing the right amount of materials
 - Ensure workmen are not producing excess off cuts
 - Make sure materials do not disintegrate at the storage
 - Collect waste and try to reuse
- (5)
[14]

QUESTION 4

- 4.1
- Sound workmanship
 - Work constructed at a faster rate of progress
 - Work constructed at a low cost
- (3)
- 4.2
- Apply for telephone, water and electrical connection
 - Access roads
 - Material storage rooms
 - Administration buildings
 - Plant workshops and services
- (Any 4 × 1) (4)
- 4.3
- Must decide exactly what should be delegated
 - Must select a person who is capable to carry out the task
 - Must ensure that the person knows exactly what is expected of him
 - Make sure that everyone involved knows about this person's delegated obligation
 - Must check occasionally to make sure the task is being done properly
- (Any 4 × 1) (4)
[11]

QUESTION 5

- 5.1
- Supervision of the work
 - Issue all contract information
 - Issue of certificates
 - Issue variation orders
 - Convene architect's site meetings
- (5)
- 5.2
- Foundation trenches before casting concrete
 - Damp proof layers
 - Underground services like sewage
 - Building inside building lines
 - Safety of the structure
- (5)
- 5.3
- Need to belong
 - Need for approval
 - Need for status
 - Need to achieve success
 - Need for self-respect
- (5)
[15]

QUESTION 6

- 6.1 Day work is a reimbursement to the contractor according to the cost of labour, plant and material on daily rates plus profit.
- 6.2 Omissions are items of work deleted from the bill of quantities by a variation order.
- 6.3 Variation is an authorised alteration from the original drawings and specification.
- 6.4 Extras are any additional work which is not mentioned in the contract.
- 6.5
- It is the systematic collection of information about a site
 - In regard to ground condition, availability of electricity, water, labour etc.
- (5 × 2) **[10]**

QUESTION 7

$$\frac{12+28}{2} \quad \frac{28+24}{2} \quad \frac{24+30}{2} \quad \frac{30+34}{2} \quad \frac{34+40}{2} \quad \frac{40+32}{2} \quad \frac{32+20}{2} \quad (1)$$

$$\text{Average length} = \frac{20 + 26 + 27 + 32 + 37 + 36 + 26}{7} = 29.14 \text{ m} \quad (2)$$

$$\text{Area} = 29,14 \times 35 = 1019.9 \text{ m}^2 \quad (1)$$

[4]

ANNEXURE 1 EXAMINATION NUMBER:

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QUESTION 8

TABULATION OF MASS HAUL CURVE

STATION CHAINAGE	END AREA M²			AVERAGE AREA M²		VOLUME M³		ACCUMILATED VOLUME M³
		FILLING						
	CUT +		X SF=1.1	CUT +	FILL -			
0	0	0	0	0	0	0	0	0
20	0	-34	-37.4	0	-18.7	0	-374	-374
40	0	-22	-24.2	0	-30.8	0	-616	-990
60	0	-12	-13.2	0	-18.7	0	-374	-1364
80	26	0	0	13	-6.6	260	-132	-1236
100	36	0	0	31	0	620	0	-616
120	42	0	0	39	0	780	0	164
140	48	0	0	45	0	900	0	1064
160	38	0	0	43	0	860	0	1924
180	24	0	0	31	0	620	0	2544
200	0	-28	-30.8	12	-15.4	240	-308	2476
220	0	-19	-20.9	0	-25.85	0	-517	1959
240	0	-36	-39.6	0	-30.25	0	-605	1354

Mark allocation: (12)			✓	✓✓	✓✓	✓✓	✓✓	✓✓✓
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[12]

TOTAL: 100