



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE BUILDING ADMINISTRATION N5

15 July 2022

This marking guideline consists of 6 pages.

QUESTION 1

- 1.1 programming
- 1.2 daywork schedule
- 1.3 cranes
- 1.4 programme
- 1.5 electrically powered plant
- 1.6 production planning
- 1.7 borrow pit
- 1.8 haul
- 1.9 small firms
- 1.10 business integrity

(10 × 1) **[10]**

QUESTION 2: PROGRESS CHARTS AND SCHEDULES

- 2.1 head-office contracts manager
- 2.2 site agent
- 2.3 surveyor
- 2.4 engineer
- 2.5 general foreperson
- 2.6 foreperson carpenter
- 2.7 ganger
- 2.8 foreperson bricklayer
- 2.9 head-office services
- 2.10 safety officer

(10 × 1) **[10]**

QUESTION 3: SUBCONTRACTORS

- 3.1
 - Actual cost plus percentage
 - Bill rates with work subject to measurement
 - Lump sum as agreed

(3)

3.2

SUBCONTRACTOR'S REPORT	
SUBCONTRACTOR:✓	DATE:✓
WORK:✓	
DRAWINGS REQUIRED✓	
APPROVALS AWAITED✓	
OTHER INFORMATION REQUIRED✓	
MATERIALS POSITION✓	
LABOUR POSITION✓	
SIGNATURE:✓	

(7)
[10]**QUESTION 4: MATERIALS**

- 4.1
- One copy to supplier
 - One copy to either the yard storeperson or site
 - One copy to the account department for checking invoices
- (3)
- 4.2
- Materials and stores urgently required on another site
 - Materials and stores surplus transferred to another site either during or on termination of a contract
 - Materials and stores returned to stores during or on termination of a contract
- (3)
- 4.3
- Original to head-office account department
 - Copy to transfer-site clerk or head-office storekeeper
 - Copy signed and returned as a receipt to transferring-site clerk
 - Copy retained by the site clerk on transferring site
- (4)

[10]

QUESTION 5: HANDING OVER COMPLETED WORK

- All surplus earth rubbish, debris, etc. that may accumulate during the progress of the works should be cleaned✓ and carted away from time to time.✓
- Clear all glass, wash the floor and paving twice, and leave the entire premises in a thoroughly cleaned and perfect state,✓ fit for occupation at the completion of the contract.✓
- Care must be taken not to use any cleaning materials likely to cause damage✓ to the finished surfaces.✓
- Clear bushes, trees, rubbish, etc. described in the excavator's bill where the extent of such clearance will be given approximately in meters and large trees and grubbing uproots being numbered.✓
- Excavation to reduce levels and carting away will be measured in m³.✓
- Plant and materials and machinery shall not be removed from the site of works without previous consent of the architect/engineer.✓
- When works are finally completed, plant, machinery and material which remain unused shall forthwith be removed from the site of works.✓

(Any 5 × 2)

[10]**QUESTION 6: ADMINISTRATION AND PERSONNEL**

- 6.1 6.1.1 • Offers an advisory service as a consultant to the architect (will design the project for safety and to everyone's acceptance)
- Negotiates with local authorities concerning the design and calculations of his/her work
- Works with the architect and quantity surveyor ensuring that the drawings and bill of quantities, etc. include all aspects of his/her side of the project

(3)

- 6.1.2 • Site supervision duties similar to the architect, based on his/her knowledge, skills and experience
- Available for discussion with the architect to solve problems concerning his/her own work
- Advises the quantity surveyor (amounts to be put in interim and final payments for work completed in his/her field of experience)
- Responsible for organising equipment, testing facilities and reporting results to the architect
- Attends those site meetings concerned with his/her work so that clarification, guidance or decision over points of uncertainty can be given

(5)

- 6.2 •Loyalty and integrity
- Personal efficiency
- Punctuality

(Any 2 × 1)

(2)

[10]

QUESTION 7: CONTRACT DOCUMENTS

- 7.1
- | | |
|-------|-------|
| 7.1.1 | True |
| 7.1.2 | True |
| 7.1.3 | True |
| 7.1.4 | False |
| 7.1.5 | True |
| 7.1.6 | False |

(6 × 1) (6)

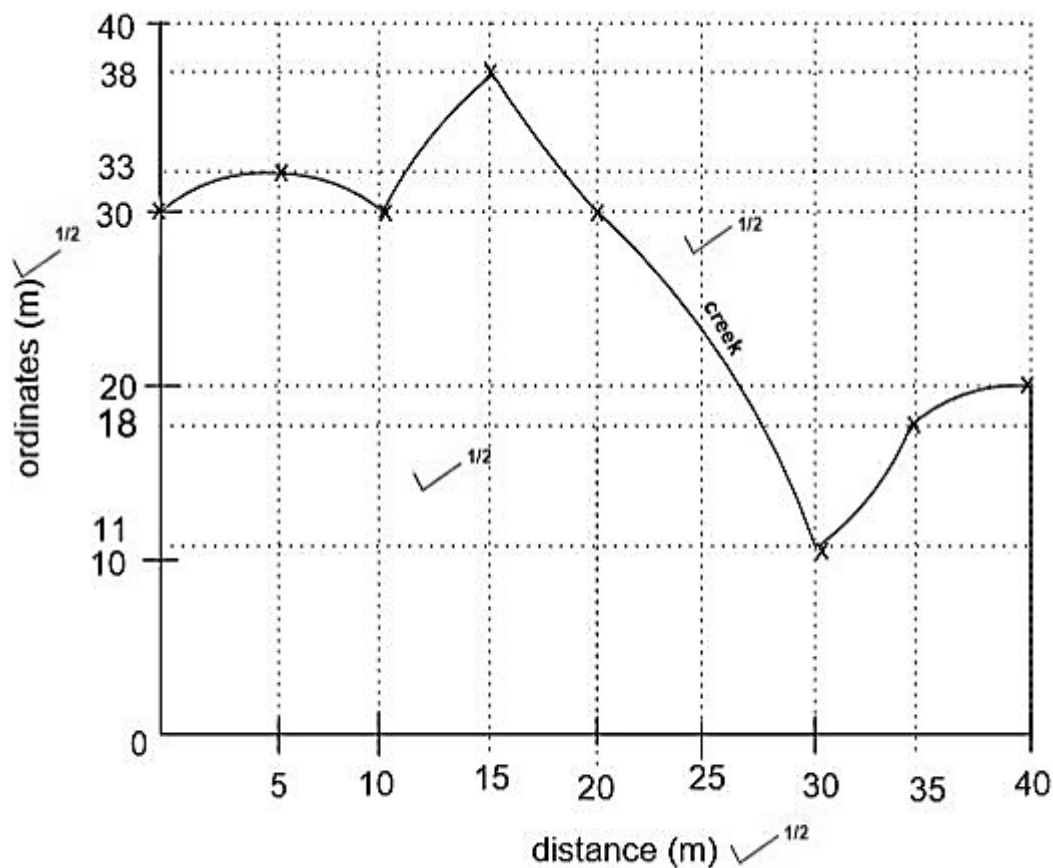
- 7.2
- Main contractor to assist and coordinate
 - Assistance with ordinary equipment, e.g. scaffolding storing place and services, such as water and electricity
 - Clear water in advance
 - Main contractor is paid for attendance by owner (a clause should be in the contract)
 - Special plant which the contractor does not have will not be supplied by main contractor

(Any 4 × 1)

(4)

[10]**QUESTION 8: MASS-HAUL PROGRAMME**

8.1



(2)

- 8.2 $A = \frac{1}{2} \times 5 [(30 + 20) + 2(33 + 30 + 38 + 30 + 18 + 11 + 18)] \checkmark$
 $A = \frac{1}{2} \times 5 [(50) + 2(178)]$
 $A = 5 \times 406 / 2 \checkmark$
 $A = 1\,015 \text{ m}^2 \checkmark$ (3)
- 8.3 $A = \frac{1}{3} \times 5 [(30 + 20) + 2(30 + 30 + 11) + 4(33 + 38 + 18 + 18)] \checkmark$
 $A = \frac{1}{2} \times 5 [(50) + 2(71) + 4(107)]$
 $A = \frac{1}{2} \times 5 [(50 + 142 + 428)] \checkmark$
 $A = 5 \times 620 / 3 \checkmark$
 $A = 1\,033,33 \text{ m}^2 \checkmark$ (4)
- 8.4 Both are precise. (1)
[10]

QUESTION 9: VARIATIONS, OMISSIONS AND EXTRAS

- List of persons present
 - Acceptance of previous minutes
 - Matters arising from the minutes
 - Progress of work
 - Labour, plant or material shortages
 - Outstanding information
 - Review of nominated subcontractors and suppliers
 - Variation and/or claims for extra
 - Any other business
 - Date of the next meeting
- [10]**

QUESTION 10: SITE MEETINGS

- 10.1 The time difference between the scheduled completion date $\checkmark$ and the required date to meet $\checkmark$
- 10.2 The time period between the early start or finish of one activity $\checkmark$ and the early start or finish of another in the sequential chain $\checkmark$
- 10.3 Fast-tracking a project means that the activities normally done in series $\checkmark$ are done in parallel. $\checkmark$
- 10.4 Forward pass through a network means that work is done from left to right $\checkmark$ beginning at the client's start date. $\checkmark$
- 10.5 Backward pass begins at the client's end date $\checkmark$ where the forward pass ends. $\checkmark$
- (5 × 2) **[10]**

