



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

BUILDING ADMINISTRATION N5

18 August 2023

This marking guideline consists of 6 pages.

QUESTION 1: EARNINGS AND EXPENDITURE

- 1.1
- Site clearing and levelling
 - Fencing
 - Site offices
 - Storage area
 - Break area
 - Road access
 - Utilities
- (7)
- 1.2
- Bill of quantities
 - Schedule of rates
- (2)
- 1.3
- Glazing breaking during the delivery of windows or something major such as discovering that the construction site is on top of an old landfill site.
- (1)
- [10]**

QUESTION 2: MAIN CONTRACTORS AND SUB-CONTRACTORS

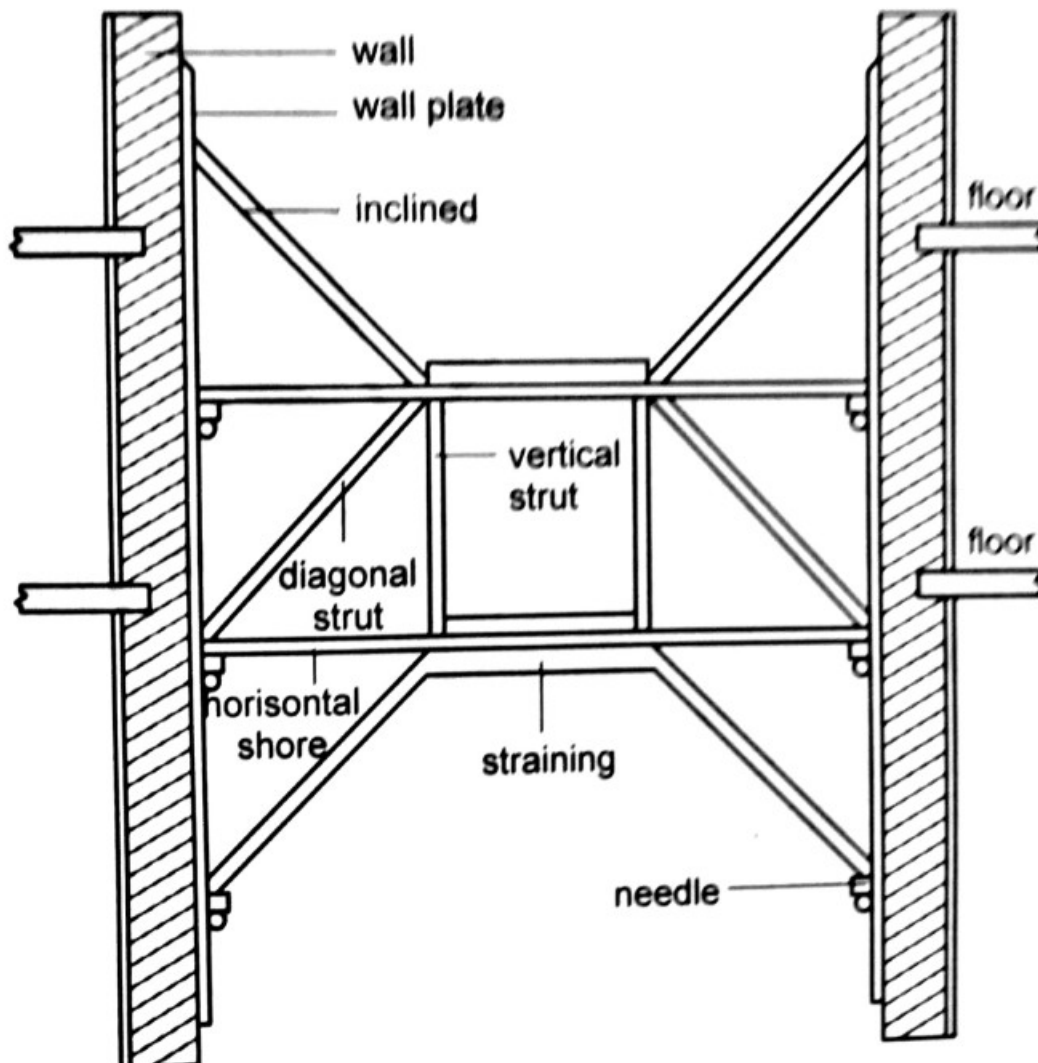
- 2.1
- Read the drawing: sub-contractors must be able to read the drawing provided by the main contractor and perform their specialised work accordingly.
 - Maintain constant communication: sub-contractors must communicate regularly with the main contractor about the activity they perform.
 - Comply with safety policies and procedures: sub-contractors are responsible for following all site safety policies and procedures while working on the main contractor's site.
 - Meet tax obligations: sub-contractors have to ensure that they pay income tax and report their income to the South Africa Revenue Service (SARS).
(4 × 2)
- (8)
- 2.2
- Contractors may not have all of the necessary skills.
 - Because contractors may not have resources to complete the work described in a construction contract, they appoint subcontractors to complete some aspect of a project on their behalf.
- (2)
- [10]**

QUESTION 3: SITE MEETINGS AND SITE RECORDS

- 3.1 A typical notice of or invitation to a site meeting will consist of the date, the time, and the location where the meeting will be held. It is usually accompanied by the minutes of the previous meeting and the agenda of the scheduled meeting. (3)
- 3.2 A site diary is a record of a construction project's on-site progress. The work that has been done, the work that has been completed, problems that arose and were solved, and outstanding issues are recorded in it. (3)
- 3.3 3.3.1 Material records are used to ensure that the materials to be used have the client's approval, keep test records, and monitor material stock levels.
- 3.3.2 In site records are noted the on-site progress of a construction project, which includes work that was done, work that was completed, problems that arose and were solved, as well as outstanding issues. (2 × 2) (4)
- [10]**

QUESTION 4: MECHANICAL PLANT

- 4.1 4.1.1 True
- 4.1.2 True
- 4.1.3 True
- 4.1.4 True
- 4.1.5 True
- (5 × 1) (5)
- 4.2 4.2.1 D
- 4.2.2 C
- 4.2.3 D
- 4.2.4 A
- 4.2.5 B
- 4.2.6 A
- 4.2.7 C
- 4.2.8 C
- 4.2.9 B
- 4.2.10 A
- (10 × 1) (10)
- [15]**

QUESTION 5: SUPPORT FOR STRUCTURES

Allocate (10 × ½) marks for the correct labelling.
Allocate 5 marks for the drawing.

[10]**QUESTION 6: MASS HAUL DIAGRAMMS**

6.1	6.1.1	Balance line/Grade line	
	6.1.2	Centre of gravity	(1)
	6.1.3	Grade point	(1)
	6.1.4	X	(1)
	6.1.5	CD	(1)
	6.1.6	Centre line	(1)

	6.1.7	(a) LMY (b) YNP	(2)
	6.1.8	(a) Cut positive (b) Fill positive	(2)
6.2	6.2.1	The maximum distance that excavated material is transported without charging extra.	(2)
	6.2.2	This is a distance (greater than a station increment) over which earth is transported.	(2)
	6.2.3	Filling with material, plotted as a 9+) quantity.	(2)
	6.2.4	It is an excavation that was dug to provide fill.	(2)
	6.2.5	Take-away material, plotted with (-) quantity.	(5 × 2)
			(10) [20]

QUESTION 7: VARIATIONS, OMISSIONS AND HANDING OVER

7.1	- Additions: additional work is added to the original scope of work. - Omissions: when work is removed from the original scope of work. - Substitutions: when one type of work is replaced with another.	(3 × 2)	(6)
7.2	- Obvious defects: defects that are conspicuous to everyone involved. For example, you were contracted to build a house but on completion, an enormous hole has formed in the floor. - Latent defects: defects that are hidden at first and are revealed only at a later stage. For example, when the roof of a building that was seemingly build according to specifications, collapses after a time.	(2 × 2)	(4)
			[10]

QUESTION 8: STATUTORY BODIES

- 8.1
- Reduces the time and the cost to deliver a building project of a high standard.
 - Client needs are met much better.
 - Enhances the reputation of a contractor or company.
 - Reduces waste; not only the waste of materials, but also time because of poor management and practices.
- (4)
- 8.2
- Master Builders South Africa.
 - South African Forum of Civil Engineering Contractors.
 - Electrical Contractors Association South Africa.
 - Constructional Engineering Association.
 - Association of South African Quantity Surveyors.
 - Small Contractors Association South Africa.
- (6)
- 8.3
- Employees receive a fair wage.
Employees have job security.
Employees have regulated breaks and work hours.
Labour unrest is minimised.
Better working conditions.
Victims of on-duty accidents get adequate compensation.
Strikes and conflicts are reduced.
- (Any 5 × 1) (5)
- [10]**
- TOTAL: 100**