



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

BUILDING ADMINISTRATION N5

31 March 2026

This marking guideline consists of 6 pages.

QUESTION 1: EARNINGS AND EXPEDITURE

- 1.1 1.1.1 They provide labour for the main contractor, the work is the main contractor's responsibility, and the material is provided by him/her.
- 1.1.2 Is selected by client, but their work remains the main contractor's responsibility.
- 1.1.3 It is the contractor's responsibility to choose and procure the person and assign work to him/her.
- (3 × 2) (6)
- 1.2
 - TLB
 - Excavators
 - Scaffolding
 - Lifts
 - Cranes
- (Any 4 × 1) (4)

[10]

QUESTION 2: MAIN CONTRACTOR AND SUB-CONTRACTORS

- 2.1
- ✓ STEP 1 Do research

↓

✓ STEP 2 Develop bid strategy

↓

✓ STEP 3 Prepare bid

↓

✓ STEP 4 Provide references

↓

✓ STEP 5 Check and submit tender
- (5)

- 2.2 A – Plumbing works
B – Heating and ventilation
C – Electrical work
D – Tiling
E – Bricklaying
- (5)

[10]

QUESTION 3: SITE MEETINGS

Agenda for site meeting		
Project: Erection of Mfulu Bridge		
Date: 20 September 2026	Time: 14:00	Venue: 25 Douglas Drive, Fourways, Gauteng
Client:	Human Settlement	
Project management	YMC Consultants	
Community leader	Ekurhuleni Municipality Councillor	
Main contractor	Prime Construction	
1.	Welcome (Chairperson)	5 minutes
2.	Attendance and apologies (All)	5 minutes
3.	Minutes (All)	10 minutes
4.	Matters arising from the previous minutes (Chairperson)	
5.	Progress a) Presentation b) Discussion c) Action items	30 minutes
6.	Project costs a) Presentation b) Discussion c) Action items	15 minutes
7.	Health and safety a) Presentation b) Discussion c) Action items	10 minutes
8.	General	
9.	Date of next meeting	
10.	Meeting adjourned	

[10]

QUESTION 4: MECHANICAL PLANT

- 4.1 4.1.1 B
 4.1.2 C
 4.1.3 A
 4.1.4 D
 4.1.5 C
 4.1.6 C
 4.1.7 B
 4.1.8 C
 4.1.9 C
 4.1.10 C

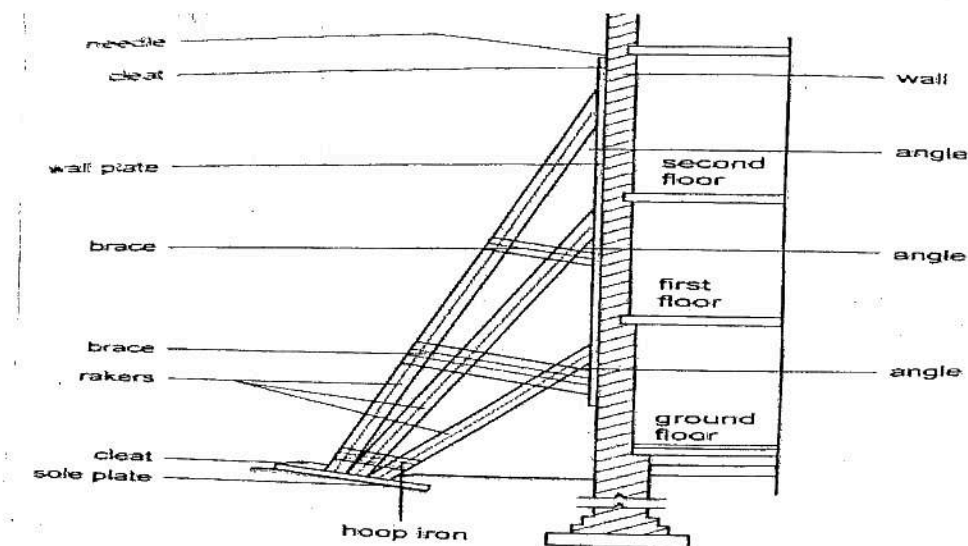
(10 × 1) (10)

- 4.2
- Truck-mounted crane
 - Track-mounted crane
 - Mobile jib crane
 - Overhead crane
 - Hammerhead crane
 - Level-luffing crane

(Any 5 × 1)

(5)
[15]

QUESTION 5: SUPPORT FOR STRUCTURES



Labels	4
Correct sketch	4
Neatness	2
	10

[10]

QUESTION 6: MASS HAUL DIAGRAMS

- 6.1
- 6.1.1 The distance that excavated material should be moved beyond the free haul distance and which will incur additional costs.
- 6.1.2 The distance that excavated material can be moved without incurring additional costs.
- 6.1.3 When the cut and fill volumes are equal.
- 6.1.4 The transport of excavated material from the original to the final location in the work area or other disposal area.
- 6.1.5 Stations where the project design transitions from cut to fill; in a mass-haul diagram, a grade point is the highest or lowest point in a mass-haul region.

(5 × 1)

- 6.2
- | | |
|--------|----------------------------|
| 6.2.1 | Cut |
| 6.2.2 | Average haul |
| 6.2.3 | Fill |
| 6.2.4 | Grade point |
| 6.2.5 | Cut/Maximum ordinate point |
| 6.2.6 | Base line |
| 6.2.7 | Grade point |
| 6.2.8 | Cut |
| 6.2.9 | Balance point |
| 6.2.10 | Fill |
- (10 × 1) (10)
- 6.3
- $$\frac{5}{3} [(First\ point + last\ point] + 2\ (sum\ of\ odds) + 4\ (sum\ of\ evens)]$$
- $$\frac{5}{3} [(12+20) + 2\ (24 + 34 + 32) + 4\ (28 + 30 + 40)] \checkmark$$
- $$\frac{5}{3} [(32) + (2 \times 90) + (4 \times 98)] \checkmark$$
- $$= 1,6667\ (32 + 180 + 392) \checkmark$$
- $$= 1\ 0006,87\ m^2 \checkmark \checkmark$$
- (5)
[20]

QUESTION 7: VARIATION, OMISSION AND HANDING OVER

- 7.1 The following are scenarios of variations and how these variations will affect the project costs:
- Site instructions
A site instruction is a formal written instruction sent to the contractor. ✓ This document contains directives for the contractor who is working on a particular project. ✓
Site instructions are issued:
When the instructions vary from the design, quality or quantity of the works. ✓
To enforce a contractual provision. ✓
To resolve discrepancies. ✓
- (5)
- 7.2
- | | |
|-------|---|
| 7.2.1 | Refers to the contractor's obligation to repair any damage that results from the work that they had performed. |
| 7.2.2 | Is the state of completion where, in the opinion of the principal agent, completion of the works has substantially been reached and the structure can effectively be used for the purpose intended. |
- (2 × 1) (2)
- 7.3
- Attend to any defects
 - Complete all the required minor works
 - Attend to any damages covered by the contract agreement
- (3)
[10]

QUESTION 8: STATUTORY BODIES

- 8.1
- To give effect to and regulate the fundamental right conferred by Section 27 of the Constitution of the Republic of South Africa, 1996, including the right to fair labour practices, the right to form and join trade unions and employer's organisations,✓ the right to organise and bargain collectively, and the right to strike and lockout.
 - To provide a framework for regulating the relationship between employees and their union, and employers and employers' organisations.✓
 - To foster orderly collective✓ bargaining at sectoral level, employee participation in decision-making in the workplace, and the effective✓ resolution of labour disputes.
- (4)
- 8.2
- Working time
 - Leave
 - Of employment and remuneration
 - Termination of employment
 - Prohibition of employment of children and forced labour (Any 4 × 1)
- (4)
- 8.3
- Promote the constitutional right of equality and the exercise of true democracy
 - Eliminate unfair discrimination in employment
 - Ensure the implementation of employment equity to redress the effects of discrimination
 - Achieve a diverse workforce
 - Promote economic development and efficiency in the workforce (Any 4 × 1)
- (4)
- 8.4
- Develop the skill of the workforce to improve quality of life, improve productivity, promote self-employment, improve the delivery of social services
 - Increase investment in education and training
 - Encourage workers to participate in leadership and other training programmes
 - Ensure the quality of education and training in the workplace
 - Achieve these goals by establishing the National Skills Authority, the National Skills Fund, Sector Education and Training Authorities (SETAs) (Any 3 × 1)
- (3)
- [15]

TOTAL: 100