



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

BUILDING ADMINISTRATION N5

1 December 2025

This marking guideline consists of 6 pages.

QUESTION 1: EARNINGS AND EXPENDITURES

- | | | | | |
|-----|-------|-----------------------|---------|-------------|
| 1.1 | 1.1.1 | Copper✓ | | |
| | 1.1.2 | Hand and power tools✓ | | |
| | 1.1.3 | Site office✓ | | |
| | 1.1.4 | Plastic✓ | | |
| | 1.1.5 | Glass✓ | | |
| | 1.1.6 | Measure works✓ | | |
| | | | (6 × 1) | (6) |
| 1.2 | • | Excavator✓ | | |
| | • | Loader✓ | | |
| | • | Bulldozer✓ | | |
| | • | Backhoe✓ | | |
| | | | | (4) |
| | | | | [10] |

QUESTION 2: MAIN CONTRACTORS AND SUBCONTRACTORS

- | | | | | |
|------|-----|--|----------|-------------|
| 2.1 | D ✓ | | | |
| 2.2 | B✓ | | | |
| 2.3 | C✓ | | | |
| 2.4 | B✓ | | | |
| 2.5 | C✓ | | | |
| 2.6 | B✓ | | | |
| 2.7 | D✓ | | | |
| 2.8 | A✓ | | | |
| 2.9 | C✓ | | | |
| 2.10 | C✓ | | | |
| | | | (10 × 1) | [10] |

QUESTION 3: SITE MEETINGS

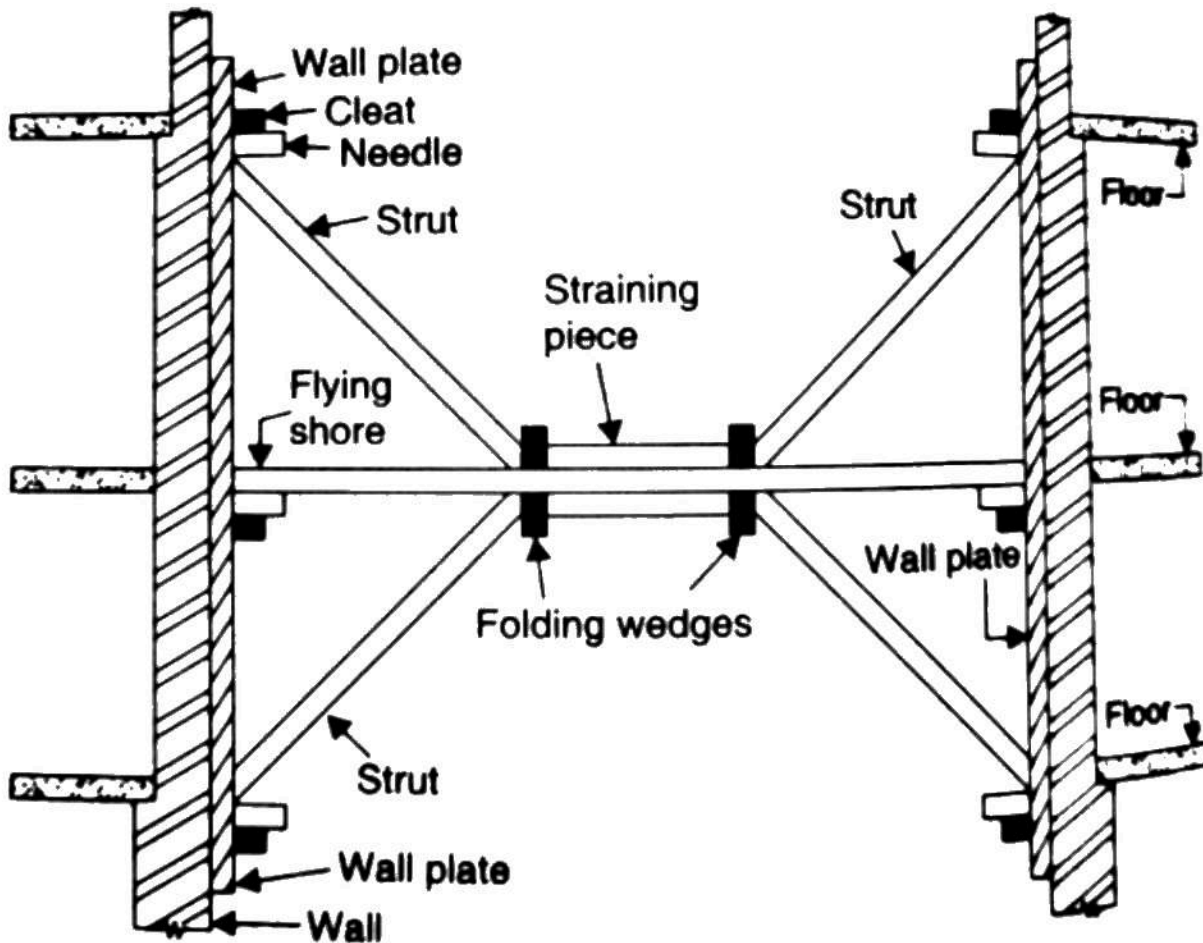
- | | | | | |
|-----|--------|----------------------|----------|-------------|
| 3.1 | 3.1.1 | Agenda✓ | | |
| | 3.1.2 | Minutes✓ | | |
| | 3.1.3 | Attendance✓ | | |
| | 3.1.4 | Motions✓ | | |
| | 3.1.5 | Constitutions✓ | | |
| | 3.1.6 | Quorum✓ | | |
| | 3.1.7 | Secretary✓ | | |
| | 3.1.8 | Chairperson✓ | | |
| | 3.1.9 | Seconder✓ | | |
| | 3.1.10 | Executive committee✓ | | |
| | | | (10 × 1) | [10] |

QUESTION 4: MECHANICAL PLANT

- 4.1 Predictive maintenance involves using technology to analyse a piece of equipment's condition, status and performance, in real time.✓ Data is collected during normal operations✓ and is continuously analysed.✓ If an abnormality is detected, the owner or operator is notified, and the chance of unexpected machine failure is reduced.✓ Technology that enables the real-time data collection, as well as the analysis of the data, is called condition-based monitoring.✓ (5)
- 4.2
1. Foundation✓
 2. Tower or mast✓
 3. Turntable✓
 4. Counter jib✓
 5. Counterweights✓
 6. Main winch and motors✓
 7. Rear pendant✓
 8. Tower peak or apex✓
 9. Fore pendant✓
 10. Trolley✓
 11. Hook block✓
 12. Jib✓
 13. Operator's cab✓

(13 × 1) (13)
[18]

QUESTION 5: SUPPORT TO STRUCTURES



Correct Sketch	2
Any 7 labelling	7
Neatness	1
Total	10

[10]

QUESTION 6: MASS HAUL DIAGRAMS

- 6.1 6.1.1 The distance excavated material must be moved beyond the free haul distance and which will incur additional costs.✓
- 6.1.2 The distance excavated material can be moved without incurring additional cost.✓
- 6.1.3 When the cut and fill volumes are equal.✓
- 6.1.4 The transport of excavated material from its original position, its 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 at the highest or lowest points in a mass haul region.✓

(5 x 1)

- 6.2 $s/3[(\text{first point} + \text{last point}) + 2 (\text{sum of odds}) + 4 (\text{sum of evens})]$
 $3/3 [(9,6+9,8) + 2 (9,2 + 9,5) + 4 (10,1+ 11+ 11)]✓$
 $3/3 [(19,4) + (2 \times 18,7) + (4 \times 32,1)]✓$
 $1 [(19,4 +37,4 + 128,4)]✓$
 $= 1(185,2)✓$
 $= 185,2 \text{ m}^2✓✓$ (6)
- 6.3
- Selection of equipment to be used for hauling.✓
 - If a single piece of equipment is sufficient or if a combination of equipment is better.✓
 - How much overhaul is required and how to minimise it.✓
 - How much cut and fill are required to identify borrow pits and dumping sites.✓
 - Identification of distance until there are no additional requirements for borrow fill material.✓
 - Planning the movement of excavated soil off the site from cuts and fill, so that haul distance is minimised to reduce the cost of earthworks.✓
- (6)
[17]

QUESTION 7: VARIATION, OMISSION AND HANDOVER

- 7.1 A practical completion certificate is a formal document that signifies the works, as a set in contract,✓ have been completed to such an extent that the client can safely use the works for its intended purpose.✓ To get to the practical completion certificate,✓ the constructor must contact the engineer once they believe that the project is near completion and request the certificate.✓ The engineer has 14 days to respond. Should the engineer feel that the project is not practically complete,✓ a list that shows the outstanding task must be provided to the contractor.✓ Once the task have been completed, the contractor still has time to complete the minor items and rectify the identified defects,✓ as long as the clients is not inconvenienced.✓ (8)
- 7.2 Items of work deleted from the bill of quantities by a variation order.✓✓ (2)
[10]

QUESTION 8: STATUTORY BODIES

- 8.1
- It oversees the sustainability and growth of construction companies in South Africa✓
 - The CIDB sets national standards for construction contracts and delivery✓
 - by standardising the construction procurement, based on best practice✓
 - Uniformity in construction procurement✓
 - Construction industry performance improvement✓
 - Efficient and effective infrastructure delivery✓

8.2	• Working hour✓		
	• Leave✓		
	• Particulars of employment and remuneration✓		
	• Termination of employment✓		
	• Prohibition of employment of children and forced labour✓	(Any 4 × 1)	(4)
8.3	• Social justice✓		
	• Labour peace and democracy✓		
	• Fair labour practices✓		
	• Guidelines for strikes and lock-outs✓		
	• Economic development✓	(Any 5 × 1)	(5)
			[15]
TOTAL:			100