



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE BUILDING ADMINISTRATION N6

14 February 2022

This marking guideline consists of 4 pages.

QUESTION 1

- 1.1
- | | |
|--------|-------|
| 1.1.1 | False |
| 1.1.2 | False |
| 1.1.3 | True |
| 1.1.4 | True |
| 1.1.5 | True |
| 1.1.6 | True |
| 1.1.7 | True |
| 1.1.8 | True |
| 1.1.9 | True |
| 1.1.10 | False |

(10 × 1) (10)

- 1.2
- | | |
|--------|---|
| 1.2.1 | C |
| 1.2.2 | A |
| 1.2.3 | A |
| 1.2.4 | C |
| 1.2.5 | C |
| 1.2.6 | A |
| 1.2.7 | C |
| 1.2.8 | C |
| 1.2.9 | B |
| 1.2.10 | B |

(10 × 1) (10)
[20]**QUESTION 2**

2.1

EXPENDITURES	EARNINGS
• Site overheads • Direct cost of labour • Sub-contractor's account • Head office establishment of charges • Invoices of materials and nominated sub- contractors	• Measured work • Increase in cost of materials • Day works based on rates • Preliminaries • Nominated materials

(5 × 2) (10)

2.2

PERSONNEL	APPOINTMENT	PAYMENTS
3.1.1 Nominated sub-contractor	Architect ✓	Architect ✓
3.1.2 Ordinary sub-contractor	Main Contractor ✓	Main Contractor ✓
3.1.3 Main contractor	Architect ✓	Client ✓
3.1.4 Quantity surveyor	Architect ✓	Client ✓
3.1.5 Architect	Client ✓	Client ✓

(5 × 2) (10)
[20]

QUESTION 3

- 3.1 3.1.1 A
 3.1.2 C
 3.1.3 D
 3.1.4 B
 3.1.5 E
- (5 × 2) (10)
- 3.2 3.2.1 Practical completion✓ – The state of completion, in the architect's opinion, that work is substantially complete and can effectively be used for the purpose thereof.✓
- 3.2.2 Certificate of practical completion✓ – A certificate issued by the architect to the contractor accepting that practical completion of work has been achieved.✓
- 3.2.3 Latent defect liability period✓ – The period begins on the date of commencement of the construction period and terminates five years from the date of practical completion.✓
- 3.2.4 Conditions of contract✓ – Those conditions are normally approved by Building Industry Federations of South Africa (BIFSA).✓
- 3.2.5 Bills of quantities✓ – It is a list of work items that a contractor should price or give description of work, quantities, rates or price.✓
- (5 × 2) (10)
- [20]**

QUESTION 4

- 4.1 • May question any person on the premises.
 • May perform any other function as may be prescribed.
 • He/She may inspect any articles, substances, plants and machinery which are on the premises.
 • May examine books, any files or documents.
 • May direct employer or employee to appear before him/her at a specific time and place.
 • May enter the work place without any previous notice at any reasonable time.
 • May require explanations from the person who makes entries in books, records or documents.
- (Any 5 × 2) (10)

- 4.2
- Report any unhealthy and unsafe situation that may come to his/her attention.
 - Report any accident that may cause injury to him/her or other employees at work.
 - Employee shall take any reasonable care for health and safety of other persons who may be affected by his/her acts and omissions.
 - Carry out any lawful acts allocated to him/her, and obey the health and safety rules laid down to him/her, by his/her employer or anyone authorised by his/her employer.
 - Co-operate with any person in the work place.
 - Respect authority and deliver what is expected out of him/her. (Any 5 × 2) (10)
- [20]**

QUESTION 5

- 5.1 Waste of material ✓
- Ordering more materials than needed ✓
 - Failure to follow job instructions ✓
 - Not following instruction on how to handle materials ✓
 - Maladjustment of machinery ✓
- Waste of space ✓
- Improper storage of materials ✓
 - Faulty layout of machines ✓
 - Fully packed workplace ✓
 - Improper housekeeping ✓
- Waste of manpower ✓
- Favouritism and justice ✓
 - Not keeping promises ✓
 - No intelligent leading and direction ✓
 - Unfulfilled promises ✓
- (4 × 4) (16)
- 5.2
- Fuel
 - Oxygen
 - Heat
 - Chain reaction
- (4)
[20]

TOTAL: 100