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# higher education & training

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Department:  
Higher Education and Training  
**REPUBLIC OF SOUTH AFRICA**

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NATIONAL CERTIFICATE

**BUILDING ADMINISTRATION N5**

(4090045)

**14 November (X-Paper)**  
**09:00 – 12:00**

**This question paper consists of 6 pages.**

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING**  
**REPUBLIC OF SOUTH AFRICA**  
NATIONAL CERTIFICATE  
BUILDING ADMINISTRATION N5  
TIME: 3 HOURS  
MARKS: 100

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**INSTRUCTIONS AND INFORMATION**

1. Answer ALL the questions.
  2. Read ALL the questions carefully.
  3. Number the answers correctly according to the numbering system used in this question paper.
  4. The length of the answers is determined by the mark allocation.
  5. Answer in full sentences where possible.
  6. Use your own words.
  7. Write neatly and legibly.
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**QUESTION 1**

Complete the following paragraphs on the handling of building material by filling in the missing word(s) or phrase. Write only the missing word(s) or phrase next to the question number (1.1 – 1.10) in the ANSWER BOOK.

When materials are needed on site, the general foreman contacts the (1.1 ...) department of the head office to order them from the suppliers. As soon as the materials arrive on site the foreman will check their quantity and quality and will sign the (1.2 ...). At the storing areas and sheds the (1.3 ...) has to keep records of all materials which are received or dispensed.

At present in South Africa a number of security measures have to be taken as (1.4 ...) has become a real problem. Another big problem is the (1.5 ...) of the materials, which means that they are not handled properly and that off-cut and leftovers are left lying around, get damaged or are thrown away.

Bulk materials such as sand, crushed stone and bricks should be off-loaded and stored as near as possible to the (1.6 ...). Timber, cement in sacks and other materials that are easily damaged by (1.7 ...) must be kept under shelter. Chemicals like paint and acid which (1.8 ...) must be securely locked away. Sanitary fittings and glass panes should be stored on racks with enough space in between, because (1.9 ...). Iron monger, taps and other small items have to arrive as late as possible on site and only fixed at the latest stage possible, because of (1.10 ...).

**[10]****QUESTION 2**

A few paragraphs regarding variation orders are given below. Write only the missing word next to the question number (2.1 – 2.10) in the ANSWER BOOK.

A clause in the principal building agreement makes provision for (2.1 ...) which are any deviations from the original drawings or specifications.

To see whether the deviations fall within the employer's budget, the quantity surveyor prepares (2.2 ...). Deviations which are difficult to price, because items and rates differ from those in the bill of quantities, are evaluated by means of (2.3 ...). Foreseen deviations like plumbing and drainage work are easily re-measured as the items and rates are found in the bills of quantities under the section (2.4 ...).

If the deviation increases the tender price, the employer's additional payments are (2.5 ...). If certain deviations cause the employer to pay less for certain sections of work as originally planned for, the amounts are called (2.6 ...). If certain deviation causes the builder to do less work as originally planned for the measurements are called (2.7 ...), namely (2.8 ...), have to make up the difference.

On the other hand, deviations usually may not turn out to increase the total tender price, for that purpose a lump sum amount for (2.9 ...) is allowed to limit the contract price. With large contracts, price increases caused by inflation are also deviations and compensation is called (2.10 ...).

**[10]**

**QUESTION 3**

Give ONE word/term for each of the following descriptions by choosing a word/term from the list below. Write only the word/term next to the question number (3.1 – 3.10) in the ANSWER BOOK.

action column; engineer; agenda; minutes; apologies; motions; attendance register; quorum; chairperson; seconder; closing; secretary; constitution; site manager; executive committee; worker

- 3.1 A list of business items or activities to be dealt with at a meeting in a specific order
- 3.2 The report of the resolutions taken at a meeting, but also included an impartial version of the proceedings at a meeting
- 3.3 A list on which the members present are carefully stipulated
- 3.4 Points of discussion or proposals which fall under the so-called new business
- 3.5 The rules by which meetings are governed
- 3.6 The minimum number of members to be present to be able to take resolutions
- 3.7 The executive official on whose efficient shoulders the whole administration rests
- 3.8 The person who ensures that all discussions are relevant and addressed to the chair and that adequate opportunity is given to all members to express their views
- 3.9 The person who supports a proposal before it can be voted on
- 3.10 The members who do not take resolutions or make recommendations to the general meeting

**[10]****QUESTION 4**

- 4.1 List FIVE different earthwork categories in which mechanical plant may be grouped with ONE type of mechanical plant in each of the categories. (5)
- 4.2 Explain the following modern road constructions:
- 4.2.1 THREE advantages of mechanisation (3)
- 4.2.2 TWO advantages of labour intensive methods (2)

**[10]**

**QUESTION 5**

Write TEN explaining aspects on delegation.

HINT: Include a definition. You could write about the importance/advantages, points to be considered and the line of delegation.

**[10]****QUESTION 6**

- 6.1 What are the basic functions and intentions of a contract document? (2)
- 6.2 Name FOUR contract documents and briefly explain how these documents relate to one another. (8)

**[10]****QUESTION 7**

- 7.1 Answer the following in table form. Name only ONE party that decides on the appointment and with whom the following conclude a contract:
- 7.1.1 Main contractor (2)
- 7.1.2 Selected sub-contractor (2)
- 7.1.3 Nominated sub-contractor (2)
- 7.2 Fully explain the term *attendance*. (4)

**[10]****QUESTION 8**

In the Principal Building Agreement a number of clauses regulate the handing over of the completed works.

Describe, define or explain each of the following key terms used in these clauses:

- 8.1 Liability insurance
- 8.2 Latent defects liability
- 8.3 Patent defects liability period
- 8.4 Release of the construction guarantee
- 8.5 Penalty for non-completion
- 8.6 Extension of construction period