



# higher education & training

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

## **MARKING GUIDELINE**

### **NATIONAL CERTIFICATE BUILDING ADMINISTRATION N5**

**20 April 2020**

**This marking guideline consists of 6 pages.**

**QUESTION 1**

1.1	1.1.1	C		
	1.1.2	B		
	1.1.3	C		
	1.1.4	D		
	1.1.5	C		
			(5 × 1)	(5)
1.2	1.2.1	Client/owner		
	1.2.2	Client/owner		
	1.2.3	Interim payment certificate		
	1.2.4	Contractor		
	1.2.5	Quantity surveyor		
			(5 × 1)	(5)
1.3	1.3.1	G		
	1.3.2	H		
	1.3.3	J		
	1.3.4	A		
	1.3.5	B		
	1.3.6	D		
	1.3.7	I		
	1.3.8	C		
	1.3.9	E		
	1.3.10	F		
			(10 × 1)	(10)
				<b>[20]</b>

**QUESTION 2**

2.1	Preventive maintenance: ✓ regular inspection by a competent mechanic to make sure that machines are kept in order. ✓ Planned maintenance: ✓ is where it is found that there is need for a major repair of a machine, which requires planning and necessary arrangements to replace the machine. ✓			(4)
2.2	<ul style="list-style-type: none"> <li>• Review objectives</li> <li>• Determine major steps</li> <li>• Establish priorities</li> <li>• Schedule</li> <li>• Determine detail</li> <li>• Review and reconcile</li> </ul>			(6)
2.3	$6500 / 5 / 50 = 26$ days			(2)
2.4	Period planning: you take out a period from the master plan for a closer examination. Usually the period is four to six weeks. Stage planning: A stage or a section of the master plan is taken out for a closer examination.			(2)
				<b>[14]</b>

**QUESTION 3**

- 3.1
- Ordering in good time
  - Ordering the correct quantity
  - Most economical rates
- (3)
- 3.2 It should be clearly noted on both delivery notes. ✓ One for the site and one goes back with the driver. ✓
- (2)
- 3.3
- Material transfer form should be signed
  - Original to head office
  - Copy to the site it is transferring to
  - Copy retained at the site
- (4)
- 3.4
- Ensure correct materials are delivered
  - Issuing the right amount of materials
  - Ensure workmen are not producing excess off cuts
  - Make sure materials do not disintegrate at the storage
  - Collect waste and try to reuse
- (5)  
**[14]**

**QUESTION 4**

- 4.1
- Sound workmanship
  - Work constructed at a faster rate of progress
  - Work constructed at a low cost
- (3)
- 4.2
- Apply for telephone, water and electrical connection
  - Access roads
  - Material storage rooms
  - Administration buildings
  - Plant workshops and services
- (Any 4 × 1) (4)
- 4.3
- Must decide exactly what should be delegated
  - Must select a person who is capable to carry out the task
  - Must ensure that the person knows exactly what is expected of him
  - Make sure that everyone involved knows about this person's delegated obligation
  - Must check occasionally to make sure the task is being done properly
- (Any 4 × 1) (4)  
**[11]**