



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE
BUILDING ADMINISTRATION N5

15 July 2022

This marking guideline consists of 6 pages.

QUESTION 1

- 1.1 programming
- 1.2 daywork schedule
- 1.3 cranes
- 1.4 programme
- 1.5 electrically powered plant
- 1.6 production planning
- 1.7 borrow pit
- 1.8 haul
- 1.9 small firms
- 1.10 business integrity

(10 × 1) [10]

QUESTION 2: PROGRESS CHARTS AND SCHEDULES

- 2.1 head-office contracts manager
- 2.2 site agent
- 2.3 surveyor
- 2.4 engineer
- 2.5 general foreperson
- 2.6 foreperson carpenter
- 2.7 ganger
- 2.8 foreperson bricklayer
- 2.9 head-office services
- 2.10 safety officer

(10 × 1) [10]

QUESTION 3: SUBCONTRACTORS

- 3.1
 - Actual cost plus percentage
 - Bill rates with work subject to measurement
 - Lump sum as agreed

(3)

3.2

SUBCONTRACTOR'S REPORT	
SUBCONTRACTOR:✓	DATE:✓
WORK:✓	
DRAWINGS REQUIRED✓	
APPROVALS AWAITED✓	
OTHER INFORMATION REQUIRED✓	
MATERIALS POSITION✓	
LABOUR POSITION✓	
	SIGNATURE:✓

(7)
[10]

QUESTION 4: MATERIALS

- 4.1
- One copy to supplier
 - One copy to either the yard storeperson or site
 - One copy to the account department for checking invoices
- (3)
- 4.2
- Materials and stores urgently required on another site
 - Materials and stores surplus transferred to another site either during or on termination of a contract
 - Materials and stores returned to stores during or on termination of a contract
- (3)
- 4.3
- Original to head-office account department
 - Copy to transfer-site clerk or head-office storekeeper
 - Copy signed and returned as a receipt to transferring-site clerk
 - Copy retained by the site clerk on transferring site
- (4)

[10]