

**073205T4CPJ**

**CARPENTRY AND JOINERY LEVEL 5**

**CON/OS/CAJ/CC/05/5/A**

**Manage Sites And Workshops**

**July/August 2024**



**TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION  
COUNCIL (TVET CDACC)**

**WRITTEN ASSESSMENT**

**TIME: 3 HOURS**

**Instructions to Candidate**

1. This paper has two sections **A** and **B**
2. Attempt questions in each section as per instructions given in the section.
3. You are provided with a separate answer booklet.
4. Marks for each question are indicated in the brackets.
5. Do not write on the question paper

**This paper consists of THREE (3) printed pages**  
**Candidates should check the question paper to ascertain that all pages are printed as**  
**indicated.**

**SECTION A: (40 MARKS)**

*Attempt all questions in this section. and write answers in the answer booklet provided.*

1. Storekeeping plays important site management, explain the meaning of storekeeping (4 Marks)
2. Having a store in an organization site is very important. Identify any **FOUR** reasons why its necessary to have a store. (4 Marks)
3. Management plays a big role in any organization. Discuss any FIVE functions of management in an organization. (4 Marks)
4. Tools and equipment's need to be maintained for them to work efficiently. Identify THREE types of maintenance done. (3 Marks)
5. Communication is a way of passing information. Name THREE forms of communication. (3 Marks)
6. Verbal communication has its own advantage and disadvantages. Highlight any THREE advantages of using this method. (3 Marks)
7. Site clearance is one of the activities that is always carried out in site management, outline any THREE activities carried out during site clearance. (3 Marks)
8. Valid contract MUST have essential elements. Identify any FOUR essential elements found in a valid contract (4 Marks)
9. An invoice is one of the procurement documents used. Identify THREE information found in it. (3 Marks)
10. Site investigation should be conducted before any site works commences. Outline any TWO reasons why it is important to do it. (2 Marks)
11. Mechanical plants make work easier in a site. Identify the THREE categories of mechanical plants used on site. (3 Marks)
12. Motivation sis vital in any site organizations, explain the meaning of the term motivation' as used in a site organization. (2 Marks)
13. As a site manager, outline any FOUR ways of motivating workers you would apply on your site (4 Marks)

**SECTION B: (60 Marks)**

*Attempt any THREE questions in this section.*

14. a. Explain the meaning of the term contract. (2 Marks)
- b. Outline three roles of the following parties to a contract. (9 Marks)
- i. Quantity Surveyor
  - ii. Architect
  - iii. National Construction Authority
- c. Describe the following contract documents. (6 Marks)
- i. Working drawings
  - ii. Specifications
  - iii. Form of tender
- d. Identify the THREE methods of tendering. (3 Marks)
15. a. Identify the FIVE preliminary items/activities carried out in a construction a project works (5 Marks)
- b. Outline any FIVE factors to consider when selecting a site to build a workshop. (5 Marks)
- c. Differentiate between hoarding and fencing. (4 Marks)
- d. Outline any SIX factors to consider when designing a site layout. (6 Marks)
16. a. Explain the term filling of documents. (2 Marks)
- b. Highlight any FIVE characteristics of good filing systems. (5 Marks)
- c. Explain any THREE methods of filing documents. (6 Marks)
- d. Identify any TWO office equipment's that you know. (2 Marks)
- e. Identify any FIVE advantages of written communication (5 Marks)
17. a. Outline any SIX factors would you consider when selecting a material supplier. (6 Marks)
- b. Explain the following documents as used in procurement of materials. (8 Marks)
- i. Advice note

- ii. Local purchase order
  - iii. Material transfer note
  - iv. Delivery note.
- c. Highlight any SIX measures taken on site to reduce material wastage. (6 Marks)

easyvet.com