

1308/313
WORK PLANNING AND
MANAGEMENT
Oct./Nov. 2021
Time: 3 hours



THE KENYA NATIONAL EXAMINATIONS COUNCIL
CRAFT CERTIFICATE IN LAND SURVEYING

WORK PLANNING AND MANAGEMENT

3 hours

INSTRUCTIONS TO CANDIDATES

You should have the following for this examination:

Answer booklet;

Scientific calculator.

Answer FIVE of the following EIGHT questions.

All questions carry equal marks.

Maximum marks for each part of a question are indicated.

Candidates should answer the questions in English.

This paper consists of 3 printed pages.

Candidates should check the question paper to ascertain that all the pages are printed as indicated and that no questions are missing.

1. (a) Explain **five** factors that determine the type of organisational structure. (10 marks)
- (b) List **five** documents used in the purchasing process. (5 marks)
- (c) Outline **five** characteristics of a work program. (5 marks)
2. ✓ (a) Outline **ten** types of skills that a workshop supervisor should possess. (10 marks)
- (b) Outline **five** errors encountered when using Electronic Distance Measurements (EDMs). (10 marks)
3. ✓ (a) Outline **five** factors to be considered in selecting equipment and furniture for survey office. (5 marks)
- (b) State **five** factors to be considered in selecting lighting in a workshop. (5 marks)
- (c) Distinguish between 'vertical' and 'horizontal' means of communication. (10 marks)
4. ✓ (a) Explain **six** benefits of natural lighting over artificial lighting in a workshop. (12 marks)
- (b) Outline **eight** rules of effective telephone conversation. (8 marks)
5. ✓ (a) State **seven** types of information contained in an invoice. (7 marks)
- (b) Explain **four** transport challenges encountered by a survey fieldwork team in urban areas. (8 marks)
- (c) Outline **five** benefits of work planning. (5 marks)
6. (a) Distinguish between 'fixed' and 'variable' costs in project costing. (4 marks)
- (b) Outline **three** functions of the Standing Committee on Geographical Names (SCGN). (3 marks)
- (c) Outline **six** functions of National Land Commission (N.L.C). (6 marks)
- (d) List **seven** precautions necessary to promote safety in a workshop. (7 marks)
7. ✓ (a) Outline **six** factors that affect project scheduling. (12 marks)
- (b) List **five** types of lamps used in a workshop lighting system. (5 marks)
- (c) State **three** elements of a sustainable transport system. (3 marks)

8. ^o (a) In relation to an open plan office, state **four**:

- (i) advantages;
- (ii) disadvantages.

(8 marks)

(b) Explain **six** factors that influence project costing.

(12 marks)

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