

1301/313
1304/313
1305/313
SITE AND WORKSHOP MANAGEMENT
June/July 2011
Time: 3 hours



THE KENYA NATIONAL EXAMINATIONS COUNCIL

CRAFT CERTIFICATE IN CARPENTRY AND JOINERY
CRAFT CERTIFICATE IN MASONRY
CRAFT CERTIFICATE IN PLUMBING

SITE AND WORKSHOP MANAGEMENT

3 hours

INSTRUCTIONS TO CANDIDATES:

You should have the following for this examination:

Answer booklet;
Drawing instruments.

Answer any FIVE of the following EIGHT questions.

All questions carry equal marks.

Maximum marks for each part of a question are as shown.

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) List **six** essential conditions to be considered for a contract to be valid. (6 marks)
- (b) Explain the following terms:
- (i) contract documents;
 - (ii) management. (4 marks)
- (c) Explain the following forms of tendering giving at least **two** disadvantages of each:
- (i) open tendering;
 - (ii) selective tendering. (10 marks)
2. (a) Outline **six** characteristics of a good programme of activities for a construction project. (6 marks)
- (b) Sketch a flow diagram of various parties involved in a construction project. (10 marks)
- (c) State **four** factors to consider when selecting an equipment for a construction project. (4 marks)
3. (a) Explain how each of the following materials are stored on site:
- (i) cement;
 - (ii) aggregates;
 - (iii) boards. (9 marks)
- (b) Outline any **six** ways of reducing material wastage on site. (6 marks)
- (c) List any **five** services to be provided on site. (5 marks)
4. (a) State any **five** general rules to be considered when disciplining an employee. (5 marks)
- (b) Explain **five** non financial incentives that may be introduced in a building firm. (10 marks)
- (c) Explain the following modes of communication:
- (i) oral communication;
 - (ii) written communication. (5 marks)

5. (a) With the aid of sketches, explain **three** forms of organizations stating one advantage of each. (8 marks)
- (b) Prepare a complete sample of the following documents.
- (i) advice note;
- (ii) delivery note. (12 marks)
6. (a) List **two** voluntary and **two** statutory deductions that are effected in the payroll during wage preparation. (4 marks)
- (b) Describe **three** different methods of filing systems used in an office. (6 marks)
- (c) Explain any **five** qualities of a good leader. (10 marks)
7. (a) Explain how the following types of mechanical plants work stating the use of each.
- (i) bull dozer;
- (ii) grader. (6 marks)
- (b) Explain the **seven** processes of management. (14 marks)
8. (a) Explain the meaning of the following in connection with building contracts:
- (i) arbitration;
- (ii) interim certificates;
- (iii) defect liability period;
- (iv) time extension. (8 marks)
- (b) State **three** areas to be considered when calculating the cost of accident to:
- (i) individuals;
- (ii) employer. (6 marks)
- (c) Explain **six** welfare items that can be provided for workers on a construction site. (6 marks)