

Name: _____ Index No: _____ / _____

1301/313

Candidate's Signature: _____

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Date: _____

SITE AND WORKSHOP MANAGEMENT

June / July 2012

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**

*Write your name and index number in the spaces provided above.
Sign and write the date of examination in the spaces provided above.
You should have the following for this examination:*

drawing instruments.

*Answer any FIVE of the following EIGHT questions in the spaces provided.
All questions carry equal marks.
Maximum marks for each part of a question are indicated.*

For Examiner's Use Only

Question	1	2	3	4	5	6	7	8	Total
Marks									

This paper consists of 16 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 the importance of the following factors to be considered when selecting a site to build a workshop:
- (i) topography of land;
 - (ii) mode of communication;
 - (iii) availability of raw materials;
 - (iv) availability of market;
 - (v) labour supply.
- (10 marks)
- (b) (i) Explain **four** local authority requirements to be considered when locating a new workshop.
- (ii) Give **one** example to justify each point explained in b(i) above.
- (10 marks)
2. (a) Outline **three** regulations governing the design of a workshop and state **two** ways of achieving each regulation. (12 marks)
- (b) Prepare an invoice for the supply of the following goods:
- (i) 20 bags of portland cement each costing Kshs. 900;
 - (ii) 5 pieces of pipes at Kshs. 250 each;
 - (iii) 10 jack planes at Kshs. 5,000 each.
- (8 marks)
3. (a) (i) Outline **five** reasons for keeping an inventory. (5 marks)
- (ii) Design an inventory form for controlling the movement of tools and equipment in a workshop tools store. (12 marks)
- (b) Outline the procedure of storing galvanized metal water pipes of different diameters on site. (3 marks)
4. (a) State **four** ways of minimizing each of the following on a construction site:
- (i) wastage;
 - (ii) pilferage.
- (4 marks)
- (b) (i) Explain the difference between fencing and hoarding.
- (ii) Give **two** advantages of:
- I. fencing a site;
 - II. hoarding a site.
- (8 marks)

- (c) Explain the following types of maintenance giving one advantage of each:
- (i) adhoc;
 - (ii) planned. (8 marks)
5. (a) Outline **two** preliminary items for the works when locating a site workshop and give **two** examples of each. (9 marks)
- (b) Outline any **four** electrical installation act requirements in relation to workshop design. (8 marks)
- (c) Explain the importance of having a demarcated machine area in a workshop. (3 marks)
6. (a) (i) Prepare a sketch of a site layout for a medium site.
- (ii) State **one** function for each of the six items in a mandatory site layout giving **one** function of each item identified. (12 marks)
- (b) Outline **four** factors to consider in relation to efficient use of a plant on site, whether hired or purchased. (8 marks)
7. (a) State **ten** items that site investigation will help determine on a site. (5 marks)
- (b) (i) Describe open tendering method of bidding for a contract.
- (ii) Outline how open tendering is carried out.
- (iii) Explain **two** conditions that would allow a contractor to be awarded a contract after bidding for it. (15 marks)
8. (a) State **four** situations where a trade union representative may be denied access to crucial information by the employer. (4 marks)
- (b) Outline **six** factors that the bargaining power between the employer and the trade union representatives will depend on during the negotiations process. (6 marks)
- (c) Using a suitable example, develop a case which will lead to the dismissal of an employee. Illustrate the process from the start of the case to the dismissal stage. (10 marks)