

SCAN

Name _____

Index No. _____

1301/313

Candidate's Signature _____

1304/313

1305/313

Date _____

SITE AND WORKSHOP MANAGEMENT

June/July 2015

Time: 3 hours



THE KENYA NATIONAL EXAMINATIONS COUNCIL

CARPENTRY AND JOINERY CRAFT CERTIFICATE
MASONRY CRAFT CERTIFICATE
PLUMBING CRAFT CERTIFICATE

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 the examination in the spaces provided above.
 You should have metric rule / calculator for this examination.
 This paper consists of **EIGHT** questions.
 Answer any **FIVE** questions in the spaces provided in this question paper.
 All questions carry equal marks.
 Maximum marks for each part of a question are as shown.
 Do **NOT** remove any pages from this question paper.
 Candidates should answer the questions in English.

For Examiner's Use Only

Question	1	2	3	4	5	6	7	8	TOTAL SCORE
Candidate's Score									

This paper consists of 20 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) Outline **four** factors to be considered when selecting a site for a workshop. (6 marks)
- (b) (i) State **seven** local authority's requirements on development of buildings;
- (ii) Explain the term "Local Authority Planned Zone". (9 marks)
- (c) Explain **five** factors considered for a workshop layout design. (5 marks)
2. (a) Explain each of the following documents used in the procurement of materials:
- (i) invoice;
- (ii) delivery notes;
- (iii) material transfer;
- (iv) requisition. (8 marks)
- (b) Outline **four** reasons for keeping records. (6 marks)
- (c) Explain **four** essential services for a workshop. (6 marks)
3. (a) (i) Outline **six** objectives of a construction site layout;
- (ii) State **four** storage requirements for each of the following materials:
- I cement;
- II timer;
- III aggregates. (12 marks)
- (b) Explain each of the following as applied to plant and equipment:
- (i) planned maintenance;
- (ii) routine maintenance. (4 marks)
- (c) Highlight **four** financial institutions available for plant and equipment funding. (4 marks)



4. (a) State **four** contract documents for a building project. (2 marks)
- (b) (i) Outline **two** reasons, for non-refundable tender fee;
- (ii) Explain **four** circumstances under which the client is not bound to accept the lowest tender submitted. (10 marks)
- (c) State **four** duties for each of the following on a building project:
- (i) clerk of works;
- (ii) site agent. (8 marks)
5. (a) (i) Describe an organization structure;
- (ii) Explain **three** pre-tender planning functions in an organization. (8 marks)
- (b) (i) Outline **four** requirements of an incentive scheme;
- (ii) State **four** objectives of incentive scheme;
- (iii) List **two** types of financial schemes and **two** types for non-financial schemes. (12 marks)
6. (a) Describe each of the following documents used in an office for a construction site:
- (i) daily report sheets;
- (ii) plant record sheets;
- (iii) site diary;
- (iv) daywork sheets. (8 marks)
- (b) Explain **two** filing systems in an office. (4 marks)
- (c) Explain **four** deductions that are effected in the payroll during wage preparation. (8 marks)



7. (a) Outline **two** requirements of each of the following:

(i) health;

(ii) safety;

(iii) welfare.

(6 marks)

(b) Outline **four** causes of industrial action by workers on site.

(6 marks)

(c) Explain:

(i) **two** types of trade unions;

(ii) **two** roles of trade unions.

(8 marks)

8. (a) Explain the purpose of the following in contract planning:

(i) site investigation;

(ii) method statement.

(b) Explain **four** characteristics of contract planning.

(6 marks)

(c) **Figure 1** shows a critical path analysis diagram with time in days:

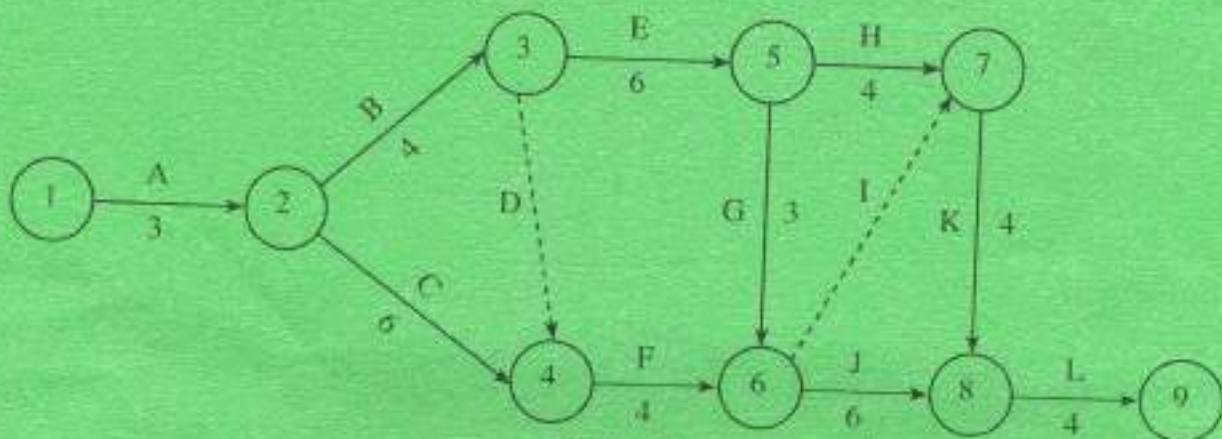


Figure 1

(i) Draw an arrow network diagram and indicate the critical path;

(ii) Prepare an analysis sheet showing the earliest and latest start and finish times.

(8 marks)