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**SITE AND WORKSHOP MANAGEMENT**  
 Oct./Nov. 2018  
 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**

*You should have drawing instruments for this examination:  
 Answer any **FIVE** of the following **EIGHT** questions.  
 All questions carry equal marks.  
 Maximum marks for each part of a question are as indicated.  
 Candidates should answer the questions in English.*

**This paper consists of 4 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) State **five** principles to be observed when administering discipline. (5 marks)
- (b) Explain each of the following terms:
- (i) motivation;
  - (ii) span of control;
  - (iii) team spirit;
  - (iv) leadership. (6 marks)
- (c) Explain **four** control measures to be taken to minimise pilfering and theft of materials in a construction site. (6 marks)
- (d) Highlight uses of a site identification board on a construction site. (3 marks)
2. (a) State **five** factors to be considered when selecting a site for a workshop. (5 marks)
- (b) Explain the term 'Local Authority Planned Zones' giving **four** examples. (6 marks)
- (c) Explain **three** provisions governing the design of a workshop. (9 marks)
3. (a) Explain each of the following procurement documents:
- (i) delivery note;
  - (ii) advice note;
  - (iii) invoice;
  - (iv) payment voucher. (8 marks)
- (b) Describe each of the following contract documents:
- (i) drawings;
  - (ii) bill of quantities;
  - (iii) specifications. (6 marks)
- (c) Differentiate between open tendering and selective tendering citing **two** advantages of each. (6 marks)



4. (a) Outline **four** reasons for conducting routine maintenance on machines. (6 marks)
- (b) State **six** check-list items for conducting routine maintenance for a dumper. (3 marks)
- (c) (i) Explain the purpose of a method statement as relates to contract planning.
- (ii) Illustrate a sample of a method statement. (7 marks)
- (d) Differentiate between management and organization. (4 marks)
5. (a) Explain each of the following for workshop layout:
- (i) working areas;
- (ii) storage areas;
- (iii) machines;
- (iv) offices. (8 marks)
- (b) Explain **four** functions of management. (8 marks)
- (c) Highlight **four** preliminary items for construction project works. (4 marks)
6. (a) Outline **four** points that a contractor will note during site investigation. (6 marks)
- (b) State **four** reasons for termination of an employee's contract. (4 marks)
- (c) Explain **five** factors which may influence industrial dispute in an organisation. (10 marks)
7. (a) Explain each of the following terms:
- (i) interim certificate;
- (ii) defects liability period;
- (iii) completion certificate;
- (iv) commencement notice. (8 marks)



- (b) Outline **four** factors to consider when designing site layout. (6 marks)
- (c) Explain **three** essentials of a valid contract. (6 marks)
8. (a) State **four** functions of an office. (4 marks)
- (b) Explain each of the following forms of communication:
- (i) letter;
  - (ii) report;
  - (iii) memo;
  - (iv) notice. (8 marks)
- (c) (i) State **four** essentials of a filing system.
- (ii) Explain **three** methods of filing used in any organisation. (8 marks)



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