

1521/202, 1601/202

1522/202, 1602/202

1523/202, 1603/202

**WORKSHOP ORGANIZATION AND
MANAGEMENT**

June/July 2019

Time: 3 hours



THE KENYA NATIONAL EXAMINATIONS COUNCIL

**CRAFT CERTIFICATE IN ELECTRICAL AND ELECTRONICS
TECHNOLOGY
(POWER OPTION)
(TELECOMMUNICATION OPTION)
(INSTRUMENTATION OPTION)
MODULE II**

WORKSHOP ORGANIZATION AND MANAGEMENT

3 hours

INSTRUCTIONS TO CANDIDATES

This paper consists of EIGHT questions.

Answer any FIVE questions in the answer booklet provided.

All questions carry equal marks.

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

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) A group of friends intends to register a private limited company. Explain **five** documents that they should submit to the Registrar of Companies before their company is registered. (10 marks)
- (b) Explain **five** product considerations that a manufacturer should make when choosing a channel of distribution. (10 marks)
2. (a) Explain **four** essentials of a valid contract. (8 marks)
- (b) Explain **two** limitations of sales promotion as a marketing strategy. (4 marks)
- (c) Work measurement seeks to achieve certain objectives. Explain **four** of these objectives. (8 marks)
- 3. (a) Distinguish between the following sets of costs, giving an example in each case:
 - (i) fixed costs and variable costs;
 - (ii) factory overheads and administrative overheads. (10 marks)
- (b) Explain **five** measures that should be taken to enhance the effectiveness of planning in an organization. (10 marks)
- 4. (a) Explain the steps that are involved in the buying decision process. (10 marks)
- (b) Outline **five** benefits of the product plant layout. (5 marks)
- (c) Outline **five** advantages of good inventory control in a firm. (5 marks)
- 5. (a) The chief inspector at Punjab Limited has adopted the floor inspection method. Explain **five** reasons that may have influenced this decision. (10 marks)
- (b) Explain **five** characteristics of a good wage system. (10 marks)
- 6. (a) Explain **five** working conditions that a factory worker is entitled to. (10 marks)
- (b) Industries must satisfy certain requirements before they can adopt continuous production system. Explain **five** of these requirements. (10 marks)

- 7. (a) Explain **five** types of information that is required by the production control department to ensure efficient working. (6 marks)
- (b) Differentiate between total inspection and spot inspection as quality control techniques. (4 marks)
- (c) Explain **five** duties of the procurement officer in an organization. (10 marks)
8. (a) Explain **five** advantages of forecasting to an organization. (10 marks)
- (b) Outline **four** ways in which an offer may lapse. (4 marks)
- (c) Explain **three** limitations of work sampling as a technique of work measurement. (6 marks)

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