

1308/313
WORK PLANNING AND
MANAGEMENT
June/July 2020
Time: 3 hours



THE KENYA NATIONAL EXAMINATIONS COUNCIL
CRAFT CERTIFICATE IN LAND SURVEYING

WORK PLANNING AND MANAGEMENT

3 hours

INSTRUCTIONS TO CANDIDATES

You should have the following for this examination:

Answer booklet;

Scientific calculator.

Answer FIVE of the following EIGHT questions.

All questions carry equal marks.

Maximum marks for each part of a question are indicated.

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) Outline **five** preparations necessary before undertaking a survey fieldwork. (5 marks)
- (b) State **five** functions of a project team leader. (5 marks)
- (c) Explain **five** type of skills required to effectively manage on organization. (10 marks) ✓
2. (a) State **five** functions of 'Director of Survey' in Kenya. (5 marks) ✓
- (b) Outline **five** professional misconducts of a surveyor. (5 marks)
- (c) State **four** disciplinary powers of Land Surveyors Board. (4 marks)
- (d) Explain the following filling systems:
 - (i) chronological;
 - (ii) geographical;
 - (iii) numerical.
 (6 marks) ✓
3. (a) Prepare a sample store requisition form. (12 marks)
- (b) State **five** safety requirements within a workshop. (5 marks)
- (c) List **three** types of tenders used in a procurement process. (3 marks)
4. (a) State **four** departments found in a surveying and mapping organization. (4 marks)
- (b) List **six** categories of costs incurred in undertaking a project. (6 marks)
- (c) Explain **five** factors that may influence the cost of a project. (10 marks)
5. (a) Outline **five** benefits of quality control during project implementation. (5 marks) ✓
- (b) State **five** common mistakes that may occur during a surveying project. (5 marks)
- ~~(c)~~ Outline **five** roles of Institution of Surveyors of Kenya (I.S.K). (5 marks)
- (d) State **five** functions of a storekeeper. (5 marks)
- ~~(e)~~ (a) Explain **five** consequences of poorly maintained equipment and machines. (10 marks) *durability*
- (b) Outline **five** challenges experienced by surveying team during field work. (5 marks)
- (c) State **five** importance of delegation. (5 marks)

7 (a) State **three** advantages and three disadvantages of each of the following:

- (i) air transport;
- (ii) railway transport.

(12 marks) ✓

(b) List **eight** causes of accidents in a workshop. (8 marks)

8. (a) Outline **five** effects of poor lighting in a workshop. *low production rate, - Accident, - mishandling of machinery, - machine destruction, - slow work rate* (5 marks) ✓

(b) State **five** uses of a memorandum in an organization. (5 marks) ✓

(c) List **five** pieces of equipment used in storing surveying records. (5 marks) ✓

Boxes, Barrels cabinets, Files Map hangers

(d) State **five** organizations where surveying and mapping trainees can find opportunities. (5 marks) ✓

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