

1308/313

WORK PLANNING AND MANAGEMENT

June/July 2021

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;

This paper consists of EIGHT questions.

Answer FIVE 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 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 **eight** duties of a survey technician. (8 marks)
- (b) Using illustrations, explain the following methods of representing project schedule.
- (i) summary table;
- (ii) Grantt chart;
- (iii) network diagram. (12 marks)
2. (a) State **ten** types of information included in an invitation to tender document. (10 marks)
- ~~(b)~~ Outline **five** functions of Surveyors' Licencing Board (SLB) in Kenya. (10 marks)
3. ~~(a)~~ List **six** methods of storing surveying and mapping materials. (6 marks)
- ~~(b)~~ Outline **four** benefits of joining the Institute of Surveyors of Kenya (ISK). (4 marks)
- (c) Outline **five** measures required for care and maintenance of each of the following:
- (i) Electronic Distance Measuring Instruments;
- (ii) Levelling rods. (10 marks)
4. (a) Explain **four** benefits of tendering as a method of procurement. (8 marks)
- (b) Outline **five** professional qualifications of licenced surveyor. (5 marks)
- (c) Outline **seven** functions of a project manager. (7 marks)
5. ~~(a)~~ Explain **five** factors to be considered in choosing office filing equipment. (10 marks)
- ~~(b)~~ Outline **five** roles of a public health inspection in a workshop. (5 marks)
- ~~(c)~~ Outline **five** benefits of using a well maintained equipment. (5 marks)
6. ~~(a)~~ State **ten** housekeeping practices in a survey store. (10 marks)
- ~~(b)~~ Explain **five** functions of management in an organisation. (10 marks)
7. (a) Explain **five** principles of quality control. (10 marks)
- (b) Outline **five** clients characteristics that influence effective communication. (5 marks)
- (c) Outline **five** strategies of making graduates employable. (5 marks)

8. Table I below show activities involved in a survey project.

- (a) Represent the activities in a network diagram.
- (b) Determine the critical path.
- (c) Calculate the project duration.

(20 marks)

Table 1

| Activity | Predecessor | Duration (weeks) |
|----------|-------------|------------------|
| A | - | 5 |
| B | A | 4 |
| C | A | 5 |
| D | B | 6 |
| E | C | 3 |
| F | D, E | 4 |

easyvet.com

THIS IS THE LAST PRINTED PAGE.