

1308/313

WORK PLANNING AND MANAGEMENT

June/July 2022

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 pages are printed as indicated and that no questions are missing.**

1. (a) State five advantages of offering job opportunities to current and ex-employees. (5 marks)  
*Creates employment, Lead National development, Career opportunities, It helps to avoid much stress*
- (b) Outline six types of skills required for effective management and administration. (6 marks)  
*Good decision making, Time management, Good planning and budgeting, Propel. Communication*
- (c) Outline five benefits of an efficient store management system in an organisation. (5 marks)
- (d) Outline four objectives of farming project teams in an organisation. (4 marks)  
*Capital, Planning*

2. (a) Outline five factors that determine the success of a project. (5 marks)  
*Time management, Enough money, Good planning, Good decision making, Good budgeting*
- (b) State five roles of a storekeeper. (5 marks)  
*Supervise and Record the value, Arrange the stock, order the measurement*
- (c) State six activities involved in project scheduling in work planning. (6 marks)  
*Scheduling, Scheduling table*
- (d) Distinguish between organisational 'goals' and 'objectives'. (4 marks)

3. (a) State seven activities undertaken by a project team manager. (7 marks)
- (b) Outline five benefits of successful project scheduling. (5 marks)
- (c) Explain four factors that contribute to defectiveness of surveying machines. (8 marks)

4. (a) State seven factors that influence choice of the maintenance method for machines and equipment. (7 marks)  
*material, Durability, Cost, efficiency, Quality, Availability of space*
- (b) State seven types of accidents that are likely to occur in a workshop. (7 marks)  
*Hydraulic, fatigue, stress, Sufferation, Mishandling of equipment, Breakage of equipment*
- (c) Outline six uses of a memorandum in an organisation. (6 marks)  
*To inform, To communicate, To request, To remind*

5. (a) Explain five advantages of road transport. (10 marks)  
*It offers door to door service, It is cheap - according to distance, It can carry bulky goods*
- (b) Outline ten survey specifications and standards that the minister may use to regulate the survey profession. (10 marks)

6. (a) State four roles of each of the following: (12 marks)
- (i) Standing Committee on Geographical Names (SCGN)
  - (ii) International Cartographic Association (ICA);
  - (iii) Land Surveyors Board (LSB).
- (b) Explain four factors that affect the value of a map. (8 marks)

7.

- (a) State six reasons of investigating an accident in a workshop. (6 marks)  
 - To save life ✓  
 - To avoid wastage ✓  
 - To know chances of ✓
- (b) List six category of information contained in an accident investigation report. (6 marks)  
 - Date ✓  
 - Time ✓  
 - Cause of the accident ✓  
 - Name of the people involved ✓  
 - Property that cause the accident ✓  
 - when the accident occur ✓
- (c) Explain four roles of the Institute of Surveyors of Kenya (ISK). (8 marks)  
 - Custody Surveyor ✓  
 - Set standard ✓  
 - Regulate all surveyor in Kenya ✓  
 - lead to national development ✓

8.

- (a) State five professional qualifications of a licensed surveyor. (5 marks)
- (b) Outline five factors that influence the level of air conditioning in a workshop. (5 marks)
- (c) State five effects of poor lighting in a workshop. (5 marks)
- (d) Outline five mandate of National Land Commission as per N.L.C Act (2012). (5 marks)

1a) Ex employees have experience hence can do well in jobs  
 New things arise hence current employees can handle well on current issues  
 Ex employees can work to satisfaction on older generation hence satisfying them all  
 current employees understand current generation hence satisfying the needs well

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