

THE INSTITUTE OF CARPENTERS



Fellowship Examination

9th - 13th June 1997

Paper 2: ORGANISATION AND SUPERVISION

TIME ALLOWED: THREE HOURS

The following instructions should be read by all CANDIDATES before they commence work.

To obtain full marks Candidates must answer SIX questions. The answer to each question should be submitted on a separate sheet of paper.

The question number and your candidate number must be clearly written in the top right-hand corner of each answer sheet.

1. Outline the main function of the purchasing department of a typical joinery manufacturing business.
2.
 - a) Briefly outline the purpose of the Working Rule Agreement.
 - b) Give details of the W.R.A. in respect of :-
 - i) travelling time;
 - ii) tool allowance;
 - iii) overtime.
 - c) Briefly outline the purpose of the current Building Regulations.
 - d) List THREE main statutory requirements to be found in the current Health and Safety At Work Act 1974 concerning Employers liability in regard to safety.
3. Write notes to explain the following :-
 - a) The Forepersons responsibility to :-
 - i) the management;
 - ii) the staff under his/her control;
 - iii) the foreperson themselves.
 - b) With regard to accident prevention on site, briefly outline the responsibilities of :-
 - i) the employer;
 - ii) the employee;
 - iii) the foreperson.
 - c) List the routine duties of a Company Safety Officer.
4. Define the following terms :-
 - a) all-in rate;
 - b) net pricing;
 - c) variation order;
 - d) prime cost items;
 - e) provisional sums;
 - f) nominated suppliers and sub-contractors.

5. An agreement has been reached within a Company to introduce "work study" in its organisation.
- a) What is work study?
 - b) Briefly explain five objectives which the company may hope to achieve by the introduction of work study techniques.
 - c) A programme of work study has been drawn up for a selected contract; explain how the foreperson can assist in the smooth running of the programme.
 - d) Define the term "method study" and give examples of how the craftpersons can use it.
6. a) "Supervision is a matter of leading rather than driving". Discuss this statement.
- b) What personal and technical qualities are desirable for supervisory grades of staff?
7. a) Define the term "general overheads and establishment charges" and explain how these charges are applied.
- b) List the items which would be considered in arriving at these charges.
8. a) State FOUR main groups into which adhesives may be classified.
- b) List any special requirements or precautions to be taken when using each group.
- c) Indicate a specific use for which each group is most suited, with information to support your answer.