

THE INSTITUTE OF CARPENTERS



Fellowship Examination

15th - 19th June 1998

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. A joinery manufacturer obtains a contract to supply joinery items for 500 semi-detached houses with a garage. The items required include door, door frames, linings, windows, finishings, stairs and fitted units in the kitchens and bedrooms. Assuming the manufacturer has a well equipped workshop, and employs a staff of sixty, which includes Office, Workshop and Yard personnel.
 - (a) Draw up :-
 - i) A suitable organisation chart for the company;
 - ii) A programme which will enable joinery items to be delivered for the completion of three houses per week.
 - (b) Describe the responsibilities of the managerial and supervisory staff.
2. Explain **FOUR** of the following terms related to the tendering for Carpentry and Joinery work.
 - (a) Bill of Quantities;
 - (b) Specification on Drawings;
 - (c) Negotiated rates;
 - (d) Prime cost;
 - (e) Provisional sum.
3. List and describe the factors which must be taken into account when making up hourly rates for a :-
 - (a) Wood machinist operative;
 - (b) Combined Surfacing and Thicknessing planing machine.
4. (a) In preparation for the construction of a block of flats the programmes below may be used. Describe the purpose and use of each of the programme types stating the personnel involved in providing and using them.
 - (i) Overall;
 - (ii) Short Term;
 - (iii) Weekly.
- (b) Draw out a typical form, using sheet headings only, for a weekly programme.

5. State how a General Foreman could deal with the following :-
- (a) An Architect who asks for alterations to completed work;
 - (b) A sub-contractor who leaves an opening in a floor unfenced;
 - (c) A request by the management that method study operators should assess workpersons in his/her employ.
 - (d) A dispute arising over fixing techniques associated with new material.
- 6.
- (a) Explain in detail the loss to a company in terms of cost and productivity when an accident occurs;
 - (b) Outline the procedures that should be taken in the event of an accident occurring which involves personal injury on site or in a joinery workshop.
- 7.
- (a) Assuming that a multi-storey reinforced concrete office block is in the early stages of construction, prepare a list of persons required to be present at a site meeting and state their duties.
 - (b) Describe how the foreman responsible for the structural formwork would be influenced by :-
 - (i) Decisions made at the meeting;
 - (ii) The work of other trades.
8. The Health and Safety at Work Act 1974 lists several general duties.
- (a) Describe the general duties of employees at work;
 - (b) State the general duties of employers to persons other than their own employees;
 - (c) State **TWO** procedures by which Safety Representatives may hold office;
 - (d) Describe the content and purpose of a company safety policy.