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University Examinations 2013/2014

SECOND YEAR, FIRST SEMESTER EXAMINATION FOR CERTIFICATE IN
ELECTRICAL INSTALLATION

EMC 0126: WORKSHOOP ORGANIZATION AND MANAGEMENT

DATE: APRIL 2014

TIME: 1 ½ HOURS

INSTRUCTIONS: Answer question *one* and any other *two* questions

QUESTION ONE – (30 MARKS)

- (a) State any four functions of a trade union in relation to the general society. (4 Marks)
- (b) State three obligations of the employee as defined in the work injury benefits act of 2007. (3 Marks)
- (c) Describe two basic records maintained by the store keeper. (4 Marks)
- (d) State four categories of safety signs found in the workshop. (4 Marks)
- (e) Briefly describe two methods of tendering used in public procurement in Kenya. (4 Marks)
- (f) Describe any two costs you would consider when costing electrical work. (4 Marks)
- (g) State three functions of public procurement authority. (3 Marks)

QUESTION TWO – (15 MARKS)

- (a) Discuss the functions of a store. (10 Marks)
- (b) State any five prohibition signs used in the workshop. (5 Marks)

QUESTION THREE – (15 MARKS)

- (a) Describe three methods used to extinguish fires. (6 Marks)

(b) Discuss any three factors affecting stores layout.

(6 Marks)

(c) State the functions of COTU.

(3 Marks)

QUESTION FOUR – (15 MARKS)

(a) Discuss four functions of management in an organization.

(8 Marks)

(b) Describe two advantages of preventive maintenance.

(5 Marks)

(c) Briefly describe any three methods of estimating the cost of electrical installation work.

(3 Marks)