

1801/103
WORKSHOP ORGANIZATION & MANAGEMENT
AND GENERAL INFORMATION
Oct./Nov. 2021
Time: 3 hours



THE KENYA NATIONAL EXAMINATIONS COUNCIL

CRAFT CERTIFICATE IN FASHION DESIGN AND GARMENT MAKING
TECHNOLOGY

MODULE I

WORKSHOP ORGANIZATION & MANAGEMENT AND GENERAL INFORMATION

3 hours

INSTRUCTIONS TO CANDIDATES

This paper consists of SIX questions.

*Answer question 1 which is **compulsory** and any other **FOUR** questions in the answer booklet provided.*

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) Explain **four** possible effects of delayed maintenance of workshop equipment. (8 marks)
- (b) Outline **four** reasons for disposing off waste materials. (4 marks)
- (c) Explain **two** objectives of conducting fire drills in an organization. (4 marks)
- (d) Explain **two** aims of maintaining ethical standards in an organization. (4 marks)
2. (a) Explain each of the following production terms:
- (i) tolerance; (2 marks)
- (ii) method study; (2 marks)
- (iii) workmanship. (2 marks)
- (b) Identify **four** possible causes of injuries among machine operators. (4 marks)
- (c) Explain **three** aims of setting production targets. (6 marks)
- (d) Highlight **four** factors to consider when selecting tools for workshop use. (4 marks)
3. (a) Outline **five** reasons which may necessitate conducting of method study in a garment making firm. (5 marks)
- (b) Highlight **six** factors to consider when planning the arrangement of machines in a workshop. (6 marks)
- (c) Identify **five** categories of personnel required in a garment production department. (5 marks)
- (d) Explain **two** benefits of wearing protective clothing in a workshop. (4 marks)
4. (a) Explain **three** advantages of using specialized machines in production. (6 marks)
- (b) Explain **three** ways of ensuring adequate ventilation in a workshop. (6 marks)
- (c) Describe each of the following production systems:
- (i) make-through; (2 marks)
- (ii) progressive bundle. (2 marks)
- (d) Outline **four** possible causes of fire breakout in a workshop. (4 marks)

5. (a) Outline **five** factors to consider when choosing a material handling system. (5 marks)
- (b) Highlight **five** ways of enhancing the safety of workshop occupants. (5 marks)
- (c) Identify **four** uses of factory services in production. (4 marks)
- (d) Explain the importance of each of the following allowances in standard time:
- (i) relaxation; (2 marks)
 - (ii) contingency; (2 marks)
 - (iii) machine attention. (2 marks)
6. (a) Identify **four** items to record when costing in a maintenance process. (4 marks)
- (b) Highlight **six** advantages of producing high quality products. (6 marks)
- (c) Explain **three** ways in which supervision can raise productivity in a workshop. (6 marks)
- (d) Outline **four** ways of ensuring maximum utilization of workshop facilities. (4 marks)

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