



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

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COURSE BROCHURE

Laboratory Stock Management For Equipment Reagents And Consumables Training

Manufacturing, Engineering and Technology / Fabrication and Extraction

Unit Standard 110421 · NQF Level 4 · 12 Credits · 9 Days

COURSE OVERVIEW

This course equips laboratory personnel with the skills to effectively manage stock levels of equipment, reagents, and consumables, ensuring operational efficiency and cost control. Participants will learn to implement inventory systems, track usage, and maintain compliance with quality standards.

Category	Manufacturing, Engineering and Technology
Subfield	Fabrication and Extraction
Unit Standard	110421
Accreditation	SAQA Accredited · NQF Level 4 · 12 Credits
Duration	9 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply inventory management principles to categorize and track laboratory equipment, reagents, and consumables.
- Implement stock control procedures to minimize waste and ensure availability of critical items.
- Analyze usage patterns to forecast demand and optimize reorder levels.
- Evaluate supplier performance and negotiate contracts for cost-effective procurement.
- Demonstrate compliance with safety and quality standards in stock handling and storage.

WHO SHOULD ATTEND

- Laboratory managers, technicians, and procurement staff responsible for stock management in medical, research, or industrial laboratories.

COURSE OUTLINE

Day 1: Introduction to Laboratory Stock Management

- Scope and significance of laboratory stock management
- Categorization of laboratory stock
- Legal and regulatory framework (ISO 15189, OHS Act)
- Roles and responsibilities in stock management
- Basic stock management terminology
- Overview of manual and electronic stock systems
- Documentation: stock cards, requisition forms, and logbooks
- Case study: Consequences of poor stock management

Day 2: Stock Planning and Forecasting

- Principles of stock planning
- Demand forecasting methods (qualitative and quantitative)
- Reorder levels, safety stock, and economic order quantity (EOQ)
- Lead time analysis
- Seasonal variations and consumption patterns
- Stock planning for different categories (equipment, reagents, consumables)
- Budgeting for stock procurement
- Practical exercise: Calculate reorder levels using sample data

Day 3: Procurement and Supplier Management

- Procurement cycle: need identification to order placement
- Supplier evaluation criteria
- Supplier audits and performance monitoring
- Negotiation basics for pricing and terms
- Purchase orders, contracts, and SLAs
- Ethical procurement and conflict of interest
- Managing backorders and shortages
- Group activity: Draft a supplier evaluation checklist

Day 4: Receiving, Inspection, and Storage

- Receiving procedures: checking quantities, quality, and documentation
- Inspection criteria for reagents, consumables, and equipment
- Storage requirements: temperature, humidity, light, ventilation
- FIFO vs. FEFO: when to use each
- Hazardous material storage (SANS 10228)
- Handling damaged or expired stock
- Stock rotation and bin organization
- Practical exercise: Inspect and store simulated stock

Day 5: Inventory Control and Stocktaking

- Inventory control systems: perpetual vs. periodic
- Cycle counting and full stocktaking
- Stocktaking procedures and documentation
- Reconciliation and variance analysis
- Common causes of discrepancies (theft, spoilage, errors)

- Inventory KPIs: turnover rate, accuracy, shrinkage
- Use of barcodes and RFID in stock control
- Practical exercise: Conduct a mini stocktake and reconciliation

Day 6: Stock Management Software and Systems

- Overview of stock management software (LIMS, ERP, standalone)
- Data entry: stock items, suppliers, reorder points
- Generating stock reports: usage, expiry, valuation
- System integration with procurement and accounting
- User roles and access control
- Backup and data security
- Troubleshooting common system issues
- Hands-on: Use demo software to manage stock

Day 7: Equipment Management and Maintenance

- Equipment lifecycle: acquisition to disposal
- Preventive maintenance planning
- Calibration standards and records
- Breakdown maintenance and service contracts
- Equipment logbooks and usage tracking
- Spare parts management
- Compliance with ISO 15189 equipment requirements
- Practical exercise: Create a maintenance schedule for common lab equipment

Day 8: Waste Management and Disposal of Stock

- Classification of laboratory waste (hazardous, biological, chemical)
- Waste disposal regulations in South Africa (NEMWA)
- Disposal methods: incineration, neutralization, landfill
- Handling expired reagents and consumables
- Obsolete equipment disposal
- Waste minimization: reduce, reuse, recycle
- Documentation for waste disposal
- Case study: Proper disposal of a hazardous chemical

Day 9: Auditing, Compliance, and Continuous Improvement

- Internal audit process and checklists
- Audit evidence: records, procedures, interviews
- Common non-conformities in stock management
- Corrective and preventive actions (CAPA)
- Continuous improvement tools: PDCA, 5S, Lean
- Benchmarking stock management performance
- Developing a stock management manual
- Final assessment and course wrap-up

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **12 NQF credits** at **NQF Level 4**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 33,300.00	R 33,300.00
1	In-House	R 43,300.00	R 43,300.00
1	On-Campus (Pretoria)	R 50,000.00	R 50,000.00

UPCOMING SESSIONS

Start	End	Method	Venue
03 Aug 2026	13 Aug 2026	On-Campus	Mauritius
04 Aug 2026	14 Aug 2026	On-Campus	Cape Town, South Africa
05 Aug 2026	17 Aug 2026	On-Campus	Dubai, UAE
06 Aug 2026	18 Aug 2026	On-Campus	Pretoria, South Africa
06 Aug 2026	18 Aug 2026	On-Campus	Lagos, Nigeria
07 Aug 2026	19 Aug 2026	On-Campus	Johannesburg, South Africa
10 Aug 2026	20 Aug 2026	On-Campus	Cape Town, South Africa
11 Aug 2026	21 Aug 2026	On-Campus	Dubai, UAE

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 110421) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
2. **Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
3. **Apply by phone or WhatsApp:** call **+27 12 004 8389** or WhatsApp **+27 65 077 6310** and we will prepare your quotation and reserve your seats.
4. **Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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