



Accredited Africa Training Institute for Capacity Development

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

Tel: +27 12 004 8389 · Mobile: +27 65 077 6310

Email: apply@aaticd.co.za · Website: www.aaticd.co.za

COURSE BROCHURE

Standard Operating Procedures And Legal Compliance Training

Services / Transport, Operations and Logistics

Unit Standard 113842 · NQF Level 3 · 10 Credits · 7 Days

COURSE OVERVIEW

This course equips learners with the knowledge and skills to develop, implement, and maintain standard operating procedures (SOPs) that ensure legal compliance within an organisation. Participants will gain a comprehensive understanding of how SOPs align with relevant legislation, regulations, and industry standards, enabling them to promote a culture of compliance and operational excellence.

Category	Services
Subfield	Transport, Operations and Logistics
Unit Standard	113842
Accreditation	SAQA Accredited · NQF Level 3 · 10 Credits
Duration	7 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply relevant legislation and regulatory requirements to the development and review of standard operating procedures.
- Analyse existing SOPs to identify gaps in legal compliance and recommend improvements.
- Design standard operating procedures that integrate legal compliance requirements and industry best practices.
- Implement SOPs effectively through training, communication, and monitoring mechanisms.
- Evaluate the effectiveness of SOPs in achieving compliance objectives and make necessary adjustments.
- Demonstrate an understanding of the role of SOPs in risk management and organisational governance.

WHO SHOULD ATTEND

- This course is designed for supervisors, managers, compliance officers, and quality assurance personnel who are responsible for drafting, reviewing, or enforcing standard operating procedures and ensuring legal compliance in their respective departments.

COURSE OUTLINE

Day 1: Introduction to Standard Operating Procedures and Legal Compliance

- Definition and benefits of SOPs
- Overview of South African legislation (e.g., OHS Act, NEMA, SANS)
- The role of regulatory bodies (e.g., DoEL, SAQA)
- Consequences of non-compliance: legal, financial, reputational
- Introduction to document control and version management

Day 2: Legal Framework and Regulatory Requirements

- Deep dive into the OHS Act: duties of employers and employees
- Environmental legislation: NEMA, National Water Act
- Industry-specific regulations (e.g., mining, manufacturing, food)
- SANS and ISO standards relevant to SOPs
- Legal liability and record-keeping requirements

Day 3: SOP Development Principles

- SOP template components: header, purpose, scope, definitions, responsibilities, procedure, references
- Writing style: active voice, step-by-step, plain language
- Risk assessment integration: hazard identification and control measures
- Quality checks: accuracy, completeness, usability
- Peer review and feedback techniques

Day 4: Implementing SOPs and Training

- Implementation strategies: phased vs. full rollout
- Training needs analysis and material development
- Facilitation techniques for procedural training
- Competency assessment: observation, questioning, testing
- Document control systems: change management, version history

Day 5: Monitoring and Auditing Compliance

- Compliance monitoring: key performance indicators and checklists
- Internal audit process: planning, execution, reporting
- Root cause analysis techniques (e.g., 5 Whys, fishbone)
- Corrective and preventive actions (CAPA)
- Management review and continuous improvement

Day 6: Advanced Topics and Industry Applications

- SOPs in high-risk industries: mining, chemical, healthcare
- Integration with ISO 9001, ISO 14001, ISO 45001
- Emergency response procedures and incident management
- Tailoring SOPs for small vs. large organisations
- Case studies: Deepwater Horizon, mine accidents, healthcare errors

Day 7: Assessment and Course Wrap-Up

- Summative assessment: develop an SOP for a given scenario
- Practical demonstration of SOP compliance audit
- Action planning: implementing SOPs in own workplace
- Course review and Q&A;

- Certification requirements and next steps

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 **10 NQF credits** at **NQF Level 3**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 28,200.00	R 28,200.00
1	In-House	R 36,700.00	R 36,700.00
1	On-Campus (Pretoria)	R 42,300.00	R 42,300.00

UPCOMING SESSIONS

Start	End	Method	Venue
31 Jul 2026	10 Aug 2026	On-Campus	Lagos, Nigeria
03 Aug 2026	11 Aug 2026	On-Campus	Mauritius
04 Aug 2026	12 Aug 2026	On-Campus	Cape Town, South Africa
05 Aug 2026	13 Aug 2026	On-Campus	Dubai, UAE
06 Aug 2026	14 Aug 2026	On-Campus	Pretoria, South Africa
06 Aug 2026	14 Aug 2026	On-Campus	Lagos, Nigeria
07 Aug 2026	17 Aug 2026	On-Campus	Johannesburg, South Africa
10 Aug 2026	18 Aug 2026	On-Campus	Cape Town, South Africa

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 113842) 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.

Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza, 1122 Burnett St, Hatfield 0028, Pretoria, Gauteng, South Africa
Tel: +27 12 004 8389 · WhatsApp: +27 65 077 6310 · apply@aatid.co.za · www.aatid.co.za