



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@aatikd.co.za · Website: www.aatikd.co.za

COURSE BROCHURE

Cargo And Stores Transfer And Security Procedures Training

Services / Transport, Operations and Logistics

Unit Standard 113994 · NQF Level 3 · 8 Credits · 5 Days

COURSE OVERVIEW

This course equips learners with the knowledge and skills to manage cargo and stores transfers securely, ensuring compliance with relevant legislation and minimizing risks. Participants will understand security protocols, documentation procedures, and best practices for safe handling and transfer of goods. The course aims to enhance operational efficiency and security awareness in logistics and warehousing environments.

Category	Services
Subfield	Transport, Operations and Logistics
Unit Standard	113994
Accreditation	SAQA Accredited · NQF Level 3 · 8 Credits
Duration	5 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply security procedures to prevent theft, damage, and unauthorized access during cargo and stores transfers.
- Analyze transfer documentation to ensure accuracy and compliance with organizational and legal requirements.
- Implement safe handling techniques for various types of cargo and stores to minimize risks.
- Evaluate security risks and recommend appropriate control measures for transfer operations.
- Demonstrate effective communication and coordination with relevant stakeholders during transfers.
- Design a basic security plan for cargo and stores transfer activities.

WHO SHOULD ATTEND

- This course is designed for logistics coordinators, warehouse supervisors, security personnel, and any staff involved in the transfer and security of cargo and stores within corporate, retail, or industrial settings.

COURSE OUTLINE

Day 1: Introduction to Cargo and Stores Transfer and Security

- Overview of cargo and stores management in the maritime and logistics industry.
- Relevant legislation: ISPS Code, SOLAS, and South African regulations.
- Classification of cargo: general, bulk, hazardous, and special cargo.
- Basic security principles: access control, restricted areas, and identification.
- Organisational structure and chain of command.
- Documentation: cargo manifests, waybills, and security declarations.

Day 2: Cargo Transfer Procedures and Equipment

- Pre-transfer planning: risk assessment and communication protocols.
- Cargo handling equipment: cranes, conveyors, forklifts, and lifting gear.
- Loading and unloading procedures for containerised, break-bulk, and liquid cargo.
- Stowage principles: weight distribution, securing, and lashing.
- Segregation of hazardous cargo: IMDG Code requirements.
- Cargo documentation: tally sheets, cargo manifests, and receipt procedures.

Day 3: Security Threats and Risk Management

- Types of security threats: theft, smuggling, terrorism, and cyber threats.
- Security risk assessment: identifying vulnerabilities and critical points.
- Physical security measures: fencing, lighting, CCTV, and access controls.
- Personnel security: vetting, training, and awareness.
- Incident response: reporting procedures and emergency protocols.
- Security drills and exercises.

Day 4: Advanced Security Procedures and Technology

- Electronic seals, GPS tracking, and RFID technology.
- Surveillance systems: CCTV, drones, and sensors.
- Chain of custody: documentation, handover procedures, and audit trails.
- Security during transit: convoy procedures and escort requirements.
- Cybersecurity considerations for cargo management systems.
- Best practices for secure storage and warehousing.

Day 5: Integration, Compliance, and Practical Application

- Developing a cargo security plan: template and key elements.
- Regulatory compliance review: ISPS Code, SAQA unit standard requirements.
- Security audit procedures: checklists, interviews, and reporting.
- Case studies: real-world incidents and lessons learned.
- Review of key concepts and exam preparation.
- Final assessment and feedback.

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 **8 NQF credits** at **NQF Level 3**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 23,000.00	R 23,000.00
1	In-House	R 29,900.00	R 29,900.00
1	On-Campus (Pretoria)	R 34,500.00	R 34,500.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	14 Aug 2026	On-Campus	Durban, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Abu Dhabi, UAE
10 Aug 2026	14 Aug 2026	On-Campus	Pretoria, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Dubai, UAE
10 Aug 2026	14 Aug 2026	On-Campus	Cape Town, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Mauritius
17 Aug 2026	21 Aug 2026	On-Campus	Dubai, UAE
17 Aug 2026	21 Aug 2026	On-Campus	Pretoria, 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 113994) 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