



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

Filter Rod Stock Handling Procedures Training

Agriculture and Nature Conservation / Secondary Agriculture

Unit Standard 114118 · NQF Level 2 · 8 Credits · 5 Days

COURSE OVERVIEW

This course equips learners with the knowledge and skills to handle filter rod stock efficiently and safely within a manufacturing or production environment. It focuses on proper storage, handling, and inventory management procedures to minimise waste and ensure compliance with organisational standards.

Category	Agriculture and Nature Conservation
Subfield	Secondary Agriculture
Unit Standard	114118
Accreditation	SAQA Accredited · NQF Level 2 · 8 Credits
Duration	5 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Demonstrate correct procedures for receiving and inspecting filter rod stock deliveries.
- Apply appropriate storage methods to maintain filter rod quality and prevent damage.
- Implement stock rotation techniques to ensure first-in-first-out (FIFO) usage.
- Monitor stock levels and report discrepancies to maintain accurate inventory records.
- Evaluate handling procedures to identify and mitigate risks of contamination or breakage.
- Comply with health and safety regulations during all stock handling activities.

WHO SHOULD ATTEND

- This course is designed for warehouse operators, production line workers, and stock controllers who are responsible for the receipt, storage, and issuance of filter rod stock in a manufacturing setting.

COURSE OUTLINE

Day 1: Introduction to Filter Rod Stock and Safety

- Overview of filter rod stock types and materials.
- Role of filter rod stock in cigarette manufacturing.
- Safety regulations (OHS Act) and PPE requirements.
- Hazard identification: dust, mechanical, and fire risks.
- Introduction to SOPs for receiving and storage.
- Quality control basics: moisture, dimensions, and defects.
- Documentation and traceability requirements.
- Housekeeping standards in the handling area.

Day 2: Receiving, Inspection, and Storage Procedures

- Receiving protocols: checking delivery notes and quantities.
- Visual inspection for damage, contamination, and labelling.
- Dimensional checks using gauges and measuring tools.
- Moisture content testing and recording.
- Storage conditions: temperature, humidity, and stacking limits.
- FIFO (First-In, First-Out) stock rotation principles.
- Non-conformance handling and reporting.
- Inventory management system entries.

Day 3: Handling, Transport, and Dispensing

- Manual handling techniques to prevent injury and damage.
- Use of pallet jacks, forklifts, and conveyor systems.
- Transport routes and designated pathways.
- Dispensing procedures: barcode scanning and batch verification.
- Managing partial pallets and remnants.
- Waste segregation and recycling of packaging.
- Communication with production teams for just-in-time supply.
- Incident reporting for spills or equipment malfunctions.

Day 4: Quality Monitoring, Documentation, and Troubleshooting

- Routine quality checks: moisture, odour, and physical integrity.
- Using data loggers and thermohygrometers.
- Documentation: daily logs, non-conformance reports, and CAPAs.
- Common defects: crushed rods, moisture variation, and contamination.
- Root cause analysis for handling-related defects.
- Corrective actions: reconditioning, quarantine, or rejection.
- Communication with quality assurance department.
- Review of key performance indicators (KPIs) for handling.

Day 5: Continuous Improvement, Audits, and Practical Integration

- Principles of lean manufacturing and waste reduction.
- 5S methodology in the storage area.
- Audit preparation: document review and checklist completion.
- Mock audit exercise.
- Review of SOPs and updates based on feedback.

- Final assessment: practical demonstration of handling cycle.
- Recap of key learning points.
- Course evaluation and certification.

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 2**.

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
17 Aug 2026	21 Aug 2026	On-Campus	Harare, Zimbabwe
17 Aug 2026	21 Aug 2026	On-Campus	Shenzhen, China
17 Aug 2026	21 Aug 2026	On-Campus	Durban, South Africa
17 Aug 2026	21 Aug 2026	On-Campus	Abu Dhabi, UAE
17 Aug 2026	21 Aug 2026	On-Campus	Pretoria, South Africa
17 Aug 2026	21 Aug 2026	On-Campus	Dubai, UAE
24 Aug 2026	28 Aug 2026	On-Campus	Abu Dhabi, UAE
24 Aug 2026	28 Aug 2026	On-Campus	Durban, 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 114118) 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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