



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

Filter Rod Maker Production Preparation Training

Agriculture and Nature Conservation / Secondary Agriculture

Unit Standard 114223 · NQF Level 3 · 10 Credits · 7 Days

COURSE OVERVIEW

This course equips learners with the fundamental knowledge and practical skills required to prepare for filter rod production in a manufacturing environment. It covers machine setup, material handling, and safety protocols to ensure efficient and quality-assured production.

Category	Agriculture and Nature Conservation
Subfield	Secondary Agriculture
Unit Standard	114223
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 workplace safety and housekeeping procedures in the filter rod production area.
- Demonstrate the correct setup and preparation of filter rod making machines for production.
- Identify and select appropriate filter rod materials and components as per production specifications.
- Perform pre-production checks and adjustments to ensure machine readiness and product quality.
- Implement quality control measures during the preparation phase to minimize waste and defects.
- Document production preparation activities according to standard operating procedures.

WHO SHOULD ATTEND

- This course is designed for new and existing machine operators, production technicians, and team leaders in the tobacco or filter rod manufacturing industry who require formal training on production preparation.

COURSE OUTLINE

Day 1: Introduction to Filter Rod Manufacturing and Safety

- Overview of the tobacco industry and filter rod production line.
- Introduction to the SAQA Unit Standard 114223 and course expectations.
- Fundamental principles of workplace safety and hazard identification.
- Types and functions of PPE specific to the production environment.
- Basic machine components and their general purposes.
- Site-specific safety protocols and emergency procedures.

Day 2: Raw Materials and Quality Specifications

- Types of filter tow (acetate, polypropylene) and their properties.
- Introduction to plasticisers and other additives.
- Understanding material specification sheets and certificates of analysis.
- Procedures for receiving, storing, and handling raw materials.
- Common material defects and their identification.
- Documentation and reporting of non-conforming materials.

Day 3: Machine Setup and Basic Operational Principles

- Detailed walk-through of the filter rod machine layout and workflow.
- Function of the crimping unit, rod forming chamber, and wrapping mechanism.
- Introduction to machine settings and parameters (e.g., tow weight, rod circumference).
- Pre-operational inspection checklist and lubrication points.
- Basic principles of machine threading and start-up sequence.
- Introduction to machine control panels and indicators.

Day 4: Production Start-up, Monitoring, and Adjustment

- Step-by-step production start-up protocol.
- Monitoring key process variables: rod firmness, circumference, and appearance.
- Adjusting tow feed tension and blooming air pressure.
- Responding to breaks in the tow band or wrapping paper.
- Recording initial production data on run sheets.
- Principles of maintaining consistent production flow.

Day 5: Quality Control, Sampling, and Defect Analysis

- Standard operating procedures for rod sampling and testing frequency.
- Use of basic measuring equipment (callipers, scales).
- Recognising defects: soft/hard rods, wrinkles, loose wraps, diameter variations.
- Root cause analysis for common defects linked to machine settings or materials.
- Completing quality control documentation and non-conformance reports.
- Communication protocols with quality assurance personnel.

Day 6: Changeover Procedures, Troubleshooting, and Minor Maintenance

- Changeover procedures for different rod specifications.
- Troubleshooting guides for common issues: wrapping paper breaks, poor rod formation.
- Lock-out tag-out (LOTO) procedures for minor interventions.
- Scheduled maintenance tasks: cleaning filters, checking belts and guides.
- Safe use of hand tools for adjustments.

- 5S principles and daily cleaning routines for the work area.

Day 7: Integrated Practical Application and Assessment Preparation

- Supervised practical exercise: complete setup, production run, quality checks, and safe shutdown.
- Scenario-based problem-solving for combined faults.
- Review of critical safety procedures, quality standards, and machine operations.
- Guidance on the format and requirements of the final competency assessment.
- Discussion on the role's contribution to overall plant efficiency and quality.
- Compilation of a portfolio of evidence and reflective learning journal entries.

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
10 Aug 2026	18 Aug 2026	On-Campus	Pretoria, South Africa
11 Aug 2026	19 Aug 2026	On-Campus	Abu Dhabi, UAE
12 Aug 2026	20 Aug 2026	On-Campus	Durban, South Africa
12 Aug 2026	20 Aug 2026	On-Campus	Mauritius
13 Aug 2026	21 Aug 2026	On-Campus	Cape Town, South Africa
14 Aug 2026	24 Aug 2026	On-Campus	Dubai, UAE
17 Aug 2026	25 Aug 2026	On-Campus	Abu Dhabi, UAE
18 Aug 2026	26 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 114223) 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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