



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

Stock Receiving And Storage Procedures For Hire Equipment Training

Services / Cleaning, Domestic, Hiring, Property and Rescue Services

Unit Standard 115858 · NQF Level 3 · 3 Credits · 1 Day

COURSE OVERVIEW

This course equips learners with the knowledge and skills to effectively manage the receiving and storage of hire equipment. It covers procedures for verifying incoming equipment, ensuring proper storage conditions, and maintaining accurate records to prevent loss or damage. By the end, participants will be able to implement efficient stock control processes that support operational continuity and customer satisfaction.

Category	Services
Subfield	Cleaning, Domestic, Hiring, Property and Rescue Services
Unit Standard	115858
Accreditation	SAQA Accredited · NQF Level 3 · 3 Credits
Duration	1 day
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply correct procedures for receiving hire equipment, including inspection for damage and verification against delivery documentation.
- Demonstrate proper storage techniques to protect equipment from damage, theft, and environmental factors.
- Implement stock control systems to track equipment location, condition, and availability.
- Analyze discrepancies between physical stock and records, and initiate corrective actions.
- Evaluate storage area safety and compliance with organizational and regulatory standards.
- Communicate effectively with suppliers, customers, and internal teams regarding stock status and issues.

WHO SHOULD ATTEND

- This course is designed for warehouse supervisors, storekeepers, logistics coordinators, and equipment hire staff responsible for receiving, inspecting, and storing hire equipment in a corporate or industrial environment.

COURSE OUTLINE

Day 1: Stock Receiving and Storage Procedures for Hire Equipment

- Introduction to stock receiving procedures and documentation (delivery notes, purchase orders).
- Inspection criteria for hire equipment: condition, quantity, and compliance.
- Storage principles: categorisation, labelling, and location management.
- Safety and security measures in storage areas.
- Handling of specialised hire equipment and hazardous materials.
- Recording and updating stock systems (manual and electronic).
- Discrepancy reporting and return-to-vendor processes.
- Practical exercise: receiving and storing a sample consignment.

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

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 12,800.00	R 12,800.00
1	In-House	R 16,600.00	R 16,600.00
1	On-Campus (Pretoria)	R 19,200.00	R 19,200.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	10 Aug 2026	On-Campus	Durban, South Africa
10 Aug 2026	10 Aug 2026	On-Campus	Mauritius
11 Aug 2026	11 Aug 2026	On-Campus	Cape Town, South Africa
12 Aug 2026	12 Aug 2026	On-Campus	Dubai, UAE
13 Aug 2026	13 Aug 2026	On-Campus	Pretoria, South Africa
14 Aug 2026	14 Aug 2026	On-Campus	Abu Dhabi, UAE
17 Aug 2026	17 Aug 2026	On-Campus	Shenzhen, China
18 Aug 2026	18 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 115858) 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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