



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

Equipment Hire Preparation Procedures And Best Practices Training

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

Unit Standard 115863 · NQF Level 3 · 7 Credits · 4 Days

COURSE OVERVIEW

This course equips learners with the procedures and best practices for preparing equipment for hire, ensuring compliance with safety standards and operational efficiency. It covers inspection, documentation, and maintenance protocols to minimize risks and maximize equipment lifespan.

Category	Services
Subfield	Cleaning, Domestic, Hiring, Property and Rescue Services
Unit Standard	115863
Accreditation	SAQA Accredited · NQF Level 3 · 7 Credits
Duration	4 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply equipment preparation procedures in accordance with organisational policies and safety regulations.
- Inspect equipment for defects and serviceability using standard checklists and diagnostic tools.
- Document preparation activities and maintain accurate hire records for audit and compliance purposes.
- Evaluate equipment readiness against hire specifications and client requirements.
- Implement best practices for cleaning, testing, and storing equipment post-hire.

WHO SHOULD ATTEND

- This course is designed for equipment hire supervisors, rental coordinators, and operations staff responsible for preparing and dispatching equipment for hire in industries such as construction, events, and logistics.

COURSE OUTLINE

Day 1: Overview of Equipment Hire Industry and Regulatory Framework

- Introduction to the equipment hire industry: types of equipment and market sectors.
- Regulatory framework: Consumer Protection Act, OHSA, and relevant SANS standards.
- Roles and responsibilities: hire desk staff, technicians, and clients.
- Overview of hire documentation: hire agreement, delivery notes, and inspection forms.
- Risk management principles: liability, insurance, and indemnity clauses.
- Ethical considerations and professional conduct in equipment hire.

Day 2: Pre-Hire Procedures: Inspection, Documentation, and Client Consultation

- Pre-hire inspection checklist: visual checks, operational tests, and safety features.
- Documentation procedures: hire agreement terms, conditions, and signatures.
- Client consultation: needs analysis, equipment recommendation, and usage instructions.
- Client verification: identity checks, credit assessment, and deposit collection.
- Payment handling: cash, card, and electronic transfers; invoicing and receipts.
- Case study: common pre-hire errors and how to avoid them.

Day 3: Operational Procedures During Hire: Delivery, Usage, and Monitoring

- Delivery procedures: loading, transport, and offloading safety.
- On-site setup: positioning, calibration, and final safety checks.
- Client training: hands-on demonstration and safety briefing.
- Monitoring during hire: scheduled check-ins and troubleshooting.
- Incident management: breakdown response, accident reporting, and emergency protocols.
- Record-keeping: service logs, incident reports, and client communication.

Day 4: Post-Hire Procedures, Returns, and Continuous Improvement

- Post-hire inspection: damage assessment, wear and tear, and reporting.
- Returns processing: check-in, final billing, and deposit refund or deduction.
- Managing exceptions: late returns, missing accessories, and damage disputes.
- Equipment maintenance: cleaning, servicing, and storage procedures.
- Continuous improvement: client feedback, incident analysis, and process refinement.
- Final assessment and course wrap-up.

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

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 20,500.00	R 20,500.00
1	In-House	R 26,600.00	R 26,600.00
1	On-Campus (Pretoria)	R 30,800.00	R 30,800.00

UPCOMING SESSIONS

Start	End	Method	Venue
11 Aug 2026	14 Aug 2026	On-Campus	Durban, South Africa
11 Aug 2026	14 Aug 2026	On-Campus	Abu Dhabi, UAE
11 Aug 2026	14 Aug 2026	On-Campus	Pretoria, South Africa
11 Aug 2026	14 Aug 2026	On-Campus	Dubai, UAE
11 Aug 2026	14 Aug 2026	On-Campus	Cape Town, South Africa
11 Aug 2026	14 Aug 2026	On-Campus	Mauritius
17 Aug 2026	20 Aug 2026	On-Campus	Dubai, UAE
17 Aug 2026	20 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 115863) 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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