



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 Loading And Delivery Procedures For Warehouse Operations Training

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

Unit Standard 115878 · NQF Level 3 · 5 Credits · 2 Days

COURSE OVERVIEW

This course equips warehouse and logistics personnel with the essential skills and knowledge required to safely and efficiently load and deliver stock. Participants will learn correct procedures for vehicle loading, securing loads, completing delivery documentation, and adhering to relevant health and safety regulations, thereby minimising risk and enhancing operational efficiency.

Category	Services
Subfield	Cleaning, Domestic, Hiring, Property and Rescue Services
Unit Standard	115878
Accreditation	SAQA Accredited · NQF Level 3 · 5 Credits
Duration	2 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply correct procedures for loading stock onto delivery vehicles, ensuring weight distribution and load security.
- Demonstrate the ability to complete delivery documentation accurately, including waybills and delivery notes.
- Implement safety measures during loading and unloading to comply with occupational health and safety regulations.
- Analyse potential risks associated with stock loading and delivery and take appropriate corrective actions.
- Evaluate the condition of vehicles and equipment before loading to ensure fitness for purpose.
- Communicate effectively with team members and customers during the delivery process.

WHO SHOULD ATTEND

- Warehouse operators, dispatch clerks, drivers, and logistics supervisors who are responsible for the loading and delivery of stock in a warehouse or distribution environment.

COURSE OUTLINE

Day 1: Foundational Principles of Stock Loading and Delivery Procedures

- Legal framework: Occupational Health and Safety Act (OHSA), road transport regulations.
- Types of stock: fragile, hazardous, perishable, and general goods.
- Loading techniques: weight distribution, securing loads, and stacking methods.
- Documentation: delivery notes, waybills, and proof of delivery.
- Equipment: forklifts, pallet jacks, straps, and PPE.
- Pre-loading checks: vehicle inspection and load planning.
- Safety procedures: hazard identification and risk assessment.
- Communication protocols with dispatch and receiving teams.

Day 2: Advanced Application and Practical Integration of Delivery Procedures

- Loading simulation: practical exercise with various stock types.
- Route planning and time management for efficient deliveries.
- Handling delivery challenges: delays, damages, and customer complaints.
- Proof of delivery: electronic and manual systems.
- Returns management: reverse logistics and documentation.
- Customer service: communication, professionalism, and conflict resolution.
- Post-delivery procedures: vehicle checks and reporting.
- Assessment: practical demonstration and knowledge review.

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

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 15,400.00	R 15,400.00
1	In-House	R 20,000.00	R 20,000.00
1	On-Campus (Pretoria)	R 23,100.00	R 23,100.00

UPCOMING SESSIONS

Start	End	Method	Venue
11 Aug 2026	12 Aug 2026	On-Campus	Abu Dhabi, UAE
11 Aug 2026	12 Aug 2026	On-Campus	Dubai, UAE
11 Aug 2026	12 Aug 2026	On-Campus	Mauritius
13 Aug 2026	14 Aug 2026	On-Campus	Durban, South Africa
13 Aug 2026	14 Aug 2026	On-Campus	Pretoria, South Africa
13 Aug 2026	14 Aug 2026	On-Campus	Cape Town, South Africa
17 Aug 2026	18 Aug 2026	On-Campus	Pretoria, South Africa
17 Aug 2026	18 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 115878) 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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