



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

Raw Material Receiving And Inspection Procedures Training

Agriculture and Nature Conservation / Secondary Agriculture

Unit Standard 115915 · NQF Level 2 · 12 Credits · 9 Days

COURSE OVERVIEW

This course equips learners with the knowledge and skills to effectively receive and inspect raw materials in a manufacturing or production environment. It ensures compliance with quality standards and procedures, reducing waste and operational risks.

Category	Agriculture and Nature Conservation
Subfield	Secondary Agriculture
Unit Standard	115915
Accreditation	SAQA Accredited · NQF Level 2 · 12 Credits
Duration	9 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply standardized procedures for receiving and inspecting raw materials against specifications.
- Analyze inspection results to identify non-conformances and initiate corrective actions.
- Evaluate documentation and record-keeping practices to ensure traceability and compliance.
- Implement sampling techniques and testing protocols as per industry standards.
- Demonstrate effective communication with suppliers and internal teams regarding material quality issues.

WHO SHOULD ATTEND

- This course is designed for quality controllers, storekeepers, production supervisors, and any personnel responsible for receiving and inspecting raw materials in industrial or manufacturing settings.

COURSE OUTLINE

Day 1: Introduction to Raw Material Receiving and Inspection

- Overview of raw material receiving and inspection.
- Importance of quality in manufacturing and processing.
- Roles and responsibilities: receiver, inspector, quality assurance.
- Regulatory requirements: SAQA, ISO, industry standards.
- Basic receiving process flow.
- Documentation: delivery notes, purchase orders, specifications.

Day 2: Documentation and Record Keeping

- Types of documents: delivery notes, certificates of analysis, batch records.
- Filling out receiving reports.
- Inspection logs and non-conformance reports.
- Record-keeping standards and retention periods.
- Traceability and lot tracking.
- Audit trails and documentation review.

Day 3: Visual Inspection and Quality Checks

- Visual inspection techniques.
- Common defects and quality issues.
- Inspection tools and their use.
- Sampling methods for visual checks.
- Acceptance criteria and rejection thresholds.
- Documenting visual inspection results.

Day 4: Measurement and Testing Equipment

- Types of equipment: scales, callipers, moisture meters, thermometers.
- Calibration procedures and frequency.
- Verification checks before use.
- Performing basic physical tests.
- Recording and interpreting results.
- Equipment maintenance and troubleshooting.

Day 5: Sampling Procedures and Techniques

- Sampling plans: random, stratified, systematic.
- Sample size determination (e.g., ANSI/ASQ Z1.4).
- Techniques for liquids, solids, powders, and gases.
- Sample labelling and documentation.
- Sample storage and transport.
- Chain of custody procedures.

Day 6: Supplier Quality Management and Non-Conformance

- Supplier evaluation and rating.
- Non-conformance procedures: identification, segregation, disposition.
- Return to vendor (RTV) process.
- Corrective action requests (CAR).
- Preventive actions and continuous improvement.

- Supplier communication and feedback.

Day 7: Health, Safety, and Environmental Considerations

- Hazard identification: chemical, physical, biological.
- PPE requirements and usage.
- Safe handling of hazardous materials (MSDS).
- Spill response and waste disposal.
- Ergonomics in the receiving area.
- Emergency procedures and first aid.

Day 8: Advanced Inspection Techniques and Automation

- Advanced inspection equipment: X-ray, metal detection, vision systems.
- Automated receiving and inventory systems.
- Data analysis and trend monitoring.
- Statistical process control (SPC) basics.
- Continuous improvement using inspection data.
- Integration with enterprise resource planning (ERP).

Day 9: Practical Integration and Assessment

- Simulated receiving and inspection exercise.
- Practical documentation and record-keeping.
- Non-conformance handling role-play.
- Assessment of skills: visual inspection, measurement, sampling.
- Feedback and improvement plan.
- Course review 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 **12 NQF credits** at **NQF Level 2**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 33,300.00	R 33,300.00
1	In-House	R 43,300.00	R 43,300.00
1	On-Campus (Pretoria)	R 50,000.00	R 50,000.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	20 Aug 2026	On-Campus	Dubai, UAE
11 Aug 2026	21 Aug 2026	On-Campus	Pretoria, South Africa
12 Aug 2026	24 Aug 2026	On-Campus	Abu Dhabi, UAE
13 Aug 2026	25 Aug 2026	On-Campus	Durban, South Africa
13 Aug 2026	25 Aug 2026	On-Campus	Mauritius
14 Aug 2026	26 Aug 2026	On-Campus	Cape Town, South Africa
17 Aug 2026	27 Aug 2026	On-Campus	Pretoria, South Africa
18 Aug 2026	28 Aug 2026	On-Campus	Abu Dhabi, 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 115915) 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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