



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

Environmental Monitoring And Corrective Action Procedures Training

Health Sciences and Social Services / Preventive Health

Unit Standard 116524 · NQF Level 3 · 15 Credits · 12 Days

COURSE OVERVIEW

This course equips learners with the knowledge and skills to monitor environmental conditions in the workplace and implement corrective actions where deviations occur. It focuses on identifying environmental hazards, measuring key parameters, and applying appropriate corrective procedures to ensure compliance with legal and organisational requirements.

Category	Health Sciences and Social Services
Subfield	Preventive Health
Unit Standard	116524
Accreditation	SAQA Accredited · NQF Level 3 · 15 Credits
Duration	12 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Demonstrate understanding of environmental monitoring principles and relevant legislation.
- Apply procedures to monitor environmental parameters such as air quality, noise, and waste.
- Analyze monitoring results to identify deviations from set standards.
- Implement corrective action procedures to address identified environmental non-conformances.
- Evaluate the effectiveness of corrective actions taken.
- Document monitoring findings and corrective actions in accordance with organisational requirements.

WHO SHOULD ATTEND

- This course is intended for environmental health and safety officers, supervisors, and any personnel responsible for monitoring and maintaining environmental standards in industrial, commercial, or service settings.

COURSE OUTLINE

Day 1: Introduction to Environmental Monitoring and SAQA Context

- Overview of environmental monitoring: definition and importance.
- Introduction to SAQA Unit Standard 116524.
- South African environmental legislation (NEMA, NWA, etc.).
- Key terminology: baseline, indicator, threshold, etc.
- Link between monitoring and corrective actions.
- Roles and responsibilities of environmental monitors.

Day 2: Planning Environmental Monitoring Programmes

- Setting monitoring objectives and scope.
- Selection of environmental indicators.
- Designing sampling networks (grid, random, stratified).
- Determining sampling frequency and duration.
- Documenting the monitoring plan.
- Case study: developing a monitoring plan for a mining site.

Day 3: Sampling Techniques and Equipment

- Water sampling techniques (grab, composite, depth-specific).
- Air sampling methods (passive, active, PM10, PM2.5).
- Soil sampling protocols (grid, composite, depth).
- Biodiversity monitoring: transects, quadrats.
- Equipment calibration and maintenance.
- Sample labelling, preservation, and chain of custody.

Day 4: Field Measurements and Data Collection

- Measuring pH, conductivity, dissolved oxygen, turbidity.
- Weather measurements: temperature, wind, rainfall.
- Noise monitoring using sound level meters.
- GPS data collection and mapping.
- Field data sheets and electronic logging.
- Personal protective equipment and safety protocols.

Day 5: Quality Assurance and Quality Control (QA/QC)

- QA/QC principles: accuracy, precision, representativeness.
- Types of control samples: blanks, duplicates, spikes.
- Calibration verification and inter-laboratory comparisons.
- Documentation of QA/QC activities.
- Handling and reporting of non-conformances.
- Audit trails and data integrity.

Day 6: Data Management and Analysis

- Data entry and validation.
- Descriptive statistics and trend analysis.
- Graphical representation of data (control charts, time series).
- Comparison with regulatory limits and guidelines.
- Identifying outliers and data gaps.

- Introduction to statistical software (Excel, R).

Day 7: Reporting and Communication of Monitoring Results

- Structure of an environmental monitoring report.
- Writing executive summaries and conclusions.
- Visual presentation: graphs, maps, tables.
- Tailoring communication for regulators, management, public.
- Reporting deadlines and submission protocols.
- Case study: review of a sample monitoring report.

Day 8: Introduction to Corrective Action Procedures

- Corrective action framework (Plan-Do-Check-Act).
- Triggers: exceedances, complaints, non-conformances.
- Corrective vs. preventive action.
- Root cause analysis tools: 5 Whys, fishbone diagram.
- Developing corrective action plans.
- Documentation and tracking of actions.

Day 9: Implementing Corrective Actions

- Risk assessment for prioritising actions.
- Action plan components: what, who, when, how.
- Resource allocation and budget considerations.
- Implementation steps and communication.
- Verification of implementation.
- Common challenges and solutions.

Day 10: Verification and Close-Out of Corrective Actions

- Verification methods: inspection, re-sampling, audit.
- Effectiveness criteria and performance indicators.
- Close-out documentation and sign-off.
- Lessons learned and management review input.
- Updating procedures and training.
- Case study: successful corrective action close-out.

Day 11: Integration of Monitoring and Corrective Actions into EMS

- Monitoring as part of the EMS cycle.
- Corrective action as a feedback loop.
- ISO 14001 requirements for monitoring and corrective action.
- Management review inputs and outputs.
- Continuous improvement through data-driven decisions.
- Case study: integrated EMS example.

Day 12: Practical Assessment and Course Review

- Practical exercise: monitor a simulated site, identify non-conformance, and implement corrective action.
- Group presentation of findings.
- Course summary and Q&A.
- Revision of SAQA unit standard outcomes.
- Final assessment (written and practical).
- Course evaluation and certificates.

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

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 41,000.00	R 41,000.00
1	In-House	R 53,300.00	R 53,300.00
1	On-Campus (Pretoria)	R 61,500.00	R 61,500.00

UPCOMING SESSIONS

Start	End	Method	Venue
11 Aug 2026	26 Aug 2026	On-Campus	Pretoria, South Africa
12 Aug 2026	27 Aug 2026	On-Campus	Abu Dhabi, UAE
13 Aug 2026	28 Aug 2026	On-Campus	Durban, South Africa
13 Aug 2026	28 Aug 2026	On-Campus	Mauritius
14 Aug 2026	31 Aug 2026	On-Campus	Cape Town, South Africa
17 Aug 2026	01 Sep 2026	On-Campus	Pretoria, South Africa
18 Aug 2026	02 Sep 2026	On-Campus	Abu Dhabi, UAE
19 Aug 2026	03 Sep 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 116524) 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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