



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

Receive And Store Raw Materials Training

Manufacturing, Engineering and Technology / Manufacturing and Assembly

Unit Standard 119044 · NQF Level 2 · 12 Credits · 9 Days

COURSE OVERVIEW

This course equips learners with the skills to receive, inspect, and store raw materials in a manufacturing or warehousing environment. It covers procedures for verifying deliveries against orders, maintaining stock records, and ensuring proper storage conditions to prevent damage or loss. Participants will learn to apply quality control checks and handle documentation in compliance with organisational and regulatory standards.

Category	Manufacturing, Engineering and Technology
Subfield	Manufacturing and Assembly
Unit Standard	119044
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 procedures for receiving raw materials, including verifying quantities and quality against delivery documentation.
- Demonstrate correct storage methods for different types of raw materials to prevent contamination, damage, or deterioration.
- Implement stock control procedures, including updating inventory records and conducting cycle counts.
- Evaluate incoming materials for compliance with specified standards and report discrepancies.
- Design a storage layout that optimises space and ensures first-in-first-out (FIFO) rotation.
- Analyse handling and storage risks to maintain a safe working environment.

WHO SHOULD ATTEND

- This course is designed for storekeepers, warehouse supervisors, and production personnel responsible for receiving and storing raw materials.
- It is also suitable for team leaders in logistics or supply chain roles seeking to formalise their skills.

COURSE OUTLINE

Day 1: Introduction to Raw Materials and Receiving Processes

- Overview of raw materials management
- Types of raw materials (perishable, non-perishable, hazardous)
- Receiving process steps: scheduling, unloading, inspection
- Key documentation: delivery notes, purchase orders, invoices
- Quality control basics: visual inspection, temperature checks
- Safety and hygiene: PPE, contamination prevention
- Roles and responsibilities of receiving staff
- Introduction to storage principles

Day 2: Inspection and Quality Checks of Incoming Materials

- Visual inspection criteria for different materials
- Sensory evaluation: smell, texture, appearance
- Use of thermometers, pH meters, and weighing scales
- Sampling methods: random, systematic, stratified
- Identifying defects: bruising, discoloration, packaging damage
- Contaminant detection: foreign objects, pests
- Recording inspection data on checklists
- Non-conformance procedures: rejection, quarantine

Day 3: Documentation and Record Keeping in Receiving

- Goods Received Note (GRN) preparation
- Purchase order matching and discrepancy handling
- Batch/lot number recording for traceability
- Expiry date management and rotation principles
- Electronic data entry: inventory management systems
- Filing and archiving receiving records
- Reporting discrepancies to suppliers
- Legal and regulatory requirements for documentation

Day 4: Storage Principles and Material Handling

- FIFO (First In, First Out) and FEFO (First Expired, First Out)
- Storage conditions: temperature, humidity, light
- Handling equipment: pallet jacks, forklifts, hand trucks
- Safe lifting techniques and ergonomics
- Storage layout: racking, bin locations, zones
- Segregation of hazardous, allergen, and non-food items
- Housekeeping in storage areas
- Stock rotation practices

Day 5: Inventory Control and Stock Management

- Cycle counting vs. physical inventory
- Inventory reconciliation: comparing counts to records
- Causes of discrepancies: theft, damage, errors
- Inventory valuation: FIFO, weighted average
- Managing slow-moving and obsolete stock

- Reorder levels and safety stock
- Introduction to inventory management software
- Reporting and corrective actions

Day 6: Safety, Health, and Environmental Compliance

- Hazard identification: slips, trips, manual handling, chemicals
- Safety procedures: lockout/tagout, confined spaces
- PPE: gloves, safety glasses, steel-toed boots
- Spill response kits and procedures
- Fire safety and evacuation plans
- Waste management: recycling, hazardous waste disposal
- Regulatory compliance: OHS Act, environmental laws
- Incident reporting and investigation

Day 7: Supplier Relationship and Communication

- Effective communication: phone, email, face-to-face
- Handling delivery discrepancies: shortfalls, damages
- Returns process: documentation and logistics
- Supplier performance: on-time delivery, quality
- Internal coordination: with procurement, quality, production
- Negotiation basics for resolving issues
- Supplier audits and feedback
- Continuous improvement in supplier relations

Day 8: Advanced Quality Assurance and Food Safety

- HACCP principles: hazard analysis, critical control points
- Allergen management and cross-contamination prevention
- Traceability systems: from supplier to production
- Food safety standards: FSSC 22000, BRC, SANS 10049
- Root cause analysis: fishbone diagram, 5 Whys
- Corrective and preventive actions (CAPA)
- Internal audits and self-inspections
- Mock recall exercises

Day 9: Integration, Assessment, and Practical Application

- Practical scenario: receiving a delivery from inspection to storage
- Documentation completion: GRN, quality checklists
- Handling discrepancies and non-conformances
- Inventory update and rotation
- Safety and hygiene compliance check
- Review of key concepts and Q&A;
- Self-assessment and feedback
- Final assessment preparation and tips

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
05 Aug 2026	17 Aug 2026	On-Campus	Dubai, UAE
06 Aug 2026	18 Aug 2026	On-Campus	Pretoria, South Africa
06 Aug 2026	18 Aug 2026	On-Campus	Lagos, Nigeria
07 Aug 2026	19 Aug 2026	On-Campus	Johannesburg, South Africa
10 Aug 2026	20 Aug 2026	On-Campus	Cape Town, South Africa
11 Aug 2026	21 Aug 2026	On-Campus	Dubai, UAE
12 Aug 2026	24 Aug 2026	On-Campus	Pretoria, South Africa
13 Aug 2026	25 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 119044) 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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