



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

Maintain Production Records For Plant And Equipment On A Construction Site Training

Physical Planning and Construction / Civil Engineering Construction

Unit Standard 119531 · NQF Level 3 · 9 Credits · 6 Days

COURSE OVERVIEW

This course equips learners with the skills to accurately maintain production records for plant and equipment on construction sites. It covers recording production data, interpreting records, and ensuring compliance with organisational and legislative requirements. The course is essential for improving operational efficiency and accountability on construction projects.

Category	Physical Planning and Construction
Subfield	Civil Engineering Construction
Unit Standard	119531
Accreditation	SAQA Accredited · NQF Level 3 · 9 Credits
Duration	6 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply procedures to accurately record production data for plant and equipment on a construction site.
- Analyze production records to identify trends, variances, and areas for improvement.
- Evaluate the accuracy and completeness of production records against organisational standards.
- Demonstrate the correct use of recording tools and systems for plant and equipment.
- Implement corrective actions based on production record analysis.
- Maintain confidentiality and security of production records as per company policy.

WHO SHOULD ATTEND

- Construction supervisors, site managers, plant operators, and records clerks responsible for tracking plant and equipment production on construction sites.

COURSE OUTLINE

Day 1: Introduction to Production Records and Regulatory Framework

- Overview of production records in construction
- Legal and regulatory requirements (OHSA, BCEA)
- SAQA Unit Standard 119531 outcomes
- Types of records: daily logs, equipment registers, material sheets
- Roles and responsibilities of plant operators and site supervisors
- Consequences of non-compliance

Day 2: Data Collection Methods and Tools

- Manual recording: logbooks, tally sheets, shift reports
- Electronic tools: spreadsheets, mobile apps, site management software
- Standard templates for plant and equipment records
- Data verification techniques
- Common errors in data collection and how to avoid them
- Practical exercise: completing a sample daily production log

Day 3: Recording Plant and Equipment Operations

- Recording operating hours (hour meters, manual logs)
- Fuel consumption tracking methods
- Maintenance records: routine checks, repairs, servicing
- Production output measurement: m³, tonnes, loads
- Downtime classification: mechanical, weather, operational
- Practical exercise: completing equipment operation records

Day 4: Quality Assurance and Data Integrity

- Quality control procedures for production records
- Cross-checking data with supervisors and operators
- Handling discrepancies: correction protocols
- Data security: storage, access control, backups
- Audit trails and traceability
- Practical exercise: reviewing and correcting a set of records

Day 5: Reporting and Communication of Production Data

- Report formats: daily, weekly, monthly summaries
- Data visualisation: graphs, tables, dashboards
- Effective communication with site management and clients
- Using reports for productivity analysis and resource planning
- Practical exercise: creating a weekly production report
- Feedback and presentation skills

Day 6: Integration, Assessment, and Continuous Improvement

- Integrated practical exercise: full day simulation
- Completing records for multiple plant items
- Self-assessment and peer review
- Continuous improvement strategies
- Review of key concepts and Q&A;

- Formal assessment preparation and guidelines

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 **9 NQF credits** at **NQF Level 3**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 25,600.00	R 25,600.00
1	In-House	R 33,300.00	R 33,300.00
1	On-Campus (Pretoria)	R 38,400.00	R 38,400.00

UPCOMING SESSIONS

Start	End	Method	Venue
06 Aug 2026	13 Aug 2026	On-Campus	Dubai, UAE
07 Aug 2026	14 Aug 2026	On-Campus	Pretoria, South Africa
07 Aug 2026	14 Aug 2026	On-Campus	Lagos, Nigeria
10 Aug 2026	17 Aug 2026	On-Campus	Durban, South Africa
10 Aug 2026	17 Aug 2026	On-Campus	Mauritius
11 Aug 2026	18 Aug 2026	On-Campus	Cape Town, South Africa
12 Aug 2026	19 Aug 2026	On-Campus	Dubai, UAE
13 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 119531) 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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