



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

Conduct Vessel Administration Activities Training

Services / Transport, Operations and Logistics

Unit Standard 119840 · NQF Level 4 · 12 Credits · 9 Days

COURSE OVERVIEW

This course equips learners with the competencies required to perform vessel administration activities in a maritime or shipping environment. It covers the administration of vessel documentation, crew records, port clearance, and compliance with regulatory requirements. Successful learners will be able to manage vessel-related administrative tasks efficiently and in accordance with industry standards.

Category	Services
Subfield	Transport, Operations and Logistics
Unit Standard	119840
Accreditation	SAQA Accredited · NQF Level 4 · 12 Credits
Duration	9 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Demonstrate the ability to compile and maintain vessel documentation in compliance with statutory requirements.
- Apply procedures for crew administration, including records of certification, leave, and payroll.
- Analyze port clearance processes and ensure timely submission of required documentation.
- Evaluate vessel operational records to identify discrepancies and implement corrective actions.
- Implement systems for tracking vessel maintenance, repairs, and survey schedules.
- Design efficient filing and retrieval systems for vessel-related administrative records.

WHO SHOULD ATTEND

- This course is designed for administrative personnel, fleet managers, and maritime professionals responsible for vessel administration and documentation.
- It is also suitable for individuals seeking to enter the maritime industry in an administrative capacity.

COURSE OUTLINE

Day 1: Introduction to Vessel Administration

- Overview of vessel administration
- Maritime regulatory bodies (SAMSA, Ports Authority)
- Key legislation: Merchant Shipping Act, Marine Safety Act
- Roles of ship owners, managers, and crew
- Introduction to vessel documentation

Day 2: Vessel Registration and Documentation

- Vessel registration procedures
- Types of vessel certificates (Load Line, Safety Equipment, Radio)
- Certificate of Registry and its renewal
- Port State Control inspections
- Practical exercise: filling out registration forms

Day 3: Crew Administration and Manning

- STCW Convention and national regulations
- Crew qualifications and certificates of competency
- Seaman's Book and discharge book
- Crew list and manning levels
- Crew change procedures and immigration requirements

Day 4: Vessel Maintenance and Safety Administration

- Planned maintenance systems
- ISM Code and Safety Management System documentation
- Defect reporting and tracking
- Drills and training records
- Inventory of safety equipment

Day 5: Port and Harbour Administration

- Port clearance and customs procedures
- Harbour dues calculation
- Cargo documentation: manifests, bills of lading
- Agent and broker coordination
- Port state control inspections

Day 6: Financial Administration for Vessels

- Budgeting and cost control
- Crew payroll, overtime, and deductions
- Purchase order systems
- Invoice processing and payment
- Financial reporting and audits

Day 7: Environmental and Waste Management Administration

- MARPOL Annexes I-VI
- Garbage management plan and record book
- Oil record book and sludge disposal
- Ballast water management plan

- Environmental audits and reporting

Day 8: Emergency Response and Crisis Administration

- Emergency response plans (fire, collision, grounding)
- Incident reporting to SAMSA and flag state
- Crisis communication protocols
- Media and stakeholder management
- Post-incident analysis and corrective actions

Day 9: Integrated Vessel Administration and Assessment

- Case study: complete vessel administration cycle
- Simulated port call and documentation
- Audit preparation and compliance checks
- Review of key concepts
- Final assessment

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 4**.

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
03 Aug 2026	13 Aug 2026	On-Campus	Pretoria, South Africa
03 Aug 2026	13 Aug 2026	On-Campus	Lagos, Nigeria
04 Aug 2026	14 Aug 2026	On-Campus	Johannesburg, South Africa
05 Aug 2026	17 Aug 2026	On-Campus	Mauritius
06 Aug 2026	18 Aug 2026	On-Campus	Cape Town, South Africa
07 Aug 2026	19 Aug 2026	On-Campus	Dubai, UAE
10 Aug 2026	20 Aug 2026	On-Campus	Abu Dhabi, UAE
11 Aug 2026	21 Aug 2026	On-Campus	Mauritius

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 119840) 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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