



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

Prepare And Manage Quality Documentation Training

Manufacturing, Engineering and Technology / Manufacturing and Assembly

Unit Standard 120223 · NQF Level 4 · 6 Credits · 3 Days

COURSE OVERVIEW

This course equips learners with the skills to prepare, manage, and maintain quality documentation in accordance with organisational and regulatory requirements. Participants will learn to develop document control systems, ensure version control, and support quality management processes effectively.

Category	Manufacturing, Engineering and Technology
Subfield	Manufacturing and Assembly
Unit Standard	120223
Accreditation	SAQA Accredited · NQF Level 4 · 6 Credits
Duration	3 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply principles of document control to manage quality documentation
- Design a document management system that ensures version control and accessibility
- Implement procedures for reviewing, approving, and updating quality documents
- Evaluate documentation for compliance with relevant standards and regulations
- Demonstrate the ability to maintain accurate records of document revisions

WHO SHOULD ATTEND

- This course is designed for quality assurance officers, document controllers, administrative managers, and any professionals responsible for creating or managing quality documentation in their organisation.

COURSE OUTLINE

Day 1: Foundations of Quality Documentation

- Introduction to quality management systems and documentation.
- Types of quality documents: policies, procedures, work instructions, forms, and records.
- Document control principles: creation, approval, distribution, and storage.
- Understanding version control, document numbering, and revision history.
- Legal and regulatory requirements for documentation in South Africa.
- Practical exercise: identifying and categorizing sample documents.

Day 2: Developing and Managing Quality Documents

- Writing style and structure for quality documents.
- Templates and formatting standards.
- Document review cycles and approval workflows.
- Managing document revisions and change requests.
- Maintaining a document master list and register.
- Storage, retrieval, and archiving of documents (electronic and hard copy).
- Practical exercise: drafting a procedure and managing a change request.

Day 3: Quality Documentation in Practice and Continuous Improvement

- Internal auditing of documentation: checklist development and audit techniques.
- Identifying non-conformances and implementing corrective actions.
- Preventive actions to improve documentation processes.
- Continuous improvement: updating documents based on feedback and changes.
- Preparing documentation for external certification audits.
- Case studies and group exercise: conducting a mini-document audit.
- Final assessment and course wrap-up.

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 **6 NQF credits** at **NQF Level 4**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 17,900.00	R 17,900.00
1	In-House	R 23,300.00	R 23,300.00
1	On-Campus (Pretoria)	R 26,800.00	R 26,800.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	12 Aug 2026	On-Campus	Pretoria, South Africa
10 Aug 2026	12 Aug 2026	On-Campus	Mauritius
11 Aug 2026	13 Aug 2026	On-Campus	Abu Dhabi, UAE
11 Aug 2026	13 Aug 2026	On-Campus	Cape Town, South Africa
12 Aug 2026	14 Aug 2026	On-Campus	Durban, South Africa
12 Aug 2026	14 Aug 2026	On-Campus	Dubai, UAE
17 Aug 2026	19 Aug 2026	On-Campus	Harare, Zimbabwe
17 Aug 2026	19 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 120223) 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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