



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

Pre- and Post-Flight Procedures and Administration

Physical, Mathematical, Computer and Life Sciences / Physical Sciences

Unit Standard 243281 · NQF Level 6 · 12 Credits · 9 Days

COURSE OVERVIEW

This course equips learners with the knowledge and skills required to perform pre- and post-flight procedures and administration in an aviation environment. It covers the preparation of flight documentation, pre-flight inspections, and post-flight reporting to ensure compliance with safety regulations and operational efficiency.

Category	Physical, Mathematical, Computer and Life Sciences
Subfield	Physical Sciences
Unit Standard	243281
Accreditation	SAQA Accredited · NQF Level 6 · 12 Credits
Duration	9 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply pre-flight procedures including aircraft inspection and documentation verification.
- Demonstrate post-flight procedures such as debriefing and reporting.
- Implement administrative tasks related to flight planning and record-keeping.
- Analyze flight data to ensure compliance with safety and regulatory standards.
- Evaluate the effectiveness of pre- and post-flight procedures to identify areas for improvement.
- Design a checklist for pre- and post-flight administrative tasks.

WHO SHOULD ATTEND

- This course is designed for aviation personnel including pilots, flight operations officers, and ground crew who are responsible for pre- and post-flight procedures and administrative tasks.

COURSE OUTLINE

Day 1: Introduction to Pre- and Post-Flight Procedures

- Overview of aviation safety management systems
- Regulatory framework: SACAA and ICAO standards
- Role of pre-flight planning in risk mitigation
- Introduction to flight documentation: flight plans, load sheets, and logs
- Communication protocols between flight deck and ground crew
- Human factors in pre-flight checks

Day 2: Aircraft Documentation and Records

- Aircraft technical log: structure and entries
- Certificate of airworthiness and registration
- Maintenance release and deferred defect procedures
- Pre-flight inspection checklist: walk-around and cockpit checks
- Post-flight reporting: defect reporting and journey log completion
- Digital vs. paper documentation systems

Day 3: Pre-Flight Planning and Briefing

- Weather briefing and interpretation of METARs/TAFs
- NOTAMs and airspace restrictions
- Fuel planning and alternate aerodrome selection
- Weight and balance calculations
- Crew resource management (CRM) briefing techniques
- Operational risk assessment tools

Day 4: Aircraft External and Internal Pre-Flight Inspections

- External inspection: fuselage, wings, empennage, landing gear
- Fluid checks: oil, hydraulic, fuel, and de-icing fluids
- Tire and brake wear assessment
- Cockpit pre-flight: instrument checks, system tests, and avionics setup
- Emergency equipment verification: fire extinguishers, life vests
- Minimum equipment list (MEL) application

Day 5: Passenger and Cargo Pre-Flight Procedures

- Passenger manifest and seat allocation
- Safety demonstration and pre-takeoff announcements
- Cargo loading: weight and balance, load securing
- Dangerous goods acceptance and documentation
- Ground handling coordination: catering, fuel, and baggage
- Security checks and access control

Day 6: Engine Start and Taxi Procedures

- Engine start procedures: normal and cross-bleed starts
- Ground crew communication: hand signals and radio calls
- Taxi clearances and airport markings
- Pre-takeoff checks: flight controls, instruments, and system checks
- Abnormal procedures: engine fire, hot start, hydraulic failure

- Runway incursion prevention

Day 7: Post-Flight Procedures and Shutdown

- After-landing checks: flaps, transponder, and systems
- Taxi to parking and parking brake set
- Engine shutdown and securing cockpit
- Post-flight walk-around inspection
- Defect reporting and technical log entries
- Crew debriefing and post-flight documentation

Day 8: Administration and Compliance in Flight Operations

- Flight time and duty period limitations
- Fatigue risk management system (FRMS)
- Incident and occurrence reporting
- Fuel and expense reconciliation
- SMS reporting: hazard identification and risk mitigation
- Audit preparation and record retention

Day 9: Integration and Practical Application

- Full flight cycle simulation: planning, inspection, start, taxi, post-flight
- Scenario-based training: weather diversions, system failures
- Crew resource management in simulated operations
- Documentation review and error identification
- Assessment of practical skills and knowledge
- Final Q&A; and course evaluation

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 6**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 36,600.00	R 36,600.00
1	In-House	R 47,600.00	R 47,600.00
1	On-Campus (Pretoria)	R 55,000.00	R 55,000.00

UPCOMING SESSIONS

Start	End	Method	Venue
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	Durban, South Africa
11 Aug 2026	21 Aug 2026	On-Campus	Mauritius
12 Aug 2026	24 Aug 2026	On-Campus	Cape Town, South Africa
13 Aug 2026	25 Aug 2026	On-Campus	Dubai, UAE
14 Aug 2026	26 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 243281) 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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