



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

Customs Declarations and Carrier Release Documentation

Services / Transport, Operations and Logistics

Unit Standard 252425 · NQF Level 3 · 8 Credits · 5 Days

COURSE OVERVIEW

This course equips learners with the competencies to accurately frame and submit customs declarations and carrier release documentation in compliance with South African customs regulations and international trade protocols. Learners will understand the legal and procedural requirements for customs clearance, enabling efficient movement of goods across borders.

Category	Services
Subfield	Transport, Operations and Logistics
Unit Standard	252425
Accreditation	SAQA Accredited · NQF Level 3 · 8 Credits
Duration	5 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply customs classification rules and tariff codes to goods for accurate declaration.
- Demonstrate the process of completing and submitting customs declarations using the appropriate electronic systems.
- Analyze carrier release documentation requirements and ensure compliance with carrier and customs regulations.
- Evaluate the accuracy and completeness of customs and carrier documentation to prevent delays and penalties.
- Implement corrective actions when discrepancies are identified in declarations or release documents.
- Design a systematic approach to document management and record-keeping for customs and carrier processes.

WHO SHOULD ATTEND

- This course is designed for customs clearing agents, freight forwarders, logistics coordinators, import/export administrators, and trade compliance officers who are responsible for preparing and submitting customs documentation.

COURSE OUTLINE

Day 1: Introduction to Customs Declarations and Legal Framework

- Overview of customs declaration process.
- Legal framework: Customs and Excise Act, 1964.
- Role of South African Revenue Service (SARS).
- Key terms: importer, exporter, tariff, duty, VAT.
- Types of declarations: import, export, transit.
- Consequences of non-compliance.
- Introduction to the Single Administrative Document (SAD).

Day 2: Completing Customs Declarations – Import and Export

- Step-by-step completion of SAD500 for imports.
- Step-by-step completion of SAD500 for exports.
- Supporting documents: invoice, packing list, bill of lading.
- Introduction to tariff classification using HS codes.
- Customs valuation methods: transaction value, adjustments.
- Common errors and how to avoid them.
- Use of customs software (e.g., e@syFile, EDI).

Day 3: Carrier Release Documentation and Procedures

- Overview of carrier release process.
- Types of release: pre-release, direct delivery, bonded warehouse.
- Documents: delivery order, cargo release form, manifest.
- Interaction between customs and carriers.
- Electronic data interchange (EDI) for release.
- Timeline and checkpoints for cargo release.
- Common issues and resolution strategies.

Day 4: Compliance, Audits, and Risk Management

- Compliance framework: Authorised Economic Operator (AEO).
- Record-keeping requirements.
- Customs audit process and documentation.
- Risk management: red flags, random checks.
- Penalties for non-compliance: fines, seizures, blacklisting.
- Mitigation strategies: internal controls, training.
- Case studies of non-compliance.

Day 5: Practical Integration and Assessment

- Walk-through of a complete import/export transaction.
- Group exercise: process a shipment from declaration to release.
- Error analysis and correction.
- Review of key learning points.
- Final assessment (written and practical).
- Q&A; 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 **8 NQF credits** at **NQF Level 3**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 23,000.00	R 23,000.00
1	In-House	R 29,900.00	R 29,900.00
1	On-Campus (Pretoria)	R 34,500.00	R 34,500.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	14 Aug 2026	On-Campus	Durban, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Abu Dhabi, UAE
10 Aug 2026	14 Aug 2026	On-Campus	Pretoria, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Dubai, UAE
10 Aug 2026	14 Aug 2026	On-Campus	Cape Town, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Mauritius
17 Aug 2026	21 Aug 2026	On-Campus	Dubai, UAE
17 Aug 2026	21 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 252425) 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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