



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

Export General Non-Hazardous Cargo Documentation

Services / Transport, Operations and Logistics

Unit Standard 252433 · NQF Level 3 · 6 Credits · 3 Days

COURSE OVERVIEW

This course equips learners with the knowledge and skills to accurately document and handle export surface general non-hazardous cargo. Participants will understand the regulatory requirements, documentation processes, and operational procedures necessary for efficient and compliant export operations. The course is designed to ensure cargo is prepared, documented, and dispatched in accordance with industry standards and legal obligations.

Category	Services
Subfield	Transport, Operations and Logistics
Unit Standard	252433
Accreditation	SAQA Accredited · NQF Level 3 · 6 Credits
Duration	3 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply relevant export regulations and procedures to document general non-hazardous cargo for surface transport.
- Demonstrate the ability to complete and verify export documentation, including bills of lading, packing lists, and commercial invoices.
- Analyze cargo handling requirements to ensure safe and efficient loading, stowage, and securing of goods.
- Evaluate the completeness and accuracy of export documentation against regulatory and customer requirements.
- Implement quality control measures to minimize errors and delays in the export documentation process.
- Coordinate with relevant stakeholders, such as customs brokers and transport providers, to facilitate smooth cargo movement.

WHO SHOULD ATTEND

- This course is ideal for logistics coordinators, freight forwarders, export clerks, and supply chain professionals involved in the documentation and handling of export general non-hazardous cargo.

COURSE OUTLINE

Day 1: Introduction to Export Documentation and Regulatory Framework

- Overview of export documentation and its importance
- South African export regulations and SAQA alignment
- Key documents: Commercial Invoice, Packing List, Bill of Lading, Certificate of Origin
- Incoterms and their impact on documentation
- Customs procedures and clearance requirements
- Documentation errors and penalties
- Case studies of export documentation failures

Day 2: Document Preparation and Compliance Procedures

- Detailed preparation of Commercial Invoice and Packing List
- HS tariff classification and valuation methods
- Bill of Lading and Air Waybill completion
- Certificate of Origin and other certificates
- Customs declarations (SAD500) and electronic submissions
- Document checking and error correction
- Role of freight forwarders and clearing agents

Day 3: Advanced Documentation, Risk Management, and Practical Integration

- Multi-modal transport documents (FCR, FBL)
- Letters of credit and documentary collections
- Export permits and licenses for regulated goods
- Risk management: fraud prevention and compliance checks
- Record keeping and audit trails
- Integration with supply chain and trade finance
- Final assessment and case study review

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 3**.

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	Durban, South Africa
10 Aug 2026	12 Aug 2026	On-Campus	Dubai, UAE
11 Aug 2026	13 Aug 2026	On-Campus	Pretoria, South Africa
11 Aug 2026	13 Aug 2026	On-Campus	Mauritius
12 Aug 2026	14 Aug 2026	On-Campus	Abu Dhabi, UAE
12 Aug 2026	14 Aug 2026	On-Campus	Cape Town, South Africa
17 Aug 2026	19 Aug 2026	On-Campus	Shenzhen, China
17 Aug 2026	19 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 252433) 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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