



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

Supervise Procurement and Storage of Construction Materials

Physical Planning and Construction / Building Construction

Unit Standard 254098 · NQF Level 4 · 10 Credits · 7 Days

COURSE OVERVIEW

This course equips supervisors in the construction industry with the skills to oversee the procurement, use, and storage of equipment and materials. Learners will gain the ability to manage resources efficiently, ensure compliance with safety and quality standards, and minimize waste and costs.

Category	Physical Planning and Construction
Subfield	Building Construction
Unit Standard	254098
Accreditation	SAQA Accredited · NQF Level 4 · 10 Credits
Duration	7 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply procurement procedures to acquire construction materials and equipment in accordance with organizational policies and specifications.
- Implement storage and handling procedures to ensure materials and equipment are preserved and accessible.
- Monitor the use of materials and equipment on site to optimize utilization and minimize waste.
- Evaluate compliance with health, safety, and environmental regulations regarding material and equipment management.
- Document and report on procurement, usage, and storage activities for accountability and record-keeping.

WHO SHOULD ATTEND

- This course is intended for construction supervisors, foremen, and team leaders who are responsible for managing materials and equipment on construction sites.

COURSE OUTLINE

Day 1: Introduction to Procurement and Storage in Construction

- Overview of the construction supply chain
- Relevant legislation: OHSA, SANS 10400, NHBRC requirements
- Supervisor's duties in procurement and storage
- Classification of construction materials
- Basic principles of inventory management
- Introduction to procurement processes
- Storage conditions for different materials
- Health and safety considerations

Day 2: Procurement Planning and Supplier Selection

- Procurement planning: quantity take-offs and lead times
- Supplier evaluation criteria: ISO 9001, B-BBEE, past performance
- Request for quotations (RFQ) and tender processes
- Contract types: fixed price, cost-plus, and supply agreements
- Ethical procurement: conflict of interest, transparency
- Documentation: purchase orders, delivery notes, invoices
- Quality assurance of procured materials
- Cost management and budgeting

Day 3: Receiving and Inspection of Materials

- Receiving process: check against order, quantity, condition
- Inspection techniques for aggregates, cement, steel, timber
- Sampling methods: random, stratified, and composite
- Testing: slump test, cube test, moisture content
- Non-conformance reporting (NCR) and corrective actions
- Use of checklists and inspection forms
- Coordination with quality control personnel
- Safety during receiving and inspection

Day 4: Storage Principles and Techniques

- Storage conditions: temperature, humidity, ventilation
- Material-specific storage: cement silos, rebar racks, timber sheds
- Layout planning: access, labelling, segregation
- Inventory control: bin cards, stock levels, reorder points
- FIFO and LIFO methods
- Security measures: fencing, lighting, access control
- Housekeeping and waste management
- Fire prevention and spill containment

Day 5: Inventory Management and Stock Control

- Inventory management software: barcoding, RFID
- Cycle counting vs. annual stocktake
- Reorder point and economic order quantity (EOQ)
- ABC analysis of inventory
- Managing slow-moving and obsolete stock

- Loss prevention: theft, damage, expiry
- Reporting: stock reports, variance analysis
- Integration with procurement and project schedules

Day 6: Health, Safety, and Environmental Compliance

- Hazard identification: manual handling, hazardous substances, stacking
- Personal protective equipment (PPE) requirements
- Safe stacking and racking procedures
- Hazardous material storage: flammable liquids, chemicals
- Environmental regulations: waste disposal, spill response
- Risk assessment methodology
- Toolbox talks on storage safety
- Emergency procedures and first aid

Day 7: Supervisory Skills and Practical Integration

- Communication and delegation skills
- Performance monitoring: KPIs for storage and procurement
- Problem-solving in materials management
- Case studies: common challenges and solutions
- Integration with project planning and site operations
- Review of unit standard outcomes
- Mock assessment and feedback
- Action plan for workplace implementation

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 **10 NQF credits** at **NQF Level 4**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 28,200.00	R 28,200.00
1	In-House	R 36,700.00	R 36,700.00
1	On-Campus (Pretoria)	R 42,300.00	R 42,300.00

UPCOMING SESSIONS

Start	End	Method	Venue
03 Aug 2026	11 Aug 2026	On-Campus	Pretoria, South Africa
03 Aug 2026	11 Aug 2026	On-Campus	Lagos, Nigeria
04 Aug 2026	12 Aug 2026	On-Campus	Johannesburg, South Africa
05 Aug 2026	13 Aug 2026	On-Campus	Mauritius
06 Aug 2026	14 Aug 2026	On-Campus	Cape Town, South Africa
07 Aug 2026	17 Aug 2026	On-Campus	Dubai, UAE
10 Aug 2026	18 Aug 2026	On-Campus	Abu Dhabi, UAE
11 Aug 2026	19 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 254098) 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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