



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

Tel: +27 12 004 8389 · Mobile: +27 65 077 6310

Email: apply@aatikd.co.za · Website: www.aatikd.co.za

COURSE BROCHURE

Motor Trolley Operation Certificate

Services / Transport, Operations and Logistics

Unit Standard 256201 · NQF Level 3 · 16 Credits · 13 Days

COURSE OVERVIEW

This course equips learners with the knowledge and practical skills to safely and efficiently operate a motor trolley in a workplace environment. It covers pre-use inspections, load handling, maneuvering, and adherence to health and safety regulations. Successful completion enables learners to operate a motor trolley competently in compliance with South African legislative requirements.

Category	Services
Subfield	Transport, Operations and Logistics
Unit Standard	256201
Accreditation	SAQA Accredited · NQF Level 3 · 16 Credits
Duration	13 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Demonstrate knowledge of the functions, features, and safety requirements of a motor trolley.
- Apply pre-use inspection procedures to identify defects and ensure operational readiness.
- Operate a motor trolley safely, including starting, stopping, steering, and maneuvering with and without a load.
- Implement load handling techniques to ensure stability, security, and safe transportation of materials.
- Evaluate potential hazards in the operating environment and take appropriate corrective actions.
- Comply with relevant health, safety, and environmental legislation and company policies during motor trolley operations.

WHO SHOULD ATTEND

- This course is designed for operators, warehouse staff, and logistics personnel who are required to operate a motor trolley as part of their daily duties.
- It is also suitable for supervisors and safety officers seeking to understand safe operating procedures for motor trolleys.

COURSE OUTLINE

Day 1: Introduction to Motor Trolley Operations and Safety

- Overview of motor trolley types and uses
- Relevant OHS Act and regulations
- Roles and responsibilities of operators
- Hazard identification and risk assessment basics
- PPE requirements and proper use
- Site safety rules and emergency procedures

Day 2: Motor Trolley Components and Pre-Use Inspection

- Engine, steering, brakes, and controls
- Load-carrying attachments and hydraulic systems
- Pre-use inspection procedures
- Daily logbook and reporting
- Manufacturer's manual and specifications
- Common defects and troubleshooting

Day 3: Basic Operating Principles and Controls

- Control layout and functions
- Starting, moving, and stopping
- Steering and manoeuvring
- Acceleration and braking techniques
- Load handling fundamentals
- Safe loading and unloading procedures

Day 4: Load Handling and Stability

- Load capacity ratings and placards
- Centre of gravity and load distribution
- Stability triangle and tipping prevention
- Securing loads with straps and chains
- Handling irregular or oversized loads
- Dynamic stability during travel

Day 5: Manoeuvring in Confined Spaces

- Turning radius and pivot points
- Reverse manoeuvring techniques
- Use of spotters and hand signals
- Ramp and incline operation
- Parking procedures and brake application
- Shutdown and securing

Day 6: Operating on Different Terrains

- Terrain types: gravel, mud, asphalt, grass
- Traction control and tyre selection
- Skid prevention and recovery
- Driving on slopes and cross-slopes
- Impact of weather on operations

- Surface hazard identification

Day 7: Loading and Unloading Procedures

- Dock and ramp approach techniques
- Load placement and weight distribution
- Communication with loaders
- Coupling trailers and attachments
- Uncoupling and parking
- Emergency stop procedures during loading

Day 8: Traffic Management and Site Rules

- Site traffic management plans
- Speed limits and signage
- Pedestrian awareness and separation
- Vehicle interactions and yielding
- Warning devices: horn, lights, reverse alarms
- Reporting incidents and near misses

Day 9: Routine Maintenance and Refuelling

- Daily maintenance checks: oil, coolant, hydraulics
- Refuelling procedures and spill prevention
- Battery maintenance and charging
- Tyre pressure and condition checks
- Lubrication points
- Maintenance logs and reporting

Day 10: Emergency Procedures and Incident Response

- Emergency shutdown and evacuation
- Fire types and extinguisher use
- Spill containment and cleanup
- Accident scene management
- First aid basics for common injuries
- Reporting and documenting incidents

Day 11: Advanced Manoeuvring and Special Operations

- Precision driving and tight spaces
- Attachment types and changeovers
- Low visibility techniques: lights, spotters
- Multiple load handling and sequencing
- Night operation procedures
- Special site-specific operations

Day 12: Assessment Preparation and Review

- Review of all modules
- Question-and-answer sessions
- Mock theory test
- Practical skill drills
- Feedback and coaching
- Final preparation for assessment

Day 13: Final Assessment and Certification

- Written assessment (theory)
- Practical assessment (operating skills)
- Load handling and safety demonstration
- Assessment debrief and results
- Certification process and validity
- Continuing professional development

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 **16 NQF credits** at **NQF Level 3**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 43,500.00	R 43,500.00
1	In-House	R 56,600.00	R 56,600.00
1	On-Campus (Pretoria)	R 65,200.00	R 65,200.00

UPCOMING SESSIONS

Start	End	Method	Venue
05 Aug 2026	21 Aug 2026	On-Campus	Johannesburg, South Africa
06 Aug 2026	24 Aug 2026	On-Campus	Mauritius
07 Aug 2026	25 Aug 2026	On-Campus	Cape Town, South Africa
10 Aug 2026	26 Aug 2026	On-Campus	Pretoria, South Africa
11 Aug 2026	27 Aug 2026	On-Campus	Abu Dhabi, UAE
12 Aug 2026	28 Aug 2026	On-Campus	Durban, South Africa
12 Aug 2026	28 Aug 2026	On-Campus	Mauritius
13 Aug 2026	31 Aug 2026	On-Campus	Cape Town, 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 256201) 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.

Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza, 1122 Burnett St, Hatfield 0028, Pretoria, Gauteng, South Africa
Tel: +27 12 004 8389 · WhatsApp: +27 65 077 6310 · apply@aaticd.co.za · www.aaticd.co.za