



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

Cargo and Stores Transfer Supervision

Law, Military Science and Security / Sovereignty of the State

Unit Standard 259404 · NQF Level 4 · 8 Credits · 5 Days

COURSE OVERVIEW

This course equips learners with the skills to oversee the safe and efficient transfer of cargo and stores in various logistics environments. Participants will learn to coordinate loading, unloading, and documentation processes, ensuring compliance with relevant regulations and organizational procedures.

Category	Law, Military Science and Security
Subfield	Sovereignty of the State
Unit Standard	259404
Accreditation	SAQA Accredited · NQF Level 4 · 8 Credits
Duration	5 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply relevant safety regulations and procedures to supervise cargo and stores transfer operations.
- Coordinate the loading and unloading of cargo and stores to ensure efficient and secure handling.
- Implement documentation and reporting procedures for cargo and stores transfers.
- Evaluate risks and implement control measures during transfer operations.
- Demonstrate effective communication and coordination with team members and stakeholders.

WHO SHOULD ATTEND

- This course is designed for supervisors, team leaders, and logistics personnel responsible for managing the transfer of cargo and stores in warehousing, distribution, or transportation settings.

COURSE OUTLINE

Day 1: Introduction to Cargo and Stores Transfer Operations

- Overview of cargo and stores transfer in maritime and logistics contexts
- Legal framework: OHS Act, SANS codes, and international regulations
- Supervisor responsibilities: planning, coordination, and compliance
- Classification of cargo: general, bulk, hazardous, and special cargo
- Safety fundamentals: hazard identification, risk assessment, and control measures
- Introduction to documentation: transfer plans, manifests, and checklists

Day 2: Planning and Preparation for Transfer Operations

- Transfer planning process: route, timing, and resource allocation
- Equipment selection and inspection: cranes, hoses, pumps, and securing gear
- Environmental considerations: weather, sea state, and spill prevention
- Stakeholder communication: roles, responsibilities, and coordination meetings
- Pre-transfer checks: equipment, personnel, and emergency readiness
- Documentation: permits, checklists, and communication logs

Day 3: Supervising Safe Transfer Execution

- Supervisory techniques: observation, delegation, and intervention
- Emergency response: spill containment, fire, and personnel injury procedures
- Cargo handling methods: lifting, lashing, and loading/unloading techniques
- Communication protocols: radio, hand signals, and alarm systems
- Dynamic risk assessment and decision-making during operations
- Incident reporting and record-keeping

Day 4: Post-Transfer Procedures and Quality Assurance

- Post-transfer checks: cargo condition, equipment status, and cleanliness
- Documentation: transfer reports, incident forms, and equipment logs
- Performance evaluation: key performance indicators and benchmarks
- Root cause analysis of incidents and near-misses
- Continuous improvement: updating procedures and training
- Debriefing sessions with the team

Day 5: Advanced Supervision, Compliance, and Integration

- Managing multiple transfers and simultaneous operations
- Environmental compliance: waste management and pollution prevention
- Legal liability and audit preparedness
- Case studies: successful and failed transfer operations
- Simulated supervision exercise: planning, execution, and debrief
- Review of unit standard outcomes and assessment criteria

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 4**.

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 259404) 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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