



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

Ship Administrative Procedures Explained

Law, Military Science and Security / Sovereignty of the State

Unit Standard 259418 · NQF Level 4 · 4 Credits · 1 Day

COURSE OVERVIEW

This course equips learners with the knowledge and skills to effectively describe and implement administrative procedures on a ship. It covers the documentation, communication, and compliance requirements essential for smooth shipboard operations, ensuring alignment with maritime regulations and company policies.

Category	Law, Military Science and Security
Subfield	Sovereignty of the State
Unit Standard	259418
Accreditation	SAQA Accredited · NQF Level 4 · 4 Credits
Duration	1 day
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Describe the key administrative procedures required for shipboard operations, including documentation and record-keeping.
- Apply relevant maritime regulations and company policies to administrative tasks on a ship.
- Demonstrate the ability to complete and process standard shipboard forms and reports accurately.
- Analyze communication protocols and reporting lines within the ship's administrative structure.
- Evaluate the importance of compliance with safety and environmental administrative procedures.
- Implement procedures for managing crew records, certificates, and official ship documents.

WHO SHOULD ATTEND

- This course is designed for seafarers, ship officers, and maritime administrative staff who are responsible for or involved in the administrative management of shipboard operations.

COURSE OUTLINE

Day 1: Understanding Ship Administrative Procedures

- Introduction to ship administrative procedures and their importance.
- Overview of mandatory ship documentation: certificates, logs, and registers.
- Crew administration: contracts, payroll, leave, and training records.
- Shipboard financial procedures: procurement, inventory, and expense reporting.
- Regulatory compliance: ISM Code, SOLAS, MARPOL, and port state control.
- Communication procedures: internal and external reporting.
- Record keeping and filing systems for ship documents.
- Case study: administrative workflow on a typical merchant vessel.

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

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 12,800.00	R 12,800.00
1	In-House	R 16,600.00	R 16,600.00
1	On-Campus (Pretoria)	R 19,200.00	R 19,200.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	10 Aug 2026	On-Campus	Pretoria, South Africa
11 Aug 2026	11 Aug 2026	On-Campus	Abu Dhabi, UAE
12 Aug 2026	12 Aug 2026	On-Campus	Durban, South Africa
12 Aug 2026	12 Aug 2026	On-Campus	Mauritius
13 Aug 2026	13 Aug 2026	On-Campus	Cape Town, South Africa
14 Aug 2026	14 Aug 2026	On-Campus	Dubai, UAE
17 Aug 2026	17 Aug 2026	On-Campus	Abu Dhabi, UAE
18 Aug 2026	18 Aug 2026	On-Campus	Durban, 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 259418) 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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