





MASENO UNIVERSITY

DOCUMENT TITLE	PROCEDURE FOR FARM MANAGEMENT		
DOC. NO:	MSU/PRI/FRM/OP/01	ISSUE NO:	2
DATE OF ISSUE	8 TH JUNE, 2018	REV. NO:	1
AUTHOR	FARM MANAGER		
AUTHORIZED BY:	DVC, PRI	ISSUED BY:	MANAGEMENT REPRESENTATIVE
SIGNATURE		SIGNATURE	

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0.1 DOCUMENT CHANGES

#	Date	Details of Change		Authorization
		Page	Clause/sub clause	Title
1.	08/06/2018	1	Inclusion of Author, Title and issuance by MR on cover page	DVC PRI
2.	08/06/2018	2	Clause 0.2 reviewed to state the procedure shall be available on the University website	DVC PRI
3.	08/06/2018	2	0.1 Inclusion of page and title columns in document change table	DVC PRI
4.	08/06/2018	2-4	Rearrangement of clauses as a result of omission of title that was previously clause 1.0	DVC PRI
5.	08/06/2018	3	1.0 omission of title.	DVC PRI
6.	08/06/2018	3	3.1 and 3.5 Reference to ISO 9001:2015 Standard and MSU/VC/MR/OP/01	DVC PRI
7.	08/06/2018	3	Omission of title hence purpose becomes clause 1	DVC PRI
8.	8/6/2018	ALL	Change of font type and size	DVC PRI

0.2 DOCUMENT DISTRIBUTION

Documents shall be available on the Maseno University website for authorized users.

1.PURPOSE:

To ensure efficient production and supply of quality farm products to University and interested parties.

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2.SCOPE:

This procedure covers production of supply of farm products.

3.REFERENCE:

- 3.1 ISO 9001-2015: Quality Management System - requirement.
- 3.2 Maseno University Quality manual
- 3.3 Cap 320: Agricultural Produce Marketing Act
- 3.4 Cap 321: Crop Production and Livestock Act
- 3.5 Cap 336: Dairy Industry Act
- 3.6 Cap 345: Fertilizer and Animal Foodstuff Act
- 3.7 Cap 356: Meat Control Act
- 3.8 MSU/VC/MR/OP/01

4.TERMS DEFINITIONS /ABBREVIATIONS

- 4.1 **DVC PRI**– Deputy Vice- Chancellor, Partnership Research and Innovation.
- 4.2 **Farm Manager (FM)** – Officer in charge of farm
- 4.3 **AM - Assistant Manager**- Coordination of activities of units of the farm.
- 4.4 **FA –Farm Assistant** – in charge of a unit.
- 4.5 **FA -Farm attendant** – perform day to day activities in a unit
- 4.6 **Poultry unit** – Unit that rears chicken for production of eggs and meat.
- 4.7 **Broilers** – Birds reared for meat
- 4.8 **Layers** – Birds reared for eggs
- 4.9 **Culled layer**- An egg producing bird removed from production due to poor performance or out of production due to old age.
- 4.10 **Day old chick**- A young chicken acquired from a hatchery for purposes of rearing to produce meat or eggs.
- 4.11 **Layers mash**- feed formulation for a laying bird during laying period
- 4.12 **Grower’s mash**- feed formulation for a layer during growing period (between week four and twentieth week).
- 4.13 **Chick and duck mash** - feed formulation for a layer during the chick stage between (1day and four weeks)

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- 4.14 **Broiler starter mash/cramps/pellets** - feed formulation for broilers between day one and end of week two
- 4.15 **Broiler finisher mash/cramps/pellets** - feed formulation for broilers during finishing period (between week two and week six).
- 4.16 **Feeder**- equipment from where the birds feed.
- 4.17 **Drinker**- equipment from where the birds are watered.
- 4.18 **Brooding**- provision of artificial heat for the young chicks during the first two to four weeks.
- 4.19 **Brooder**-a unit where brooding is carried out
- 4.20 **Vaccination**- Protecting livestock from getting infection.
- 4.21 **Vaccines** –materials used for vaccination.
- 4.22 **Unit** – a production unit or enterprise.

5. RESPONSIBILITIES:

The Farm Manager shall be responsible for the implementation and effective supervision of these procedures.

6.0 METHOD

6.1 Management of Poultry production

- 6.1.1 FM shall Procure Day old chicks from a reputable hatchery.
- 6.1.2 FA shall rear chicks in a brooder for two and four weeks for broiler and Layers respectively.
- 6.1.3. FA shall rear growers during growing period (between week 8 and week 20).
- 6.1.4. FA shall rear layers in the main house from onset of laying to end of production period (between week 20 and week 72 or more).
- 6.1.5. FA shall rear broiler finisher from week 2 to between week 6 and week 8 when they attain slaughter weight
- 6.1.6. FA shall feed the birds daily with feed ration as per category of chicken.
- 6.1.7. FA shall vaccinate the birds as per the vaccination schedule and identify and isolate sick birds.

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6.1.8. Veterinary doctor shall treat or cull the birds appropriately.

6.1.9. FA shall routinely clean the poultry house and disinfect before restocking at the end of every production cycle.

6.1.10. FA shall collect eggs at least twice a day, record and dispatch to the sales office after every collection.

6.1.11. FA shall transfer the broilers for slaughter to the slaughter house.

6.1.12. Slaughter man shall slaughter and dress and dispatch the dressed chicken to the sales office.

6.1.13. FM/ FA shall identify birds for culling and instruct FA to cull appropriately.

6.1.14. FA shall keep all farm records and FA shall verify and certify before approval by the manager.

6.2 Management of Dairy Cows

6.2.1. FA shall oversee all the activities of the dairy unit to ensure efficient management of the dairy unit responsible for all technical aspects of the unit in consultation with the Farm Manager, supervise the subordinate staff in the unit, and ensure accurate and timely records by the dairy attendants to enable the farm continuously monitor and review performance of its activities to ensure continual improvement of services to the unit and customers.

6.2.2. FA shall prepare procurement plan for the unit i.e. feed, fodder, drugs, vaccines, tools etc.

6.2.3. FA shall ensure all dairy routine practices are carried out as recommended.

6.2.4. FA shall ensure all records are accurately entered.

6.2.5. FA shall prepare monthly, quarterly and annual progress report for the unit.

6.2.6. FA shall represent the dairy unit in all technical meetings.

6.2.7. FA shall ensure all the sick animals are attended to appropriately.

6.2.8. FA shall ensure breeding is carried out as recommended to ensure that a cow breeds every year.

6.2.9. FA shall ensure animals are adequately fed.

6.2.10. FA shall ensure all machinery and equipments for the units are in good working condition.

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- 6.2.11. FA (dairy clerk) shall maintain individual cow production, milk distribution record to enable the farm continuously monitor and review performance of the dairy activities to ensure continual improvement of services of the unit and to the customers.
- 6.2.12. FA shall receive from the milker, individual cow's milk, weigh and record.
- 6.2.13. FA shall record accurately customers' details on a daily basis.
- 6.2.14. FA shall maintain individual cow production, lactation feeds, and steaming up records.
- 6.2.15. FA shall maintain clear production and sales records.
- 6.2.16. FA shall maintain the dairy blackboard.
- 6.2.17. FA shall report any cases including sickness, abnormalities, heat etc to the in charge.
- 6.2.18. FA shall ensure the utensil room is locked.
- 6.2.19. FA shall maintain calving and culling records
- 6.2.20. FA (milker) shall effectively milk cows either by machine or manually.
- 6.2.21. FA shall distribute animal feed rations
- 6.2.22. FA shall Milk observing proper procedures of milking.
- 6.2.23. FA shall clean the milking parlor after every milking.
- 6.2.24. FA shall dispose of dairy waste.
- 6.2.25. FA shall boil water for cleaning the adder before milking.
- 6.2.26. FA shall Clean and maintain the milking machine.
- 6.2.27. FA shall check for mastitis by use of a strip cup.
- 6.2.28. FA shall ensure machine and feeds room is locked.
- 6.2.29. FA (fodder) shall ensure adequate fodder is harvested and chopped ready for feeding the animals.
- 6.2.30. FA shall harvest nipper.
- 6.2.31. FA shall transport to the processing room.
- 6.2.32. FA shall chop fodder using chaff cutter ready for feeding.
- 6.2.33. FA shall distribute the chopped fodder to feeding areas
- 6.2.34. FA (zero grazing) shall ensure cows under zero grazing are adequately fed and watered for maximum productivity.
- 6.2.35. FA appropriately mix fodder and concentrates and supply to the animals.
- 6.2.36. FA shall provide clean adequate water to the animals.
- 6.2.37. FA shall report any abnormal conditions, including sickness to the in charge.

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- 6.2.38. FA shall report heat signs to the in charge.
- 6.2.39. FA shall keep cattle inventory, feed records, breeding record.
- 6.2.40. FA (herder) shall ensure cows are properly looked after during grazing in the pasture fields and ensure efficient utilization of pasture fields.
- 6.2.41. FA shall take stock of dairy animals every morning in the presence of the security guard.
- 6.2.42. FA shall drive animals to the grazing fields and ensure they graze appropriately.
- 6.2.43. FA shall report any sick animals or animals on heat to the in charge.
- 6.2.44. FA shall maintain treatment, breeding records.
- 6.2.45. FA shall report any damages to the farm structures to the in charge.
- 6.2.46. FA shall take stock of all animals at the end of each day and hand over to the night.
- 6.2.47. Calf attendant shall look after the calves to ensure that they are healthy all the times.
- 6.2.48. Calf attendant shall clean the calf pen and replace beddings every morning.
- 6.2.49. Calf attendant shall provide the correct quantities of milk to the calves in the morning and afternoon.
- 6.2.50. Calf attendant shall provide feed and water to older calves.
- 6.2.51. Calf attendant shall actively participate during routine practices.
- 6.2.52. Calf attendant shall keep accurate records of the calves including; date of birth, tag number and name, quantity of milk consumed, birth weight routine practices, weaning date, treatment and any defects.
- 6.2.53. Calf attendant shall report all sick animals and any abnormal occurrences to the in charge.
- 6.2.54. FA (all) shall actively participate in spraying and dipping once a week and de worming after every three months.
- 6.2.55. Dairy attendant shall actively participate during all vaccinations as per vaccination schedule and sick animals shall be isolated and attended to by a veterinary doctor.
- 6.2.56. FM shall notify the administration and ensure that a postmortem is carried out by a veterinary doctor in the event of a dead animal.
- 6.2.57. FM shall recommend to University Management of the need to cull unproductive animals and ensure culling is carried out once approved.
- 6.2.58. FA shall keep all farm records and FA shall verify and certify before approval by the manager.

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6.3. Management of Pigs

6.3.1 FA shall feed and water the pigs as recommended.

6.3.2 FA shall ensure that the recommended number of boars and sows shall be kept for purposes of breeding and replaced with new ones when necessary.

6.3.3 FA shall ensure that pigs are sprayed once a week and de wormed after every three months.

6.3.4. FA shall clean the pig houses daily every morning.

6.3.5.FM shall ensure that pigs are disposed to various outlets accordingly.

6.3.4. FA shall keep accurate records including; breeding, feeding, treatment, routine practices etc.

6.4. Procedure for Management of Beef Production

6.4.1.FA in consultation with FM shall ensure that the right animals are procured for beef production.

6.4.2.FA in consultation with FM shall facilitate for the inspection and ensure that the new animals are given the necessary treatment to be able to supply quality beef to customers.

6.4.3.FA shall ensure that proper grazing and feeding of the animals is carried out.

6.4.4. FA in consultation with the FM/FA shall ensure that mature animals are transferred to the slaughter house to be processed into beef and maintain the daily record of transferred animals.

6.4.5. FA shall report all sick animals or any unusual occurrence to the FA to arrange for the necessary action.

6.5. Management of Butchery Operations

6.5.1. FA shall oversee all the activities of the butchery to ensure set targets are accomplished at the committed cost, responsible for all technical activities of the unit in consultation with the farm

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manager, supervision of all the subordinate staff of the unit and ensure accurate and timely records by the butchery attendants to enable the farm continuously monitor and review performance of its activities to ensure continual improvement of services to the customers.

6.5.2. FA in consultation with the FM shall ensure that all livestock meat is processed at the slaughter before delivery to outlets. The livestock shall include beef animals, poultry, pig and mutton.

6.5.3. FA shall receive orders for various meat products from the sales office.

6.5.4. FA shall identify and acquire animals for slaughter to service the order. Beef from the beef production unit, Pig from pig production unit and poultry from the poultry unit.

6.5.5. FA shall ensure that the animals are processed as recommended and supplied to the sales office for prompt distribution to customers.

6.5.6. FA shall ensure that all production records are accurately entered and maintained by the FA butchery.

6.5.7. FA shall ensure that the meat is inspected by qualified personnel before dispatch.

6.5.8. FA shall participate actively in the procurement of beef animals for slaughter.

6.5.9. FA shall ensure that all staff possesses a valid medical and food handling certificates.

6.5.10. FA shall ensure the beef animals are properly received and prepared adequately before they are processed.

6.5.11. FA shall ensure that any other animal for slaughter is properly received at the slaughter house.

6.5.12. FA shall ensure adequate quantities of quality meat products is processed and supplied as per orders.

6.5.13. FA shall certify all records of the butchery.

6.5.14. FA shall represent the unit in all farm technical meetings

6.5.15. FA shall ensure that recommended procedures are strictly adhered to.

6.5.16. FA shall prepare procurement plan for the unit.

6.5.17. FA shall get live weight of slaughter animals.

6.5.18. FA shall slaughter and ensure bleeding.

6.5.19. FA shall get the bulk weight of processed animals.

6.5.20. FA shall load the carcass for transportation to the sales centre.

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6.5.21. FA shall distribute the products to the outlets in liaison with the sales clerk.

6.5.22. FA shall keep accurate Keep records of butchery activities i.e. number of animals slaughtered, weights, cost of purchase and distribution.

6.5.23. FA shall maintain the cleanliness of both the slaughter house and the surrounding areas.

6.5.24. FA shall ensure that the slaughter equipments and tools are safely kept after use and are in good working conditions.

6.6. Food Crop.

6.6.1. The FA in consultation with the FM shall oversee all the activities of the unit to ensure to ensure efficient and sustainable production and supply of crops, fodder, fish etc to the University out lets and any other markets at committed cost through the sales center and ensure accurate and timely records by the FA to enable the farm continuously monitor and review performance of its activities to ensure continual improvement of services to the customers.

6.6.2. FA shall be responsible for all technical aspects of the unit in consultation with the FM.

6.6.3. FA shall supervise all the subordinate staff in the unit to ensure all activities is carried out in line with good agricultural practices.

6.6.4. FA shall ensure all staff in the various areas of operation in the unit keeps accurate records which he must certify and endorse.

6.6.5. FA shall prepare quarterly requirements, inputs, labor and work schedule.

6.6.6. FA shall submit daily report of the unit to the Manager.

6.6.7. FA shall prepare a procurement plan for the unit i.e. farm inputs etc.

6.6.8. FA shall represent the unit in all farm technical meetings.

6.6.9. FA shall ensure primary processing is carried out under good processing practices.

6.6.10. FA shall ensure all equipments for the unit are in good working condition.

6.7. Tree Nursery and Tree Seedlings Production

6.7.1. FA shall oversee all the activities of tree nursery and tree planting to ensure efficient seedling production, responsible for all technical aspects of the unit in consultation with the farm manager, supervision of all the subordinate staff in units and ensure accurate and

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timely records by the butchery attendants to enable the farm continuously monitor and review performance of its activities to ensure continual improvement of services to the customers.

6.7.2. The tree nursery in charge in consultation with FM shall ensure quality seedling production at the tree nursery by seed, cuttings, tubers, and grafting.

6.7.3. The FA shall prepare procurement plan for the unit.

6.7.4. The FA shall ensure all practices are carried out in line with good forestry practices.

6.7.5. The FA shall ensure all records are accurately entered and endorse the same.

6.7.6. The FA shall prepare monthly, quarterly and annual progress report for the unit.

6.7.7. The FA shall ensure production of quality tree and fruit seedlings.

6.7.8. The FA shall allocate duties and supervise the farm hand in the unit.

6.7.9. The FA shall ensure all equipments for the unit are in good working condition.

6.7.10. The FA shall participate in the community's environmental conservation activities.

6.7.11. FA shall establish tree nurseries to produce assorted shade trees, ornamental trees, and fruits trees and keeping up to date record of all the activities of the tree nursery as directed by the FA.

6.7.12. FA shall Prepare and sow nursery beds.

6.7.13. FA shall prick out seedlings.

6.7.14. FA shall harden seedlings.

6.7.15. The FA shall arrange seedlings in row and columns according to size and species.

6.7.16. The FA shall Water, weed and maintain general cleanliness of the tree nursery area.

6.7.17. The FA shall Pot and collect nursery soil.

6.7.18. The FA shall Maintain, water and weed established woodlots.

6.7.19. The FA shall Graft of fruit trees for sale.

6.7.20. The FA shall identify various species by names to the customers and the sale clerk.

6.7.21. The FA shall keep accurate and up to date record of all tree species available in the nursery

6.8. Sale and Disposal of Farm Products.

6.8.1. The sales clerk shall dispatch farm products to the University outlets, Kisumu hotel and any other customer promptly and efficiently to the satisfaction of the customers.

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- 6.8.2. The sales clerk shall receive orders from the outlets and Kisumu hotel.
- 6.8.3. The sales clerk shall receive products from various units and prepares them for dispatch accordingly.
- 6.8.4. The sales clerk shall dispatch the produce as per outlet's delivery schedule files daily report with the accounts clerk.
- 6.8.5. The sales clerk shall maintain records, controls of various produce as dispatched.
- 6.8.6. The sales clerk shall invoice the various outlets accordingly.
- 6.8.7. The Farm Cashier shall acquire an approved price list from the Managers office.
- 6.8.8. The Cashier shall acquire approved price list from the Managers office.
- 6.8.9. The Cashier shall issues individuals with receipts detailing of the purchased items.
- 6.8.10. The Cashier shall surrender the receipt number to the issuing unit for accountability.
- 6.8.11. The Cashier shall sum daily collection and surrenders the same to the revenue cashier before the beginning of the next day's sales.
- 6.8.12. The Cashier shall submit the receipts books for audit on daily basis.
- 6.8.13. The Cashier shall fill the daily deliveries and deliver to the manager to certify before surrender to the revenue cashier.
- 6.8.14. The Cashier shall surrender copies of deliveries and copies of receipts to the accounts clerk.
- 6.8.15. The farm accounts clerk shall maintain the farm financial records and prepare financial statements for the farm.
- 6.8.16. The farm accounts clerk shall receive copies of receipts, deliveries and a list of invoices done.
- 6.8.17. The farm accounts clerk shall prepares a list of debtors.
- 6.8.18. The farm accounts clerk shall prepare income /expenditures for various units.
- 6.8.19. The farm accounts clerk shall prepares monthly, quarterly financial report for the farm.
- 6.8.20. The FA sales and marketing shall oversee all the activities of marketing to ensure farm products and services are effectively marketed for optimal returns and ensure accurate and timely records by the staff to enable the farm continuously monitor and review performance of its activities to ensure continual improvement of the units performance and services to the customers.
- 6.8.21. FA shall prepare a procurement plan for the unit.
- 6.8.22. FA shall actively participate in marketing of farm produce and services.
- 6.8.23. FA shall ensure all records are accurately entered.

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- 6.8.24. FA shall prepare monthly, quarterly and annual progress report for the unit.
- 6.8.25. FA shall represent the unit in all technical meetings.
- 6.8.26. FA shall receive all orders and order schedules from the outlets.
- 6.8.27. FA shall liaise with the various outlets and production units to ensure deliveries are made as per schedules.
- 6.8.28. FA shall ensure the outlets are notified in good time to update their orders.
- 6.8.29. FA shall ensure all serviced orders are invoiced and payment for the same is processed.
- 6.8.30. FA shall filing daily returns of the activities.
- 6.8.31. FA shall ensure all the current pending payments are processed.

6.9. Transfer or Removal of Items/Equipments from the Farm.

- 6.9.1. The FM or AM shall authorize transfer of all items and equipments from the farm. (Does not include receipted items).
- 6.9.2. The office assistant shall fill in a gate pass in duplicate giving details of the goods to be transferred.
- 6.9.3. The FM or AM shall authorize the transaction.
- 6.9.4. The office assistant shall keep the duplicate and the original surrendered at the gate.

6.10. Receipt of Goods and Stock

- 6.10.1. The store clerk shall receive all goods/equipments and shall be the custodian of all stores and farm stock.
- 6.10.2. The store clerk shall and the user unit shall inspect and verify if right items are delivered before reception.
- 6.10.3. The store clerk shall issue the items to the user unit after with FM authority.

6.11. Requisition of Goods

- 6.11.1. The FM shall ensure that all farm inputs and goods are procured at the right time, right quantity and quality based on the procurement plan and the farm approved budget for efficient operations.
- 6.11.2. The FA of each unit shall prepare a procurement plan based on the approved farm budget.

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6.11.3. The FM in liaison with FA (procurement) shall compile the farm procurement plan and forward to the procurement officer.

6.11.4. The FA (procurement) shall oversee the procurement of all farm requirements to ensure timely procurement based on the farms procurement plan, represent the farm manager in the procurement committee meetings and ensure accurate and timely records of all procurement activities to enable the farm continuously monitor and review its procurement activities to ensure continual improvement of the farm's efficiency and services to the customers.

6.11.5. FA shall liaise with the unit heads to raise their requirements on time.

6.11.6. FA shall liaise with the procurement officer to ensure prompt processing of requests.

6.11.7. FA shall attend procurement committee meetings.

6.11.8. FA shall report to the technical meeting progress on procurement process.

6.11.9. FA shall ensure the procurement plan is strictly followed.

6.12. Posho Mill Operations

6.12.1. The FA shall oversee all the activities of the Posho mill unit to ensure products are produced under good manufacturing practices as per the KEBS specification and set targets are realized and ensure accurate and timely records by the staff to enable the farm continuously monitor and review performance of its activities to ensure continual improvement of the unit's performance and services to the customers

6.12.2. The FA shall prepare procurement plan for the unit i.e. packing materials, equipments etc.

6.12.3. The FA shall ensure all practices are carried out as per existing standards.

6.12.4. The FA shall ensure all records are accurately entered.

6.12.5. The FA shall prepare monthly, quarterly and annual progress report for the unit.

6.12.6. The FA shall represent the unit in all technical meetings.

6.12.7 The FA shall ensure processing standards and any legal requirements are strictly adhered to.

6.12.8 The FA shall ensure all equipment for the unit are in good working condition.

6.12.9. The FA (Posho mill) shall process maize meal for supply to the kitchen outlets and also mill for the local customers to the satisfaction of the customer and to maximize returns.

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- 6.12.10. The FA (Posho mill) shall do daily maintenance of the Posho mill.
- 6.12.11. The FA (Posho mill) shall winnow maize before milling, Hurl of maize, Mill maize into flour and sieve flour.
- 6.12.12. The FA (Posho mill) shall mill grains for customers.
- 6.12.13. The FA (Posho mill) shall weigh and Pack finished products.
- 6.12.14. The FA (Posho mill) shall safely store inputs and finished products before dispatch.
- 6.12.15. The FA (Posho mill) shall keep accurate daily records of the units operations.
- 6.12.16. The FA (Posho mill) shall ensure the Posho mill is securely locked at the end of each working day.
- 6.12.17. The FA (Posho mill) shall present to the in charge daily report on the operation.
- 6.12.18. The FA (Posho mill) shall report to the in charge any defects or anomalies at the Posho mill.

6.13. Value Addition

- 6.13.1. The FA (value addition) shall oversee all the activities of value addition unit to ensure products are produced under good manufacturing practices as per the KEBS specification and set targets are realized to maximize the returns of the farm and ensure accurate and timely records by the staff to enable the farm continuously monitor and review performance of its activities to ensure continual improvement of the unit's performance and services to the customers.
- 6.13.2. The FA (value addition) shall prepare procurement plan for the unit i.e. materials for processing etc.
- 6.13.3. The FA (value addition) shall ensure all practices are carried out as per existing standards.
- 6.13.4. The FA (value addition) shall ensure all records are accurately entered.
- 6.13.5. The FA (value addition) shall prepare monthly, quarterly and annual progress report for the unit.
- 6.13.6. The FA (value addition) shall represent the value addition unit in all technical meetings.
- 6.13.7. The FA (value addition) shall ensure processing standards are adhered to.
- 6.13.8. The FA (value addition) shall ensure all equipment for the unit are in good working condition.

6.14. Feed Formulation and Production

- 6.14.1. The FA shall oversee all the activities of feed formulation and production unit to ensure quality feed is produced and set targets are realized for enhanced returns and ensure accurate and timely records by the staff to enable the farm continuously monitor and review performance of its activities to ensure continual improvement of the unit's performance and feed quality.

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- 6.14.2. The FA shall prepare procurement plan for the unit i.e. feed ingredients etc.
- 6.14.3. The FA shall ensure all practices are carried out as recommended.
- 6.14.4. The FA shall ensure all records are accurately entered.
- 6.14.5. The FA shall prepare monthly, quarterly and annual progress report for the unit.
- 6.14.6. The FA shall represent the feed formulation and production unit in all technical meetings.
- 6.14.7. The FA shall ensure proper formulation of the various categories of livestock.
- 6.14.8. The FA shall ensure all equipment for the unit are in good working condition.

6.15. Procedure for Pasture

- 6.15.0. The FA in consultation with the FM shall oversee all the activities of the unit to ensure to ensure efficient and sustainable production and supply fodder crops at committed cost and ensure accurate and timely records by the FA to enable the farm continuously monitor and review performance of its activities to ensure continual improvement of services to the customers.
- 6.15.1. FA shall be responsible for all technical aspects of the unit in consultation with the FM.
- 6.15.2. FA shall supervise all the subordinate staff in the unit to ensure all practices is carried out in line with good agricultural practices.
- 6.15.3. FA shall ensure all staff in the various areas of operation in the unit keeps accurate records which he must certify and endorse.
- 6.15.4. FA shall prepare quarterly requirements, inputs, labor and work schedule.
- 6.15.5. FA shall submit daily report of the unit to the Manager.
- 6.15.6. FA shall prepare a procurement plan for the unit i.e. farm inputs etc.
- 6.15.7. FA shall represent the unit in all farm technical meetings.
- 6.15.8. FA shall ensure primary processing is carried out under good processing practices.
- 6.15.9. FA shall ensure all equipment for the unit are in good working condition.

6.16. Procedure for Fish Production

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- 6.16.1. The FA in consultation with the FM shall oversee all the activities of the unit to ensure to ensure efficient and sustainable production and supply fish products at committed cost and ensure accurate and timely records by the FA to enable the farm continuously monitor and review performance of its activities to ensure continual improvement of services to the customers.
- 6.16.2. FA shall be responsible for all technical aspects of the unit in consultation with the FM.
- 6.16.3. FA shall supervise all the subordinate staff in the unit to ensure all practices is carried out in line with good agricultural practices.
- 6.16.4. FA shall ensure all staff in the various areas of operation in the unit keeps accurate records which he must certify and endorse.
- 6.16.5. FA shall prepare quarterly requirements, inputs, labour and work schedule.
- 6.16.6. FA shall submit daily report of the unit to the Manager.
- 6.16.7. FA shall prepare a procurement plan for the unit i.e. farm inputs etc.
- 6.16.8. FA shall represent the unit in all farm technical meetings.
- 6.16.9. FA shall ensure primary processing is carried out under good processing practices.
- 6.16.10. FA shall ensure all equipment for the unit are in good working condition.