




# THE CATHOLIC UNIVERSITY OF EASTERN AFRICA

TITLE	AUTHOR
<b>PROCEDURE FOR FARM MANAGEMENT (CUEA/DVC ADM/GBA/01)</b>	<b>FARM MANAGER</b>
	NO. OF APPENDICES:
	<b>NONE</b>

### AUTHORIZATION


This Standard Operating Procedure is issued under the authority of:

TITLE	<b>EXECUTIVE DIRECTOR GABA CAMPUS</b>
SIGNATURE	
DATE	<b>23 February 2011</b>
ISSUE DATE	<b>23 March 2011</b>
STAMP CONTROLLED / UNCONTROLLED	<b>CONTROLLED</b>

### NOTE:

1. Write amendments on the page provided (Clause 0.2)
2. Controlled copies of this document will be in the offices of the Farm Manager, Executive Director and DVC Administration.

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**0.2 RECORD OF CHANGES**

<b>No.</b>	<b>Date</b>	<b>Details of Changes</b>		<b>Authorization</b>
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**0.3 Distribution / Circulation**

This Standard Operating Procedure is available at relevant functions to authorized users.

**1.0 Purpose**

This procedure outlines how to ensure the management of the farm in a way to enhance the yields while observing optimal utilization of resources.


**2.0 Scope**

This procedure applies to Gaba Campus farm.

**3.0 References**

3.1 CUEA Quality Management Manual

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#### **4.0 Terms and definitions**

4.1 Farm: An area of land and the buildings on it, used for growing crop or keeping animals.

4.2 FRM: Farm Manager

4.3 FD: Farm Department

#### **5.0 PRINCIPAL RESPONSIBILITY**

5.1 The farm manager shall be responsible for implementation and maintenance of this procedure.

#### **6.0 METHOD**

##### **6.1 Cattle**

6.1.1 The Farm Manager shall maintain records of the number of cattle in the farm.

6.1.2 The Farm Manager shall ensure that the feeding records are maintained.

6.1.3 The Diary Attendant shall ensure that the cattle are fed at least twice a day and that records are maintained.

6.1.4 Twice each day (morning and evening), the Diary Attendant shall keep records showing the quantities for each animal maintained. A chart showing these records running from Monday to Sunday shall be entered on the provided blackboard and black books.

6.1.5 The Farm Manager shall at the end of the month and not later than 5<sup>th</sup> of the following month take records to the finance department for auditing/reconciliation.

6.1.6 Treatment of animals shall be done accordingly if need arises.


6.1.7 Spraying of animals shall be done at least once a week, without fail.

6.1.8 The dairy compound shall be cleaned every day (in and out)

6.1.9 Stock taking exercise shall take place every end of month.

##### **6.2 Poultry**

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6.2.1 The Farm Manager shall ensure the records of eggs and chicken are maintained accordingly and properly.

6.2.2 Proper feeding shall be done accordingly

6.2.3 The Farm Manager shall ensure that stock taking is done every month.

6.2.4 The Farm Manager shall ensure that a market for eggs is available.

6.2.5 Treatment of the chicken shall be done accordingly (i.e. vaccinations).

6.2.6 Cleanliness of the poultry cages and compound shall be done on a daily basis.

### **6.3 Garden**

6.3.1. The Farm manager shall ensure that the garden is productive and meets the requirement of the campus.

6.3.2. Spraying shall be done after every three months.

6.3.3. The Farm Manager shall supervise and give direction from time to time.

6.3.4. Water shall be available in the garden all the time.

## **7. Appendices**

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