



# MAASAI MARA UNIVERSITY

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## QUALITY MANAGEMENT SYSTEM BASED ON ISO 9001:2008



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### FARM PROCEDURE MANUAL

MMU/FPM/FARM/2013

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## **PROCEDURE NUMBER 1: CROP PRODUCTION AND ANIMAL HUSBANDRY**

### **1.0 GENERAL**

#### **1.1 PURPOSE**

The purpose of this procedure is to ensure effectiveness, efficiency, consistency and timeliness in crop production and animal husbandry.

#### **1.2 SCOPE**

This procedure applies to crop production and animal husbandry in the University's Farms.

#### **1.3 REFERENCES**

- a) Quality Manual – MMU/QM/MR/2013.
- b) Farm Plan 2011 – 2012

#### **1.4 TERMS AND DEFINITIONS**

- a) CFC - Chairperson Farm Committee
- b) DVC (A&F) - Deputy Vice Chancellor Administration and Finance

#### **1.5 PRINCIPAL RESPONSIBILITY**

The Farm Manager shall ensure that this procedure is adhered to.

### **2.0 METHOD**

2.1 This procedure shall start with the Farm Manager developing a Farm Schedule and Budget during the month of June each Year.

2.2 In preparing the schedule and budget, the Farm Manager shall consider:-

- a) Required Personnel
- b) Required Inputs
- c) Expected Returns
- d) Previous Year's Budget and Schedule

2.3 Upon preparation of the budget and schedule, the Farm Manager shall forward it to the CFC.

2.4 Upon receipt, the CFC shall convene a Farm Committee Meeting for deliberation and consideration as guided by:-

- a) Criteria in 2.2
- b) Budgetary Allocation

2.5 In the event of any deficiencies, the CFC shall make recommendations to the Farm Manager for amendment and resubmission for review by the CFC.

- 2.6 Upon deliberation, the Farm Manager shall submit it to the DVC (A&F) for approval.
- 2.7 In approving the budget and schedule, the DVC (A&F) shall consider:-
- a) The Farm Committee's recommendations
  - b) Current Approved Budget
- 2.8 In the event of any anomaly, the DVC (A&F) shall advise the Farm Manager for amendment and resubmission for approval.
- 2.9 Upon approval, the Farm Manager shall ensure implementation of the plan.

## **2.10 Crop Production**

- 2.10.1 This shall start with the Farm Manager preparing a cropping calendar during the Month of June each year.
- 2.10.2 In preparing the calendar, the Farm Manager shall consider:-
- a) Projected Weather conditions
  - b) Intended Crops to be planted
  - c) Demand for the crops
- 2.10.3 Upon preparation of the calendar, the Farm Manager shall convene a meeting with the departmental staff to brief them on the calendar and their duties during the month of July each year. The Farm Manager shall ensure that the Calendar is posted on the Departmental Notice Board.
- 2.10.4 The Farm Manager shall implement the calendar by ensuring the following work instructions are adhered to:-
- a) *Land preparation is done including ploughing and harrowing and updating the Field Operation Book*
  - b) *Purchasing of the inputs as per procurement procedure number 1 in the Procurement Procedures Manual.*
  - c) *Requesting for issuance of inputs as per stores management procedure number 3 in the Procurement Procedure Manual and updating the respective inventories*
  - d) *Planting and updating the Field Operation Book*
  - e) *Weeding at least 3 weeks after planting and updating the Field Operation Book*
  - f) *Thinning at least one week after weeding and updating the Field Operation Book*
  - g) *Disease control and fertigation through spraying where applicable and updating the Field Operation Book*
  - h) *Harvesting, weighing and updating the Farm Produce Register*

i) *Post-harvest handling activities and updating the post harvesting register*

j) *Packaging of the produce and storage in the Farm Store*

2.10.5 The Farm Manager shall then prepare a Crop Production Report and forward it to the CFC.

2.10.6 The CFC shall convene a farm committee meeting to deliberate on the report and make recommendations where applicable.

2.10.7 The Farm Manager shall ensure implementation of the Committee's recommendations.

## **2.11 Animal Husbandry**

2.11.1 This shall with the Farm Manager preparing the following during the month of June each year:-

a) Disease Prevention Programme

b) Feeding Programme

c) Breeding Programme

2.11.2 Upon preparation, the Farm Manager shall ensure implementation through the following work instructions:-

a) *Spraying with acaricides as per the programme and updating the Disease Prevention Register*

b) *Vaccination as per the programme and updating the Disease Prevention Register*

c) *Feeding as per the programme and updating the Feeding Register*

d) *Breeding as per the programme and updating the Breeding Register*

e) *Milking and updating the Daily Milk register*

2.11.3 The Farm Manager shall then prepare an Animal Husbandry Report and forward it to the CFC.

2.11.4 The CFC shall convene a farm committee meeting to deliberate on the report and make recommendations where applicable.

2.11.5 The Farm Manager shall ensure implementation of the Committee's recommendations.

## **3.0 LIST OF APPLICABLE RECORDS**

3.1 Farm Schedule and Budget

3.2 Evidence of Meetings

3.3 Cropping Calendar

- 3.4 Field Operation Book
- 3.5 Inventory
- 3.6 Farm Produce Register
- 3.7 Crop Production report
- 3.8 Disease Prevention Programme
- 3.9 Feeding Programme
- 3.10 Breeding Programme
- 3.11 Disease Prevention Register
- 3.12 Feeding Register
- 3.13 Breeding Register
- 3.14 Animal Husbandry Report

## **PROCEDURE NUMBER 2: SALE OF FARM PRODUCE**

### **1.0 GENERAL**

#### **1.1 PURPOSE**

The purpose of this procedure is to ensure effectiveness, efficiency, consistency, transparency and timeliness in sale of farm produce.

#### **1.2 SCOPE**

This procedure applies sale of farm produce in the University's Farms.

#### **1.3 REFERENCES**

- a) Quality Manual – MMU/QM/MR/2013.
- b) Farm Plan 2011 – 2012

#### **1.4 TERMS AND DEFINITIONS**

- a) CFC - Chairperson Farm Committee
- b) DVC (A&F) - Deputy Vice Chancellor Administration and Finance

#### **1.5 PRINCIPAL RESPONSIBILITY**

The Farm Manager shall ensure that this procedure is adhered to.

### **2.0 METHOD**

- 2.1 This procedure shall start with the Farm Manager developing a Sales Strategy upon packaging.
- 2.2 The Farm Manager shall forward the strategy to the CFC.
- 2.3 Upon receipt, the CFC shall convene a Farm Committee Meeting for deliberation and consideration of the Strategy.
- 2.4 In deliberation, the Committee shall consider:-
  - a) Expected returns
  - b) Efficiency in the sales method
- 2.5 In the event of any anomaly, the Committee shall make recommendations to the Farm Manager for amendment and resubmission.
- 2.6 Upon deliberation, the Farm Manager shall forward it to the DVC (A&F) for approval.
- 2.7 In approving the DVC (A&F) shall consider the committee's recommendations.
- 2.8 Upon approval, the Farm Manager shall implement the strategies.

**2.9 Implementation of the Sales Strategies through sales to customers**

- 2.9.1 This shall start with the Farm Clerk receiving a customer intending to purchase farm produce.
- 2.9.2 On receipt, the Farm Clerk shall avail the price list to the customer and direct them to the cash office for payment as per revenue collection procedure number 3 in the Finance Procedure Manual.
- 2.9.3 Upon receipt of an official receipt, the Farm Clerk shall issue the produce and sign on the back of the receipt and maintain a copy of the same in the farm income file.

**3.0 LIST OF APPLICABLE RECORDS**

- 3.1 Sales Strategies
- 3.2 Evidence of meetings
- 3.3 Price List
- 3.4 Cash Receipt
- 3.5 Farm Income File