



Farm Business Management

Handout 19

Equipment Replacement Policy

Sunnyside Farm

Equipment Replacement Policy

Equipment Replacement Policy: Sunnyside Farm

Title: EQUIPMENT REPLACEMENT POLICY	Area/Department: FARM EQUIPMENT BARN
Approved by: <hr style="width: 50%; margin-left: 0;"/>	<hr style="width: 50%; margin-left: 0;"/>
Date	Farm Director Date <hr style="width: 50%; margin-left: 0;"/> Farm Supervisor/Coordinator Date
Original Effective Date:	Reviewed/Revised Dates:

POLICY: Sunnyside Farm will ensure that equipment is sufficient for all farming needs and that all equipment is kept in good working order.

PURPOSE: Sunnyside Farm will ensure that the Farm has properly functioning equipment to perform the required farming duties. This policy describes the plan for procurement and replacement of equipment and fixed assets necessary to support administrative and farming functions of Sunnyside Farm, the Community and to supply staff with the equipment necessary to perform functions in an efficient and accurate manner.

PROCEDURES:

1. Equipment needs are reviewed annually during program reviews and budget process, equipment requests will be defined by Farm Managers for farming and general equipment needs. Data processing needs are evaluated and prioritized through consultation with the Farm Supervisor, Farm Assistant Manager and Head of each Farming Department.
2. Both tractors and harvesters must be serviced more regularly based on a service record as prescribed by the manufacturer’s manual. This equipment is serviced after a certain quantity of working hours.
3. Employees are expected to follow proper utilization procedures, assure maintenance is performed when necessary, and report problems to supervisors in order to assure appropriate assessment of replacement needs.
4. Unless an emergency occurs, equipment will be purchased or replaced during the normal budget process in a manner that is consistent with county procedure.
5. Vehicles are replaced as needed, according to condition of the vehicle and its maintenance history.

6. Store and Packhouse Manager reports needs for additional and/or replacement Packhouse equipment.
7. Consideration is always given to the average life vs. condition at current time. When major repairs are needed, the repair quote is compared to actual replacement costs and a decision is based on this assessment.
8. Equipment or implements leaving the shed /store should be in a good working condition as all the faults have been reported previously and rectified accordingly. In the case where it is evident that something else is faulty, it must be returned to the workshop where skilled people will repair it.
9. Each department manager (animal, crop, citrus etc.) of the farm will keep equipment logs and ensure that all equipment is maintained and serviced as needed.

Farm Name: Sunnyside Farm

Business Name: Jansen Farming Trust

Area: Standerton, Mpumalanga

Implements / Farm Changes	Reason	Number of years / months
Tractors and Tools	The tractors service is out of date. Giving problems, the technology is outdated and needs to be updated.	Every five years, unless major mechanical faults arise.
Work Clothing	Wear and Tear of Staff Clothing.	Every five years.
Safety Equipment	Safety of farm staff and workers is a priority and very important to maintain and adhere to policies and procedures.	Monthly or yearly. Depending on the condition of the equipment.
Planters, harvesting equipment etc.	If the parts are giving problems, faulty and starts to break or if the implements don't meet the needs of the growing and expanding farm (too small or not effective). The latest models (cultivators and ploughs) available on the market (with the specified need of technology).	Every three years, depending on the size of the machine as well as the growing rate of the farm.
Land preparation implements (Disc, CLC, Ripper etc.)	If the parts are giving problems, faulty and starts to break or if the implements don't meet	Every three years, depending on the size of the machine as well as the growing rate of the farm.

	<p>the needs of the growing and expanding farm (too small or not effective).</p> <p>The latest models (cultivators and ploughs) available on the market (with the specified need of technology).</p>	
Health equipment for livestock (animal health).	Giving problems, the technology is outdated and needs to be updated.	Every two to three years, unless major mechanical faults arise.
General Health and Safety equipment in and around the farm.	Safety of farm staff and workers is a priority and very important to maintain and adhere to policies and procedures (e.g. servicing of fire extinguishers).	Depends on the date of previous service or replacement.

Fairly comprehensive maintenance plan (irrigation), including essential monitoring actions:

<i>Frequency</i>	<i>Item</i>	<i>Task and Action</i>
Daily	Pressures	Check that pump and block pressures are within prescribed limits.
	Emitter operation	Check for clogged, broken or misplaced emitters. Repair, replace, unclog or reposition emitters.
	Leaks	Check for water wastage and leaks in pipes and other equipment and repair immediately.
	Primary filter	Flush primary filters as prescribed.
	Fertigation application	Check that fertigation applications are within specifications.
	Lateral lines	Flush lateral lines as prescribed.
	Exposed joints	Check and repair if needed, e.g. quick coupling rubbers
Weekly	Secondary filters	Flush secondary filters as prescribed
	System pressure and flow	Check that system pressure and flow are as per irrigation design plan.
	Pump operation	Check that pump operation is within prescribed parameters.
	Block pressures for automated valves	Check that block pressures are as prescribed where automated valves are used.
	Pump oil levels	Check pump oil levels as prescribed.
	Fertigation plant	Inspect fertigation plant.
	Pipes (above and below ground)	Check for leaks and repair
Monthly	Valves, water meters, and gauges	Visually check valves, water meters and gauges and look for damage and / or vandalism.
	Filters	Open and inspect filters as prescribed.
	Pump pipe work	Check for leaks at pump station that causes water losses and air locks.
	Pump motor	Pump motor must be greased as prescribed.
Annually	Valves	Service valves and physically check correct operation.
	Filters	Clean filters thoroughly and replace sand in sand filters annually or biennially.
	Pump	Change oil in pump.
	Water sampling	Take a water sample at the end of lateral lines and send it in for analysis.

<i>Frequency</i>	<i>Item</i>	<i>Task and Action</i>
2-10 years	Emitter delivery tests	Test specific emitters for discharge and pressure.
	Sprinkler parts	Replace nozzles annually and other parts when needed.
	Pump	Replace bearings and other wearing parts on pump and motor every five years.
	Hydraulic valves	Replace diaphragms on hydraulic valves every three years.
	Poly pipe and emitters	Replace poly pipe and emitters every seven to ten years.