

Farm Management – Record Keeping

Good record keeping is essential to successful farm management.



1. Accurate financial and production records will help farmers analyze performance of farm operation and make necessary adjustment to operate more efficiently (e.g. more efficient use of fertilizers and pesticides), thus increasing profitability.

2. Good record keeping is also essential for third-party audit or certification.

3. A good farm record system should:

- provide necessary, accurate and updated information;
- be legible, readily accessible and user-friendly; and
- be flexible enough to provide information in a variety of ways be readily understood and audited.

4. Financial records relate primarily to the income and expense transactions of the farm. They may consist of product sales, operating expenses, equipment purchases, accounts payable, accounts receivable, inventories, depreciation records, loan balances and price information, etc.



About “GAP- CROP”

The GAP-CROP provides guidelines on local sustainable production of safe, healthy vegetables and fruits. It focuses on reducing the risk of chemical contamination (e.g. by pesticide and heavy metal) at farm level. This article is the eleventh of a series of 12 Codes of Practice (COP) making up the GAP-CROP. Farmers may voluntarily follow this COP, identify potential problems in their farms, take appropriate control/mitigation measures, and monitor the effectiveness of such measures.





5. Production records are items that relate to quantities of inputs and levels of production. Useful production records may include the following categories:

- Farm and field maps (each field, plot or bed numbered and area shown).
- Field history sheets (listing crops grown, soil amendment and/or pest or disease control inputs used now and before).
- Input purchase records (including pesticide or fertilizer labels, seed packets and copies of orders showing product name and supplier, etc.).
- Farm activity logs (planting; fertilizer or pesticide application; soil management practices ; scouting of plant health or disease problems; pest monitoring; harvest; storage, equipment settings; weather conditions , etc.). The activity logs should show what product(s) are used, the location (field, plot or bed number), date and rate/quantity of application/settings ,etc.
- Sales records (kind and quantity of products marketed - invoices should contain date, name of buyer, products, lot number, amount and price sold) .



Next COP:
Farm Management –
Traceability

*For more information on GAP-CROP,
please contact:
Crop Farm Development Section,
Farm Development Division, AFCD
Tel: (852) 2668 0197*

