

# SUKAMBIZI ASSOCIATION TRUST

## FARM RECORD-KEEPING POLICY

### Introduction

Sukambizi Association Trust is an association of responsible smallholder farmers that grow tea following ethical and sustainable farming practices that pose little or no harm to the environment. In its continued improvement toward satisfying requirements of various certification programs, Sukambizi Association Trust has therefore established this policy.

### Policy Statement

As required by the various Certification Schemes (i.e. Rainforest Alliance, UTZ Certified, Fairtrade, etc), to which Sukambizi Association Trust subscribes, Sukambizi Association Trust will require all members of the association to keep Farm Records.

The Farm Records shall cover all activities done in a field such as harvesting, fertilizer application, pruning, lime application, hand-weeding/chemical-weeding, replanting and/or gap filling, pest and disease control and also Labour and payment records.

Sukambizi Association Trust therefore requires all its registered members to comply with this **Farm Record-Keeping Policy**, to ensure overall compliance of the association with certification requirements of various certification schemes.

The records shall be maintained and archived after a period of three years.

### Policy Objectives

- To equip member farmers with record keeping skills
- To enable farmers take full control of their farming practices through studying the trend of information as recorded and kept in their records.
- To help extension workers/Division Managers provide suitable advice to respective farmers in order to benefit more from their farms.
- To enable farmers account for running of their farming business.

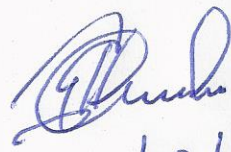
### Policy Implementation

- *Training of all farmers in their respective blocks*

Sukambizi Association Trust shall employ peer educators who will first of all be trained by the Extension Workers/Division Managers on farm record-keeping and types of records required to be kept for every farm.

Peer educators (Lead farmers) shall in turn train fellow farmers on the same.

- *Acquisition of materials*



Sukambizi shall facilitate the acquisition of the necessary tools and materials for use on record keeping by farmers. The peer educators shall ensure all farmers do have required materials to ensure the risk of some farmers not having such materials is minimized.

- *New Farmers Induction*


All new farmer members of the Association shall before confirmation of their registration, be conducted through all pre-requisite qualifications and equally assisted to have such records. As is spelt out in the ICS, these shall also be assessed with regard to the different certification scheme requirements and those that satisfy such requirements shall subsequently be confirmed.

- *Internal audits*

Lead farmers (Internal Auditors) shall check all records kept by every farmer annually during internal compliance checks. Any non-compliance shall be dealt with following all steps laid down in the ICS and records to such effect shall be kept.

**Policy Effective date**

This policy comes into effect immediately from the date endorsed hereunder.

.......... DATE: 01/12/2013.....  
**MR. EDSON MAOTCHEDWE**  
**CHAIRMAN - SUKAMBIZI ASSOCIATION TRUST**