STANDARD OPERATING PROCEDURE

Created: Version No:

| **PADDOCK ROTATION BOARD AND PADDOCK SET UP TEMPLATE** |
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| Use this as a template to create and SOP for your farm - you can edit the tagged activities below. |
| **JOB STEPS** | **MEDIA** | **SAFETY / QUALITY / ENVIRONMENT** |
| **PADDOCK ROTATION BOARD**1. **The board shows a table with an "AM" and a "PM" line for every herd. The columns show the day and the date.**
2. **The gap between a day and the "AM"/ "PM" shows where the cows go on THAT day AFTER the "AM" or "PM" milking.**

**Example: AM, Tuesday the 1st of August, Paddock 5 1/3****That means on Tuesday the 1st of August, the cows will go to paddock 5 after milking but only get 1/3 of the paddock.****That means, the PM Jockey on that day will find the cows in Paddock 5.** |  | **Quality - Try to keep the Rotation Board as tidy as possible to prevent confusions.** |
| **FARM MAP**1. **You will find the farm map next to the Paddock Rotation Board in the office.**
2. **Every paddock has a name/ number written on the inside.**
3. **Lane ways and permanent fences are shown clearly.**
 |  | **Quality - Keep the map tidy so it is easy to understand for everyone.** |

| **PADDOCK ROTATION BOARD AND PADDOCK SET UP V2** |
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| Use this template to create and SOP for your farm - you can edit the tagged activities below. |
| **JOB STEPS** | **MEDIA** | **SAFETY / QUALITY / ENVIRONMENT** |
| **SPLITTING A PADDOCK**1. **The Paddock Rotation Board shows you how much of a paddock the cows get.**
2. **Drive along the fence towards the back and count the posts. If there is an area without grass (too dry, big puddle,...) this part does not count in your calculations.**
3. **Check that the back gates of that paddock are shut.**
4. **Divide the number of posts for example by 3 if the cows get 1/3 or by 2 if the cows get 1/2.**
5. **If there is no water trough within the first part of the paddock, set the reel behind the water trough so the cows can access water.**
6. **Hook the handle onto the fence on one side and drive slowly towards the other side holding the reel in your hand allowing the fence to unroll.**
7. **Tighten the strip fence and attach it to the other permanent fence.**
8. **Set pig tail posts to hold the strip fence up.**
9. **Attach the fence to the power on one side of the paddock OR use a solar power box.**
 |  | **Safety - Do not touch a powered fence.****Quality - The straighter the fence, the stronger.** |

