



Webinar 4

Pre-harvest Check List

Presenter:

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Pre-Harvest – Why talk about it?

There are no “do-overs” at harvest , any grain you miss due to service problems or equipment being down or running at reduced capacities will probably be lost to a competitor.

Time spent in being prepared will be rewarded in preventing accidents and improved profitability!

Agenda

- **Forecasting**
- **Planning**
- **Maintenance**
- **Procedure Review**
- **Staffing / Training**
- **Communications**
- **Other Considerations**
- **Summary**

Critical Time

- **Time spent during this period can ensure customer needs are met in a timely and efficient manner.**
- **High return for time and resources invested.**
- **Elevators associated with ports , terminals, feed mills, and processors should include in annual business plan.**

Forecasting – 6 months out

- **Fact finding**
 - **Producers**
 - **Marketing**
 - **Logistics**
 - **Utilities**
- **Historical data review**
- **Make data based assumptions**
- **Review and update periodically**

Planning – 5 months out

- **Business Plan**
- **Commercial Plan**
- **Capability assessment**
- **Operating Plan**
- **Resource Allocation**

Maintenance 4 months out*

- Receiving systems
- Storage
- Material handling
- Processing
- Logistical assets
- Building
- Rolling stock
- Utilities
- Safety systems
- Environmental / regulatory systems

Procedure Review – 3 months out

- **Safety policies and procedures**
- **Discount schedules**
- **Drying & storage charges**
- **Operating procedures**

Staffing / Training – 2 months out

- **Manpower assessment**
- **Interviewing and hiring**
- **Existing employee training**
- **New hire employee training**

Communication – 1month out

- **Customers**
- **Employees**
- **Suppliers/vendors**
- **Utility providers**
- **Emergency response providers**
- **Neighbors**
- **Municipal services**



Other Considerations

- **Regulatory compliance**
- **Contingency planning**
- **Micotoxins response**



Pre-harvest actions

- **Gather information**
- **Review historical data**
- **Plan , Plan, Plan**
- **Train, Train, Train**
- **Review evaluate and adjust plan**



Pre-harvest actions

- **Inspect**
- **Clean**
- **Prepare**
- **Lubricate**
- **Adjust**
- **Repair**
- **Replace**
- **Parts**

Pre-harvest Equipment Check

- **Storage**
 - Permanent
 - Temporary
- **Bucket elevator legs**
- **Conveyance**
 - Chain / Enmass
 - Belt
 - Screw

Pre-harvest Equipment Check

- **Dryers**
- **Other Process Equipment**
- **Scales**
- **Samplers**
- **Lab Equipment**
- **Dust Collection**
- **Utilities**

Pre-harvest Equipment Check

- **Buildings**
- **Roadways**
- **Security systems**
- **Safety Systems**

Summary – Pre-harvest Checklist

- **Planning is key to success**
- **Plan based of historical and current data and information**
- **Put plan in writing, detail as much as practical**
- **Follow your plan**
- **Periodically review plan**
- **Adjust plan as needed**



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Questions?

E-mail us at:

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Excel Check List Template

Pre-harvest check list template in excel format is available by request from Grain Journal Magazine.

Contact JFV Solutions for information on personalizing your facilities pre-harvest check list.