STANDARD OPERATING PROCEDURE

Livestock Feeding SOP

Document no.	SOP-AGR-003
Revision	1.0
Owner	Farm Manager
Effective date	September 15, 2026
Review cycle	Every 12 months

1. Purpose

To feed livestock a consistent, appropriate ration on a reliable schedule, with clean water always available, and to catch feeding or health problems early.

2. Scope

Applies to daily feeding, watering and body condition monitoring of livestock groups on the farm. Detailed veterinary treatment decisions are outside this SOP and should follow veterinary guidance.

Definitions

Ration	The daily amount and mix of feed given to an animal or group based on their age, weight and production stage.
Body condition score	A visual and hands-on rating of an animal's fat and muscle cover, used to judge whether feeding is adequate.
Biosecurity	Practices such as changing boots or washing hands between animal groups to prevent spreading disease.

3. Responsibilities

Livestock Handler	Feeds and waters animals on schedule, checks body condition, and reports sick or injured animals.
Feed Technician	Prepares rations to the mix and quantity specified for each group and manages feed storage.
Farm Manager	Sets rations and feeding schedules, reviews feed records, and coordinates with the veterinarian.
Veterinarian	Advises on ration changes for sick or underweight animals and reviews herd health trends.

RACI matrix

Activity	Livestock Handler	Feed Technician	Farm Manager	Veterinarian
Prepare rations to the specified mix	C	R/A	C	-
Feed and water animals on schedule	R/A	C	I	-

Activity	Livestock Handler	Feed Technician	Farm Manager	Veterinarian
Check body condition and flag concerns	R	-	A	C
Adjust rations for sick or underweight animals	I	C	A	R
Manage feed storage and quality	I	R/A	C	-

R = Responsible, A = Accountable, C = Consulted, I = Informed

4. Materials and PPE

Materials, tools and systems

- Ration formulation sheet by animal group
- Feed scale or measuring scoops
- Feed storage bins with pest-proof lids
- Feed and water troughs or bunks
- Body condition scoring chart
- Feed and health log

Personal protective equipment

- Boots dedicated to livestock areas
- Gloves for handling feed additives

5. Procedure

Step	Task	Owner	Done
5.1	**Check feed inventory and quality** At the start of the day, check feed stock levels and inspect stored feed for mold, moisture or pest damage before it is used. **Warning:** Never feed moldy, contaminated or pest-damaged feed to livestock, even in small amounts.	Feed Technician	☐
5.2	**Prepare rations to the specified mix** Weigh and mix each group's ration according to the formulation sheet, adjusting only with farm manager approval if ingredient availability changes. **Checkpoint:** Each ration batch is weighed and matches the formulation sheet for that animal group.	Feed Technician	☐
5.3	**Deliver feed on the scheduled times** Deliver feed to each group at the scheduled times, keeping feeding times consistent from day to day to support steady intake and rumen or gut health.	Livestock Handler	☐
5.4	**Check and clean feed troughs or bunks before feeding** Remove old, spoiled or soiled feed from troughs or bunks before adding fresh feed, and check for damage that could injure an animal.	Livestock Handler	☐
5.5	**Confirm water access and quality** Check that every water source is working, unfrozen where relevant, and free of algae or debris, refilling or cleaning as needed at each feeding round. **Checkpoint:** Every animal group has access to clean, unobstructed water at each check.	Livestock Handler	☐

Step	Task	Owner	Done
5.6	**Observe animals during feeding** Watch the group while they eat for animals that are not coming to feed, are being pushed out by others, or show unusual behavior.	Livestock Handler	☐
5.7	**Check body condition on the scheduled interval** Score a sample of animals from each group against the body condition chart on the scheduled interval, noting any animal scoring outside the target range. **Checkpoint:** Body condition scoring is completed for the scheduled sample and any animal outside the target range is flagged.	Livestock Handler	☐
5.8	**Separate and adjust feed for sick or thin animals** Move an animal that is sick, injured or significantly underweight to a separate area if needed, and consult the veterinarian on any ration adjustment.	Farm Manager	☐
5.9	**Follow biosecurity practices between groups** Change or clean boots and wash hands between handling different animal groups, especially when moving from a sick or quarantined group to a healthy one. **Warning:** Never move directly from a sick or quarantined group to a healthy group without following biosecurity steps first.	Livestock Handler	☐
5.10	**Log feed amounts and observations** Record the amount fed to each group, any leftover feed, and any health or behavior observation in the feed and health log at each feeding round.	Livestock Handler	☐
5.11	**Review feed records and adjust rations** The farm manager reviews feed records and body condition trends periodically, adjusting rations with veterinary input if animals are consistently over or under target condition.	Farm Manager	☐
5.12	**Rotate and manage feed storage** Use older feed stock first and keep storage bins sealed against pests and moisture, checking bins on a regular schedule for damage or contamination.	Feed Technician	☐

6. Quality checks

- Feed is weighed to the ration sheet before delivery to each group.
- Water sources are checked and confirmed clean at every feeding round.
- Body condition scoring is completed on the scheduled interval for every group.
- No moldy, contaminated or pest-damaged feed is used.

7. Records

- Ration formulation sheet
- Daily feed and health log
- Body condition scoring records
- Feed storage inspection log

8. KPIs

- Percent of animals within target body condition score range
- Feed used versus planned ration amount
- Water outage incidents per month
- Sick or underweight animals flagged per period

9. Common mistakes

- Feeding at inconsistent times, disrupting animal intake patterns.
- Not checking water troughs for algae, debris or freezing before assuming they are fine.
- Using moldy or contaminated feed because supply is short.
- Skipping biosecurity steps when moving between a sick group and a healthy one.

10. Revision history

Revision	Date	Description	Reviewed by
1.0	September 15, 2026	Initial release	Ilia Pirozhenko

Approval

Prepared by	Approved by	Date

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