

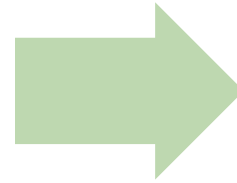
# Part 4: Record Keeping

## Session 4.1 Keeping Records

# Activities for new operations

## 1. Create a business plan

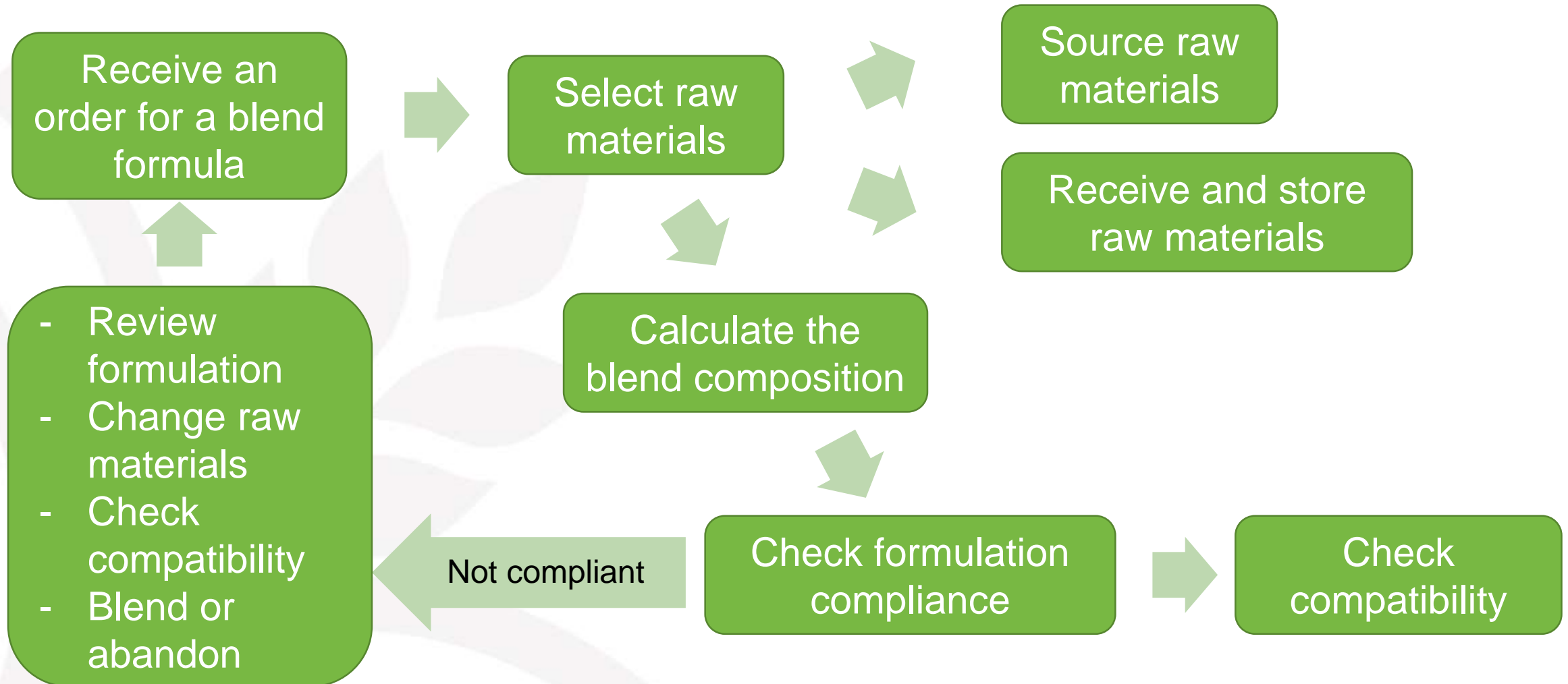
- Technical details
- Financial details



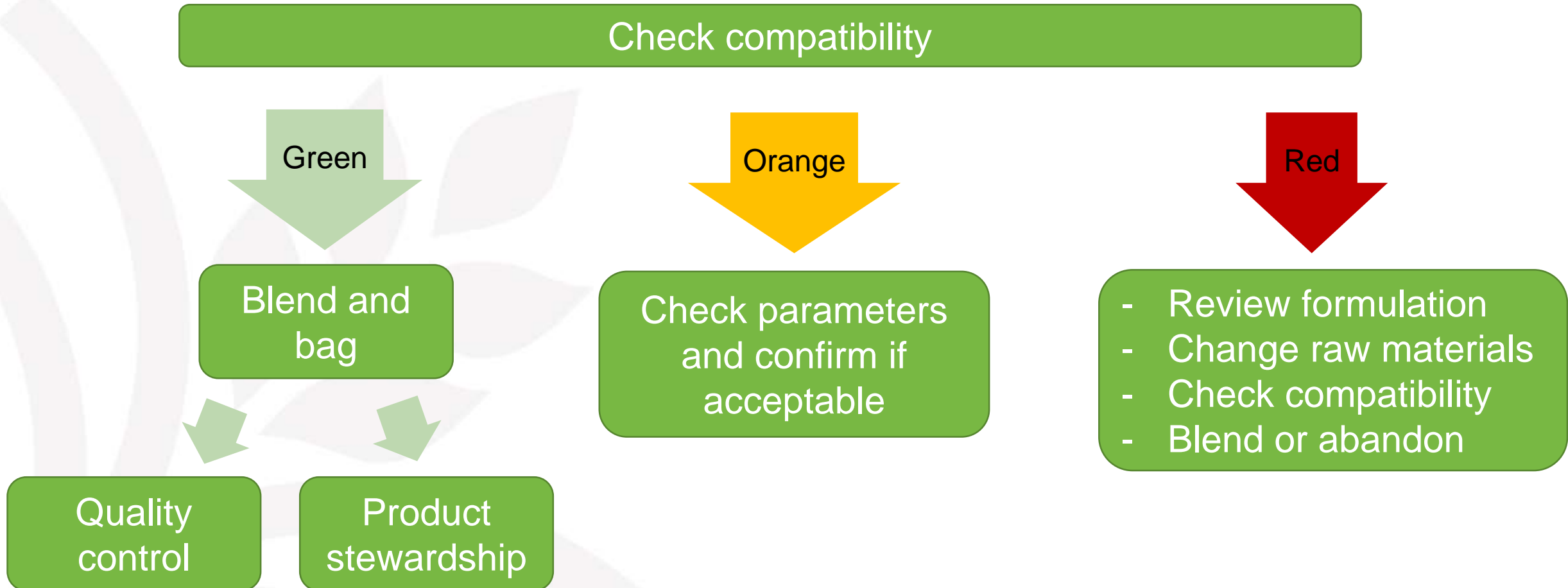
## 2. Set up a blending operation

- Select a site
- Select the type of bulk blending plant
- Construct the blending facility

# Activities for new and existing operations



# Activities for new and existing operations



# Types of records

1. Production records linked to the production process
2. Quality records linked to the quality of your facility, raw materials, blended products, etc.
3. Logistics and warehousing records linked to equipment
4. Financial records
5. Maintenance records
6. Safety, health, environment, and risk records



# Production records

The key to **profitability** is:

- Buying raw materials in bulk when the international or market prices are lower than usual
- Keeping blending operations' overheads and expenses as low as possible without compromising the quality of output
- Selling produced blends when market prices are higher than usual

>> **Keeping records** of your hourly, daily, weekly, monthly, and annual production is critical to analyze **what worked and what did not**



# Certification



# Part 4: Record Keeping

## Session 4.1 Introduction to Record Keeping