

Introduction to Dairy Farm Attendance

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Purpose: Provide a concise, organized overview for students, new employees, or anyone interested in the daily management of a dairy farm.

1. What Is “Dairy Farm Attendance”?

Term	Meaning
Attendance	The systematic recording and monitoring of all activities, personnel, and livestock movements on a dairy farm.
Scope	Includes worker shift logs, animal health checks, milking schedules, feed deliveries, equipment maintenance, and biosecurity events.
Goal	Ensure animal welfare, product quality, regulatory compliance, and operational efficiency.

2. Why Attendance Matters

- Animal Welfare** – Timely milking, health checks, and feeding prevent stress and disease.
 - Product Quality** – Consistent milking intervals maintain milk composition and shelf life.
 - Regulatory Compliance** – Records satisfy USDA, FDA, and local animal health mandates.
 - Labor Management** – Tracks work hours, overtime, and training requirements.
 - Traceability** – Enables rapid response to recalls or disease outbreaks.
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3. Core Components of a Dairy Attendance System

Component	Description	Typical Tools
Personnel Log	Clock-in/out times, job assignments, training status.	Time-clock software, mobile apps, paper sheets.
Milking Schedule	Start/end times per herd, milking frequency (usually 2-3x/day).	Automated milking parlors, RFID tags, scheduling software.
Health & Treatment Records	Vaccinations, veterinary visits, illness reports.	Herd-management software (e.g., DairyComp, CowManager).

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Component	Description	Typical Tools
Feed & Nutrition Log	Delivery dates, ration formulas, feed ?bin levels.	Spreadsheet or ERP module.
Equipment Maintenance	Service dates for milking machines, cooling tanks, tractors.	CMMS (Computerized Maintenance Management System).
Bio?security Events	Visitor logs, quarantine periods, disinfection cycles.	Sign?in sheets, digital check?lists.

4. Daily Attendance Workflow

1. Pre?Shift (Before 5:00?am)

- Verify personnel roster and assign tasks.
- Check equipment status (milking units, cooling system).
- Review animal health alerts from the previous night.

2. Morning Milking (5:00–7:00?am)

- Record start/end times per parlor lane.
- Scan cow IDs (RFID) to confirm each animal is milked.
- Note any cows that are “off?milk” (e.g., sick, dry).

3. Mid?Day Tasks (9:00?am–12:00?pm)

- Feed delivery & ration mixing; log quantities.
- Conduct health checks (temperature, rumen fill).
- Perform routine cleaning of stalls and equipment.

4. Afternoon Milking (1:00–3:00?pm)

- Same data capture as morning milking.
- Update milk yield per cow in the herd?management system.

5. Post?Shift (4:00–6:00?pm)

- Record overtime, incident reports, and any maintenance performed.
- Back?up digital logs and reconcile with paper sheets if used.

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- Secure the farm (gate locks, bio?security perimeter).
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5. Data Capture Methods

Method	Advantages	Limitations
Paper Logbooks	Low tech, no power	