Standard Operating Procedure (SOP) 205 Supply chain management

This document represents an abstract of the SOP 205 Supply chain management. To get free access to the complete version please contact us by email.

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Abstract

The SOP Supply chain management has been developed to guide the supply chain management of wild and cultivated medicinal and aromatic plants. The objective is to guarantee good quality of produced plant material after post-harvest processing till sale according to Good Agriculture and Collection Practices (GACP) of the World Health Organisation (WHO).

The SOP Supply chain management follows in the context of Good Practices for sustainable procurement sourcing the SOP cycle of wild collection, domestication and cultivation of medicinal and aromatic plants (MAPs). Steps from post-harvest processing at the collectors centre, till sale of the product are described. Producers and distributors of MAPs shall be advised to apply this SOP for implementation of the issued laws and strategies on GACP and use of Non Wood Forest Products (NWFP).

The SOP Supply chain management consists of 24 steps which are shown in the flow chart attached to this document. They are divided into 20 “Action”- and four so called “Evaluation of availability” steps. These were set after important actions of the SOP to evaluate a successful application of the processes mentioned before. Without, their application no further ongoing with the following tasks of the SOP is possible and one has to start at the indicated step again.

After evaluating the origin of the raw material, from step eight onwards, the steps are based on the GACP guidelines of the WHO. Therefore it is recommended to read them closely before putting the SOP into action. After starting at the collectors centre with post-harvest processing of wild collected plant raw material, the SOP deals with generally important post-harvest steps such as cleaning, drying, packaging and storage before the sales communication is described by starting with cost calculation, development of an adequate marketing strategy and finally ending with the product sale.

Steps 17 to 21 contain links to export coaching programmes as it is recommended to use the help of experts to accomplish these steps correctly and successfully.
Flow chart

START

1. Origin of MAPs from Wild Collection

2. Evaluation of availability

YES

3. Quality control of collected raw material in collection centre

4. Grading and weighing of raw material before purchase

5. Documentation

6. Evaluation of availability

NO

YES

7. Sales and purchase

8. Health, hygiene and sanitation

Go to step 9

1. Origin of MAPs from Cultivation

Post-Harvest Process at collection centre
Post-Harvest
12. Quality assurance
14. Bulk packaging and labelling
15. Storage and transportation
16. Prepare documents
17. Costing and pricing
18. Evaluation of availability

YES
Go to step 19

NO
Continue from step 18

19. Development of marketing strategy

20. Image building and promotion

21. Marketing planning

22. Consolidation of sales

23. Evaluation of availability
   - NO

24. Sales

END