



Citrus Orchard Foreman Occupational Learning

Work Scenario Guide

I4: Maintenance Scheduling

Qualification:	110667 – Occupational Certificate: Orchard and Vineyard Foreman
Work Scenario:	I4: Maintenance Scheduling
Learning Area:	I: Oversee the management and maintenance of production infrastructure, machinery and equipment
Scenario Description:	You need to translate broader maintenance plans into maintenance schedules for workers to use.

© Citrus Academy 2026

1st edition (06/2026)

Content originator:
Citrus Academy

Occupational alignment:
Ukudla Namanzi (Pty) Ltd

Disclaimer

By accepting this document and reading its contents you agree to be bound by the terms of this disclaimer.

The use of the contents of this document is at your own risk. Neither the Citrus Academy NPC nor Citrus Research International (Pty) Ltd or the Citrus Growers' Association NPC warrant that the content of this document is suitable for your intended use or that it is free of inaccuracies or omissions. The opinions and advice expressed in this document are not necessarily those of the Citrus Academy NPC, Citrus Research International (Pty) Ltd or the Citrus Growers' Association NPC. The Citrus Academy NPC, Citrus Research International (Pty) Ltd and the Citrus Growers' Association NPC, their directors, officers, employees, agents and contractors shall not be liable for any loss or damage of any nature suffered by any person as a direct or indirect result of the use of, or inability to use any advice, opinion or information contained in this document, or any misrepresentation, misstatement or omission, whether negligent or otherwise, contained in this document.

You indemnify the Citrus Academy NPC, Citrus Research International (Pty) Ltd and the Citrus Growers' Association NPC against any claim by any third party against the Citrus Academy NPC, Citrus Research International (Pty) Ltd or the Citrus Growers' Association NPC, their directors, officers, employees, agents or contractors arising from, or in connection with, the use of, or reliance on, the contents of this document. It is your responsibility to determine suitability of the contents of this document for your intended use.

Contents

Alignment Information	4
Qualification	4
Modules	4
Learning Outcomes	5
Chapter 1 Maintenance Scheduling	6
1. Maintenance Scheduling	6
2. Maintenance Schedule Components	6
3. Monitoring and Adjusting Schedules	6

Alignment Information

Qualification

The content of this learner guide is aligned to the following occupational qualification:

SAQA QUAL ID	Qualification Title			
110667	Occupational Certificate: Orchard and Vineyard Foreman			
Originator				
Development Quality Partner – AgriSETA				
Primary Or Delegated Quality Assurance Functionary			NQF Sub-Framework	
-			OQSF - Occupational Qualifications Sub-Framework	
QUALIFICATION TYPE		FIELD		SUBFIELD
Occupational Certificate		Field 01 - Agriculture and Nature Conservation		Primary Agriculture
Abet Band	Minimum Credits	Pre-2009 NQF Level	NQF Level	Qual Class
Undefined	147	Not Applicable	NQF Level 04	Regular-ELOAC

Modules

The content of this learner guide is aligned to the following modules of the occupational qualification above.

Module Code	Module Title	Level	Credits
Knowledge Modules			
611202-001-00-KM-01	Plant Structure and Physiology	4	5
611202-001-00-KM-02	Vineyard or Orchard Establishment	3	2
611202-001-00-KM-03	Vineyard or Orchard Manipulation Processes	3	8
611202-001-00-KM-04	Harvesting	3	4
611202-001-00-KM-05	Basic Principles of Plant Nutrition	4	4
611202-001-00-KM-06	Crop Protection	3	3
611202-001-00-KM-07	Assets in Horticultural Production	3	2
611202-001-00-KM-08	Farm Business Management and Farming Process Management	4	8
611202-001-00-KM-09	Human Resource Management and Processes	4	8
611202-001-00-KM-10	Overseeing Farming Resource Utilisation	4	8
Practical Skill Modules			
611202-001-00-PM-01	Organise, Allocate and Monitor Availability and Productive Use of Resources	4	5
611202-001-00-PM-2a	Set Team and Individual Performance Goals to Enhancing Team Performance	4	10
611202-001-00-PM-2b	Control Vineyard or Orchard Practices	4	10

611202-001-00-PM-03	Supply Accurate Daily Orchard or Vineyard and Production Information	4	10
Work Experience Modules			
611202-001-00-WM-01	Vineyard or Orchard Resource Optimisation	4	20
611202-001-00-WM-02	Skilled and Motivated Work Team Output	4	20
611202-001-00-WM-03	Daily Orchard or Vineyard and Production Information Availability	4	20

Learning Outcomes

The content of this learner guide is aligned to the following learning outcomes of the modules above.

Knowledge Topics	
Outcome Code	Module Title
KM-07-KT03	Maintenance of on-farm infrastructure, systems, tools, equipment and machinery
IAC0303	Principles of scheduled maintenance are evaluated
IAC0312	Infrastructure maintenance plans are discussed
KM-10-KT02	Management of Agricultural Assets
IAC0207	The principles of scheduled maintenance is outlined
IAC0210	The calibration of equipment and the need for accuracy is discussed
Practical Skills	

Chapter 1

Maintenance Scheduling

learning outcomes

The content of this chapter is aimed at helping you to:

- Schedule required maintenance activities.

1. Maintenance Scheduling

Maintenance scheduling is the process of using a maintenance plan to create smaller schedules to plan regular maintenance. As you know, good maintenance is a major part of good farm management that will keep your machinery, equipment, and infrastructure in good condition for as long as possible.

Maintenance scheduling involves creating programmes for when and how maintenance activities will be carried out. This schedule will also include allocating resources, setting timelines, and even assigning workers.

All maintenance requires resources, such as tools, spare parts, and trained workers. You need to make sure that you have enough of the right resources available at the right time for your schedule to function as it should. If you do not have the resources you need to perform proper maintenance, you must immediately inform senior management.

Each maintenance task should have a designated person or team responsible for doing it. You must make sure that all tasks are assigned to the right people with the necessary skills and knowledge to perform them correctly and safely.

2. Maintenance Schedule Components

A maintenance schedule can be a detailed document, with a lot of information included, and can look very different from farm to farm. There are however a few common elements which most maintenance schedules should include, which we will now look at.

Firstly, the schedule should include which maintenance task is actually being performed, such as greasing, cleaning, or inspections. Next, you should state the timeframes for each of these tasks, whether they will be performed daily, weekly, yearly, and so on.

If you know when you are creating the schedule, you should include which workers will be performing which tasks. If specific workers have not yet been assigned, you should still describe the necessary training or skills a worker should have.

Finally, you should have some way of tracking if the maintenance was actually performed when it was scheduled to be, as well as if there were any issues during the maintenance.

3. Monitoring and Adjusting Schedules

Even once a maintenance schedule has been designed, you should still be aware that maintenance needs may change over time, as equipment and assets are replaced or degrade over time.

Your schedule must therefore be flexible enough to adapt to these changes. You should regularly review the schedule to identify any issues such as missed tasks, unplanned

downtime, or equipment that needs more frequent maintenance than originally planned. You should then adjust the schedule as needed.

summary

Chapter 1 – Maintenance Scheduling

- Maintenance scheduling is the process of using a maintenance plan to create smaller schedules to plan regular maintenance.
- Maintenance scheduling involves creating programmes for when and how maintenance activities will be carried out.
- This schedule will also include allocating resources, setting timelines, and even assigning workers.
- A maintenance schedule can be a detailed document, with a lot of information included, and can look very different from farm to farm.
- The schedule should include which maintenance task is actually being performed, timeframes for each of these tasks, and which workers will be performing which tasks.
- If specific workers have not yet been assigned, you should still describe the necessary training or skills a worker should have.
- The schedule should have some way of tracking if the maintenance was actually performed when it was scheduled to be, as well as if there were any issues during the maintenance.
- The schedule should be flexible enough to adapt to changes in maintenance needs, and should be reviewed regularly.

assessment activities

- ✓ **Activity P1:** Complete this activity to test your knowledge of maintenance scheduling.
- ✓ **Activity F1:** Complete this activity to test your knowledge of the entire module.