



**DEPARTMENT OF AGRICULTURE, LIVESTOCK, AND AQUACULTURE  
DEVELOPMENT**

**SERVICE DELIVERY PROCESS DOCUMENTATION**

**Directorate: Veterinary Services**

**Service Name: Artificial insemination**

STEPS/FLOW/SEQUENCE		
Step	Event/Activity/Action	Actor
1.	Farmer requests for AI services from the office (must indicate time signs of heat were noticed in the animal)	Farmer
2.	An inseminator is identified relevant to the area concerned. Where the farmer knows the AI provider, he/she calls directly	SVCO
3.	The AI provider procures semen and transport from the office	Inseminator
4.	The AI provider visits the farm/farmer, takes history and examines the animal.	Inseminator
5.	The AI provider inseminates the animal if it qualifies for the service or gives a recommendation if it does not qualify	Inseminator
6.	The AI provider fills records for the and for the office A digital form is also acceptable.	Inseminator
7.	The AI provider then files a back to office report	Inseminator

NB/ Time taken to do one artificial insemination is between 1 to 3 hours depending on the distance where the animal is.

*For more information contact the nearest directorate office near you.*