



भाण्डागारणविकासऔरविनियामकप्राधिकरण

भारतसरकार

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**Warehousing Development and Regulatory Authority**

Government of India

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Date: 21.02.2025

To

Authorized Representative

M/s One Cert International Private Limited /

M/s NABARD Consultancy Services Private Limited/

M/s National Productivity Council /

M/s Synergy Technofin Pvt. Ltd /

M/s SGNG & Associates/

M/s Bureau Veritas (India) Private Limited/

M/s True Quality Certifications Private Limited /

M/s RIR Certification Pvt. Ltd /

M/s SGS India Pvt. Ltd

Subject: Comprehensive Advisory for Inspection Agencies i.r.o Inspections being conducted on behalf of WDRA-reg

Reference:

1. Guidelines on empanelment of inspection agencies and inspection of warehouses Dated: 02.04.2024
- 2- Letter No. WDRA-Tech0Ops(WH)/3/2021-Technical/1970 dated: 13.08.2024
- 3- Letter No. T-21032/5/2024-Technical Dt: 14.01.2025
- 4- Letter F.No.:WDRA-PD0WR/3/2023-Technical /2276Date:20.12.2023

Sir/Madam,

**A.** All inspection agencies may kindly refer the above referenced letters/Advisories issued from this office time and again. Instructions/ guidelines to be followed by Inspection Agencies i.r.o Inspections is hereby reiterated as follows:

1. It is pertinent to note that the inspection agency empanelled with Warehousing Development Regulatory Authority shall always adhere to and abide by the WDRA Act 2007("the Act"), rules, regulation and guidelines made thereunder in essence and entirety. Any misconduct/deviation on the part of agency may be treated as a violation and may incur liability on the empanelled inspection agency as provided under the Act, rules, regulation and guidelines issued.
2. Inspection Agencies are hereby again advised to follow the Addendum I and Modified Addendum II of Guidelines for Inspection Agencies and Inspection of warehouses, 2022



In a strict manner for all types of inspections. As Addendum II is hereby again reiterated below:

- a) The Authorized Representative (AR) of the Inspection Agency (IA) should be separate from the Inspecting Officer (IO) and
  - b) No person shall be allowed to carry out the functions of both AR and IO
  - c) Stock/ General Inspection: The IO is allowed to inspect one warehouse per day.
  - d) Physical Inspection: In case, capacity of each warehouse is up to 5000 MT and both warehouses are within a distance of 25 km, then an IO is allowed to inspect maximum two physical inspections per day.
  - e) Inspection photographs shall be Time, Date and Latitude & Longitude (Geo Coordinates) stamped.
  - f) In the event of any breach of aforesaid conditions, no payments will be made to the Inspection Agencies.
3. Before visiting a warehouse for inspection, Inspecting Officer must ensure that Warehouse is not inspected earlier for registration of concerned application of Warehouse.
  4. As per Clause 15 (6), the inspection agency or its Inspecting Officer shall not accept any pecuniary benefits, gifts, donations or obligations from any warehouseman or any of its employees, workers or agents at any time during the period of empanelment.
  5. In Case of CWC/SWC/PSU/FCI Warehouses plinth height upto 30 cm may be considered subject to, if there is no flood history in last 10 years.
  6. In Case of CWC/SWC/PSU Warehouses Capacity of their godowns may be considered as per their Established standard capacity as according to the No. of stacks/godown (As 20\*30 ft stack size is generally considered as 140 MT capacity stack as per SWC/CWC standards).
  7. In Physical Inspection Reports in the last column (Overall Observation), there should be clear recommendation if the WH is storage worthy or Not?
  8. All IOs must carry a measuring tape and the Photograph of plinth height must be uploaded along with the measuring tape.
  9. All fields in the inspection report must contain observation of Inspecting Officer.
  10. Surrender of inspections should not be done after a long gap and should be submitted with valid reasons by the Authorized representative of Inspection agencies.
  11. Due to increase in Physical Inspection especially in MP and Tamil Nadu States, Inspection Agencies are required to onboard more IO's in such states where they have fewer IOs and more pending Inspections.
  12. Inspection Agencies (IA) having less than 10 Inspecting Officers should increase their IOs for more allocation of inspections.
  13. The Inspection agencies (IA) should advise their Inspecting Officers to complete physical inspection within 10 days (inclusive of submission /uploading of Inspection Report on WDRA in all respect).
  14. Further, Inspection Agencies are hereby requested to allocate Inspecting Officer within One day of allocation of a warehouse for physical inspection by WDRA.



43165/2025/TECH<sup>15</sup> In Measurement of source of hazard from warehouse. Inspection Agencies are advised to refer letter no. WDRA-Tech0Ops (WH)/3/2021-Technical/1970 dated: 13.08.2024

16. Inspection agencies were informed about modified provisions of inspection of cold storage in Schedule 6, Point III.2(vii)-Page:47 through letter F.No.:WDRA-PD0WR/3/2023-Technical/2276 Date:20.12.2023 (uploaded in WDRA website).

'Storage Worthiness of Cold Storage: Storage worthiness of the cold storage shall be certified by concerned agency as given hereunder: The applicant must submit basic data sheets per format given at Annexure V which should be accompanied by a certificate from a chartered graduate mechanical /refrigeration engineering firm that —“the heat load calculation has been done as per procedure laid down by ASHRAE fundamentals and Refrigeration Handbook with safety factor of 5% to 10% on estimated load and that the design is energy efficient, takes in to account safety of work men and goods stored and environmental concern”

No other documents will be required. The above condition is applicable for cold storages constructed either under a government scheme or through own finance.'

17. Reference is made to Clause 12(11) of Guidelines on empanelment of inspection agencies and Inspection of warehouses dated 02 April 2024 which is as follows:

*“11) At the end of the inspection, the warehouseman or his representative shall sign or authenticate a declaration stating – a) he was present throughout the inspection; and b) the inspection process as well as the discrepancies or non-compliances were explained to him by the Inspecting Officer; and c) the Inspecting Officer has issued a discrepancy note to him.”*

IO should inform the WHM that the same discrepancy will be informed by WDRA and the decision of WDRA in this regard will be final.

#### **B. Specific instructions for Stock Inspections:**

1. As per Inspection Guidelines, Chapter IV (Common inspection procedures for warehouses registered with the Authority) point no 20, the stock inspection report should not be sent to WDRA by IO directly. Rather it should first be reviewed by Authorized Representative (AR) and then be forwarded to WDRA via concerned Authorized Representative. Pages of the Inspection report should be numbered and stapled properly to maintain the consistency.
2. Major and minor discrepancies page of Stock Inspection Performa should be signed by the WHM (Warehouse Manager) also to acknowledge the issues/ discrepancies observed by the IO.
3. As per Inspection Guidelines, Chapter IV (Common inspection procedures for warehouses registered with the Authority) point no 06, for conducting smooth stock inspection, IO should confirm with the WHM for the availability of the platform scale and labor at least two days prior to his visit to the WH.
4. As per inspection guideline Schedule 07, point no 13 (Follow up on rectification of the discrepancies noticed during inspection), IO should get discrepancies rectified in their presence before leaving the station instead of merely writing the discrepancies and forwarding to WDRA without any accountability.



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5. The IO should make a positive effort by communicating the WHM, that all expired but non-extinguished eNWRs should be removed from the system of the WHM.

6. Photograph of IO with the warehouse name in the background should be attached in the last with the inspection report.

7. As per the point no 13 of Schedule 7 of inspection guidelines, "the Inspecting Officer will get the discrepancies rectified in their presence before leaving the station and make a mention of the same in the discrepancy note.

### C. Specific Instructions for Submission of Bills

1. The Inspection Agencies should ensure that invoices/bills raised by them should be in a continuous sequence by maintaining chronological order.
2. Inspection Agency is advised to submit a single invoice/bill against the inspections conducted in a particular month in order to maintain the proper accounting and sequence of month wise inspection conducted.
3. Inspection Agencies are instructed that the bill for a particular month should strictly be submitted by the 7<sup>th</sup> of proceeding month itself.
4. Physical/ stock /surprise/ General inspections bills should be separate.

In view of above points, it must be ensured that these instructions are circulated to all the Inspecting officers and strictly complied.

This issues with the approval of Competent Authority.

Yours faithfully,

*Rachana Shalini*  
21.2.25

(Dr. RachanaShalini)

Dy. Director (Operations)