



**WAREHOUSING DEVELOPMENT AND REGULATORY AUTHORITY**  
**(Government of India)**  
**Ministry of Consumer Affairs, Food & Public Distribution,**  
**(Department of Food and Public Distribution)**



Warehousing Bhawan, 4/1, Institutional Area,  
August Kranti Marg, Hauz Khas, New Delhi – 110 016

**F. No. WDRA/2014/17-1/Tech II**

**Speed Post**  
**Dated: 08-07-2014**

**CIRCULAR NO. 02/2014**

**Subject : - Inspection of registered warehouses by accreditation agencies on behalf of the WDRA – regarding.**

I am directed to refer to the queries/issues raised by the officers of inspection agencies during the training programme on the 4<sup>th</sup> June, 2014 organized by WDRA and attached herewith a statement answering those queries.

Enclosure: As above,

Yours faithfully,

(Tarun K. Dey),  
Director (Tech.).

Distribution:

- i. Inspection agencies as per the list.
- ii. CWC
- iii. All SWCs
- iv. WSPs

Copy to:

- i. The Chairman/Members & Officers of WDRA
- ii. Shri Harish Singh, Accountant, WDRA with a request that the circular may be put up on the website of WDRA.

Sl. No.	Query raised during discussion of the Inspection Programme	Stand of the WDRA on the issue
1.	Whether the inspection would be surprise in nature or inspection agency may intimate in advance.	For WDRA's inspection two days' notice may be given by the inspection agency through e-mail and phone call: <ul style="list-style-type: none"> <li>• In case of CWC, to the concerned warehouse manager with copy to MD and Regional Manager.</li> <li>• In case of SWC, to the concerned warehouse manager with copy to MD.</li> <li>• In case of companies, to the concerned warehouse manager and copy to MD/CEO of the company.</li> <li>• In case of individual warehouse, to the concerned warehouse manager.</li> <li>• In case of PACS, to the Secretary/CEO of the warehouse and copy to President/Director of the PACs.</li> </ul>
2.	Whether multiple handling of more than one warehouse by a single warehouse manager is allowed? If so, how many and the conditions of area etc.	Inspecting agency will be given the name of the warehouseman as given in the registration certificate.
3.	Whether the inspection fee is inclusive of Service Tax or without Service Tax	Inspection fee is exclusive of service tax which will be paid by the WDRA.
4.	List of the documents to be attached with the checklist by the inspection agencies needs to be specified.	The Inspection Agency should verify and satisfy itself about currency and validity of various documents mentioned in the checklist. The WDRA will depend on their certification of satisfaction. If there is any doubt on any issue or document the same should be duly reported along with the such document.
5.	Procedure for physical verification of quantity of stock against which NWRs have been issued may be defined. (weighment / counting of bags etc.)	During inspection a thorough physical verification including counting of bags from registered capacity should be done and random weighment of some bags be carried out.
6.	What all insurance requirement/documents to be checked particularly in a floater policy for a group warehouses. Norms of insurance for standalone warehouse.	In case of insurance of standalone warehouses with separate insurance policies, the required information as per checklist is to be given. In case of floater declaration policy, it should be verified that the warehouse itself is in the list and following examination should be done: <ul style="list-style-type: none"> <li>✓ Correlation of value declared every month and the current declared value consistent with the value of goods stored in the entire warehouse as per the stock register.</li> <li>✓ The category of the goods (non-hazardous and hazardous).</li> <li>✓ The type of fidelity guarantee to satisfy that the warehouse staff is covered.</li> </ul>
7.	Clarification on all the aspects which are to be verified by the inspection agencies as per point no. 26 of the checklist. Whether a copy of the checklist given by the Accreditation Agency is to be made available to the inspection agency?	Copy of the checklist given by the accreditation agency should be provided.
8.	Clarification of the norms of training of warehouse manager and technical staff which are to be verified by the inspection agencies as per point no. 27 of the checklist?	Such training needs as may be put forth by the warehouse manager and staff shall be mentioned.
9.	Whether inspection agencies are required to make recommendations?	As the authorized representative for WDRA, the Inspection Agency has a responsibility to bring any matter, worth reporting/recommending to the notice of the WDRA in order to improve the working.

<b>Sl. No.</b>	<b>Name of the Accreditation Agencies approved by the WDRA for inspection of warehouses</b>	<b>States allotted for inspection.</b>
1.	National Institute of Agricultural Management (NIAM), Jaipur.	Rajasthan, M.P, Punjab, Haryana, U.P, Gujarat, Maharashtra.
2.	National Cooperative Development Corporation (NCDC), New Delhi.	All India
3.	National Productivity Council (NPC), New Delhi.	
4.	NABARD Consultancy Services (P) Ltd. (NABCONS), Mumbai.	All India
5.	American Quality Assessors (India) Pvt. Ltd Hyderabad.	A.P, Karnataka, Maharashtra
6.	SSRA & Company, New Delhi.	All India.
7.	TQ Tata Projects Quality Services, Hyderabad.	All India.
8.	Vexil, New Delhi.	Delhi, AP, Tamilnadu, Kerala and Karnataka