

**NORMS FOR ACCREDITATION OF GODOWN OF PRIMARY
COOPERATIVE SOCIETIES**

Sl. No.	Parameters	Comments/Findings of Examiners
1.	<i>The accreditation agency should give detailed comments on each of the following points and certify that all requirements are fully met.</i>	
	Location	
(i)	Warehouse shall be located on a raised well –drained site not liable to flooding or inundations and it shall be away from a place likely to be affected by seepage water.	
(ii)	<p>The construction in residential areas shall be avoided and attention shall be paid to the hygienic and sanitary conditions of the area and the following minimum distance shall be maintained:</p> <p>(a) Bone crushing mills, garbage dumping grounds, slaughter houses, tanneries and hide curing centres, sewage treatment plants, or such other places, the vicinity of which is deleterious to the safe storage of non-perishable agricultural commodities- 500 mtrs.</p> <p>b) Kilns, Dairies (processing units) and poultry runs-300 mtrs.</p> <p>c) Factories and other sources of fire and environmental hazard such as workshops, hay stacks, timber stores, petrol pumps, CNG stations and LPG bottling plants -150 mtrs.</p>	
	Structural Requirements	
(i)	<p>Warehouses (Godowns) built shall be structurally sound with suitable foundation from engineering considerations and functionally suitable to store the agricultural produce. The general conditions for scientific construction will be as follows:</p> <p>a) The godown shall have smooth, crack free surfaces (wall, roof and floor). It shall be properly ventilated, well fitted doors, windows and ventilators and shall</p>	

	<p>be waterproof (control of moisture from floor, walls and roof etc.) No water-seepage shall be visible on any surface.</p> <p>b) The openings of godown such as doors, windows etc. shall be designed in such a manner that the godown can be sealed for effective fumigation etc. or it may be made completely airtight, if required.</p> <p>c) All holes, pipes, ducts and other openings shall be guarded by suitable means in order to prevent the entry from rodents and vermin.</p> <p>d) The godown shall also have protection from birds (windows/ventilators with jali).</p> <p>e) Plinth height shall be of minimum 2.5 ft.</p>	
(ii)	The structure should be free from passing over of any tension electric line and in the event of such lines passing over, then the relevant Electrical Code provisions should be taken into account while planning the storage structure. The structure should be free from gas / oil pipe lines.	
(iii)	There shall be no tree, the roots of which affect the foundation, near the structure. The structure shall always be kept clear of branches of trees, poles, etc. by at least 3 m by which rats and squirrels would otherwise find access into it. Necessary precautions for preventing attacks by termites shall be taken.	
(iv)	The minimum capacity of a warehouse should be 250 MT for registration, to be calculated @ 2.5 cubic meter/MT.	
(v)	Godown should be owned by Primary Cooperative Societies.	
(vi)	NOC for operating a warehouse from local body/Panchayat/other authority shall not be pre requisite condition. However it is preferable to obtain it.	
(vii)	At the site of the structure, there shall be sufficient parking and manoeuvring space for vehicles.	

(viii)	Warehouse should have connectivity with all weather roads.	
2.	<i>The accreditation agency should give details of agriculture commodities stored/to be stored from the list notified by WDRA.</i>	
	Commodities	
(i)	List of notified Commodities for which warehouse(s) is to be accredited.	
3.	<i>The accreditation agency should give details on following points along with drawing/sketch plan of stacking pattern of the warehouse.</i>	
	Steps taken for scientific storage and preservation of stored commodities/goods	
(i)	Stacking plan should have been prepared (Give stack size and total number of stacks in the warehouse/godown).	
(ii)	Stacking is proper and space for inspection, chemical treatment and warehousing operation (alleyways – 2½ feet and haulage – 3-4 feet) is available.	
(iii)	Stack cards with proper entries about date of receipt/issue, quality/grade, quantity of stored goods and chemical treatments should be available.	
(iv)	Code of storage practices for scientific storage of goods and other items stored in the warehouse should be followed.	
(v)	Warehouseman should undertake: (a) Inspection – every fortnight. (b) Prophylactic treatment (spraying of insecticide) - every fortnight. (c) Curative treatment (fumigation) once in every 3 months and whenever infestation is observed, pre - monsoon. (d) Rodent control measures – as per need.	
(vi)	Non - food commodities such as fertilizer, chemicals etc. which can contaminate food items, should not be stored in the same warehouse/ godown.	
4.	<i>The accreditation agency should collect Statement of Accounts and Balance Sheet of the society and assess the viability.</i>	
	Net Worth of the Primary Cooperative Societies	

(i)	The society should have positive network. A certificate from a Government/Statutory Auditor /Chartered Accountant (CA) or credit worthiness from a scheduled bank/local cooperative bank shall be provided.	
5.	<i>The accreditation agency should ensure that warehouse compound have adequate security arrangements and give its detail report on the following points. It should also provide name of the nearest Police Station or Check Post and distance from the warehouse.</i>	
	Security Arrangements	
(i)	It should have gates with locking and security arrangements.	
(ii)	It should have proper night lighting arrangements for the security purpose.	
(iii)	It should have arrangements for receipt system and system for issuing Gate-Pass for the goods passing out from the warehouse.	
6.	<i>The accreditation agency should give details of fire fighting arrangements including number and type of fire extinguishers, sand buckets (set of 3/4 each of 8/10 litre capacity), etc. It should also provide name of the nearest Fire Brigade Station and distance.</i>	
	Fire-fighting arrangements	
(i)	Warehouse should have fire-fighting arrangements. Details of arrangements including number and type of extinguishers, sand buckets etc. to be given.	
(ii)	Telephone numbers of nearest Fire Station should be displayed at different prominent places in the warehouse.	
7.	<i>The accreditation agency should give details on the following points to ensure competence of the warehouseman. If the staff have not been trained, the training need may be specified for the WDRA to arrange specific training programme.</i>	
	Details of warehouseman	
(i)	The warehouse should be managed by the Secretary/Manager of the Society, who shall be designated as warehouseman for the registration.	

(ii)	At least one more staff of the Primary Cooperative Societies should be engaged (on full or part time basis) in storage and preservation of the commodities in the warehouse(s).	
(iii)	The warehouseman and the staff should be provided training in some professional institutions, viz. IGMRI, CWC, NIAM, FCI, NCDC, VAMNICOM or any other such institutions or any training prescribed/organised by the WDRA.	
8.	<i>The accreditation agency should give details on the following points.</i>	
	Equipment Items	
(i)	Following equipment should be available at warehouse, keeping in view the storage capacity, period of storage, type of produce etc. (a) Physical balance (b) Moisture meter calibrated for all the commodities to be stored/ handled (c) Sieve Set (d) Enamel plates with clean white surface (e) Sample bags - polythene and cloth (f) Parkhi (Bag Trier) (g) Sprayer	
9.	<i>The accreditation agency should give details on the following points to ensure proper arrangements for weighment of goods in the warehouse.</i>	
	Arrangements for weighment of goods	
(i)	The warehouse should have at least one beam / platform balance with suitable capacity.	
(ii)	The weights, beam/platform balance used in the warehouse should be timely calibrated and duly stamped by concerned weights & measures Department.	
10.	Office facilities	
(i)	The Primary Cooperative Society should have sufficient office equipment. It should preferably have a computer with a printer. (Enclose a separate sheet).	
11.	<i>The accreditation agency should give details on the following point to</i>	

	<i>ensure that the facilities for testing of goods at Primary Cooperative Societies are available and their tie up arrangement with the laboratory for chemical analysis is available in the close proximity of the society.</i>	
	Testing facilities	
(i)	Warehouse should have tie up arrangement with the laboratories for testing and chemical analysis of the samples (wherever necessary).	
12.	<i>The accreditation agency should give details on the following point as mentioned above and inform the name of the insurance company and risks covered (Number and Amount of the policy).</i>	
	Insurance	
(i)	The warehouse (either singly or in group) as well as the goods stored in them should be insured against fire, flood, theft, burglary, misappropriation, riots, strikes and terrorism.	
13.	<i>The accreditation agency should give details on the following points (name of the bank and forward linkages for marketing tie up arrangements).</i>	
	Other tie up arrangements of society	
(i)	List of banks operating within approachable distance from the warehouse and its financing tie up.	
(ii)	Marketing tie up, if any.	

NOTE

- The accreditation agency can exercise the discretion to make minor relaxations in the norms with adequate justification to be recorded in writing without in any way compromising with storage-worthiness and interests of the depositor farmers.*
- Warehouses of 250-2,500 MT capacity owned by private individuals and the other cooperative societies (i.e. Primary Cooperative Societies) may also be accredited by applying these norms. However, the concessional registration fee and security deposit under consideration shall not be available to them.*