Warehouse Inspection Reports- Agri. Commodities By MCXCCL External Audit Agency

Warehouse Inspection Reports of Jan-2026

INDEX

1. Warehouse Inspection Reports by MCXCCL External Audit Agency for **Cotton Bales** – January 2026 (Reports no's- 01 to 04)
2. Warehouse Inspection Reports by MCXCCL External Audit Agency for **Cardamom** - January 2026 (Report no- 05)

Warehouse Audit Report

Date of Regular/Surprise Audit	**07-01-2026**	**Delivery Centre**	**Jalna**
Time in and Time out	**10-30am/1-00 Pm**	**Address of Warehouse**	**ch no 1&2, Gadekar Patil warehousing pvt. ltd,Gut no 92, Pimpriwaudh,Tal. Sillod Distt.C.PS.Nagar Aurangabad Maharashtra**
Name of Warehouse	**Steinweg - Alkabai bala Gadekar warehouse**		
Name of Auditor	**Ram Avtar Verma**	**Name of Warehouse Manager**	**Ram Chandra Shejul**
Date of Previous Audit & Name of previous Auditor (MCXCCL/WSP/External) Also name of Agency, if external	**Audit yet to be conducted**	**Capacity of Warehouse**	**2000M.T.**
		Capacity Utilization of warehouse (%)	**10%**

Stock Reconciliation:
Stock Quantity as on -05 Jan 2026 (Closing balance)

Commodity	Quantity as per MCXCCL	Quantity as per WSP Warehouse record	Quantity as per Physical Verification	Difference if any	Remarks
1. Cotton bales	Bales	Bales	Bales	Bales	
i. Valid Stock	100	100	100	0	
ii. Under QC	0	0	0	0	
iii. Rejected	0	0	0	0	
iv. FED	0	0	0	0	
v. Non-exchange	0	0	0	0	

Observations/Recommendations:

no observation

Audit Summary:

no observation

Verification status of Previous Audit:

By MCXCCL audit conducted: - audit yet to conducted
By MCXCCL External audit conducted- audit yet to conducted
By WSP Internal audit conducted- audit yet to conducted
By WSP External audit conducted- audit yet to conducted

Observations on Stacking

Sr. No.	Parameters	Observation
1	Whether the appearance of the stored stocks is neat and free from dust/stains of oil, rust, cracks etc.?	yes
2a	Whether Packaging condition of stock deposited is as per MCXCCL norms/ procedure guidelines/ relevant circulars as mentioned below? Cotton - Circular no. MCXCCL/WHL/297/2024 dated November 22, 2024 Mentha Oil- MCXCCL Circular No. MCXCCL/WHL/098/2025 dated May 16, 2025 Aluminium: Circular no. MCXCCL/WHL/045/2023 dated February 16, 2023 Lead: Circular no. MCXCCL/WHL/220/2023 dated September 15, 2023 Copper: Circular no. MCXCCL/WHL/868/2020 dated November 23, 2020 Zinc: Circular no. MCXCCL/WHL/044/2023 dated February 16, 2023 Nickel: Circular no. MCXCCL/WHL/868/2020 dated --- November 23, 2020 Note: any subsequent circular issued for above mentioned commodity shall be referred for compliance	yes
2b	Metal & Cotton - no straps should be broken in exchange deliverable stocks	Yes, In cotton bales No straps broken condition,
3	Whether the stacking of the stock is done as per WDRA guidelines (as applicable) or as per MCXCCL? Whether stock is in countable position, stacking done appropriately & is there any co-mingling of lots?	yes
4	Whether adequate alleyways & gangways between stacks & wall to stacks are kept for easy movement, aeration & chemical treatments, physical verification, etc.?	yes
5	Whether proper stack layout / stacks plan displayed at warehouse floor?	yes

6	Whether lot cards are placed on all the stored stocks with up to date entries of all transactions within two working days of transaction/receipt creation?	yes
7	Whether overwriting / corrections are found in lot cards?	no
8	Whether suitable dunnage material, as per good warehousing practices available (except mentha oil/ metals) for stored goods?	yes, black polythene
9	Whether lot sealing/drum/drum sealing (for Mentha Oil) for all lots/drums deposited /retested is done immediately after deposit?	yes
10	Whether the Warehouse staff checking the seal intactness of stocks every month? (Pls verify lot seal register & Monthly declaration stating seals have been checked)	yes
11	Is there any spillage or damage material(including ingots of strip open bundles in case of Metals) lying spread across the stack or floor? If yes, whether the same is appropriately packed and is kept in demarcated area on the same day?	no
12	Is there a designated area inside the warehouse mentioning the floor area in square feet/meter for FED goods, rejected goods and non-Exchange goods available for storage in the warehouse?	yes
13	Is any FED Stock lying for more than 3 months? / Any rejected stock lying in warehouse? If Yes, whether marking/ tagging is done and lot cards (mentioning rejected or FED stock) is attached on Stock and follow-up with client for lifting of such stocks is done by WSP?	no
14	Is any stock of identical (exchange grade) agri commodity, for which MCXCCL has accredited the warehouse, stored in the warehouse?	no
15	Is there any other agri commodity which is not in the WDRA registration certificate, stored in the warehouse?	no
16	Has WSP/Godown owner stored its 'own' commodity in the warehouse?	no
17	Is any stock of identical non-agri commodity **stored** in MCXCCL accredited Metal warehouse Other than approved commodity?.	no
18	Whether visual demarcation between MCX deliverable, Non-exchange & Rejected stock is done or not? In case Non Exchange stock kept in MCXCCL accredited warehouse, is it kept with clear demarcation?	yes
19	Whether details like hypothecation / lien / pledge to any financial institutions for the purpose of funding has been displayed on the stock and the same has been recorded?	no
20	Whether non exchange goods stored in accredited space and approval from MCXCCL is taken and available at warehouse?	no

Observations on Warehouse Operations

Sr. No.	Parameters	Observation
1	Whether custody of lock and key of the warehouse/godown is with WSP/WH Owner/others (?)(Pls specify) Whether additional key of Warehouse available at WSP Head office/WSP regional office and details are updated in Key distribution register?	yes, one set of keys with warehouse Manager and one set with Ho
2	Does WSP use locks 7-lever Navtal brand at shutters of warehouse?	yes, 07 lever navtal
3	Does the WSP use lock seals at every lock of all shutters which are used for transaction of goods? Whether seal details are captured in register.	yes
4	Does the warehouse change locks every six months in June and December? Verify the serial number of lock and key, date when it was last changed.	yes, changed on 23/12/25
5	Specify the number of WH staffs deployed at the warehouse/warehouse complex.	01(one) only
6	Indicate number of security guards deployed shift wise.	01in day+01in night
7	Mention name of the Security Agency offering security services at the WH	United security Agency
8	Whether WH staff and Security personnel carrying their identity cards? Whether Security Guard is in proper uniform and with baton, torch, whistle etc? Whether security guard checks for any matchbox, gas lighter, chemicals and inflammable items etc. before allowing visitor to enter in warehouse?	yes
9	Whether security guard stays inside or outside the warehouse? NA if there are NIL stocks	yes , out side
10	Whether there is proper arrangement of lights in warehouse premises at night time for the security purpose?	yes
11	Whether proper WSP Sign Board (flex/board/wall-painting) and sign board of MCXCCL accreditation with WSP contact details, No Smoking signage in local dialect, emergency numbers, unauthorized entry, unauthorized parking etc are displayed at warehouse?	yes
12	Whether the board of "Complaint/feedback register available at warehouse" is displayed at the warehouse? (Pls mention the place of display of the board)	yes
13	Whether Fire Fighting equipment available as per the WDRA guidelines? Please specify below;	yes
	a. No. of Fire Extinguishers	03
	b. No. of Sand Buckets	20
	c. Capacity of water tank available as per operational guidelines?	yes ,5000 litr. cap.
	d. Is water pump attached to storage tank with hose pipe?	yes
	e. Availability of water fire hydrant points/sprinkler system for Cotton Bales.	no
	f. Whether fire extinguishers are valid & in working condition? Are the expiry dates/next-due date clearly visible?	yes, valid up to 09/01/26
	g. Are the Fire extinguishers placed outside the warehouse?	yes, outside
	h. Are the sand buckets placed outside the warehouse?	yes
14	Whether the warehouse staff have undergone the training of fire safety & handling	yes,22/11/25

	of firefighting equipment from the date of joining? (Please verify with records)	
15	Whether mock drill for fire fighting is conducted at least once in a year? Verify the record of mock drill.	yes,11/11/25
16	Is the Warehouse Manager/ Supervisor of the WSP trained in handling warehousing operations, specifically for MCXCCL? Is the skill enhancement training given to the staff in an interval of 6 months? Verify the training record.	yes,22/11/25
17	Whether the security personnel have undergone training on fire safety & handling of firefighting equipment from the date of joining? (verify with records and frequency) Mention the name of the official by whom training is provided. Is the follow up training provided on annual basis to the warehouse staff by the WSP	yes,22/11/25
18	Is the arrangement for Prophylactic Measures for Pest Control available at the WH as per WDRA guidelines? (Verify the records of the treatment)	yes
19	Is anti-termite treatment at cotton bales warehouses conducted through MCXCCL specified agencies? (Verify the records of the treatment).	yes
20	Whether Live Electricity connection found inside the godown where cotton is stored?	no
21	Is the WSP using electricity for weighment purpose only at Mentha oil and metals at warehouses?	no
22	Whether Storage of hazardous Stock (Like fertilizer, Cement, Chemical etc.) in warehouse premises is done that may affect exchange deliverable stock?	no
23	Whether LPG cylinder kept inside warehouse or outside warehouse? (Applicable for Mentha oil)	no
24	Availability of standard weights with calibration certificate at warehouse	yes
25	Availability of functional, Valid and calibrated weighbridge (Inside / Outside complex)-for base metals – 3 /5 MT capacity (Yes/No)	yes -out side
	Name of weighbridge/manual weigh scale –WB capacity (MT)- Expiry date of calibration	**1 Joshi cottex** **2Jai Bhagwan baba**
A		1-50M.T. 2-80M.T.
B		19 Jan 2026
C		1- 12/11/26 2- 27/11/26
26	Is a written consent of client and approval from MCXCCL sought in case weighment of the commodity is done on any other weighbridge when MCXCCL approved weighbridges are non-functional?	Yes
27	Whether the list of weighbridge (accredited weighbridge for cotton bales) along with calibration certificate displayed in the warehouse?	Yes
28	Whether periodic stock audit done by Independent team other than of the same warehouse deployed staffs? (verify with visitor register at the warehouse)	Mr. Komal 7 Jan 2026
29	Whether the storage structure (warehouse) is far away (150 meter) from the source of fire-hazard, such as timber stores, petrol/CNG/PNG pumping stations/LPG bottling plant?	Yes

Observation on Warehouse Record Keeping

Sr. No.	Parameters	Observation
1	Whether copy of KYD with requisite documents available for all beneficiaries/depositors at warehouse? Mention the names of depositor(s) in case of incomplete documents.	Yes
2	Are the soft copy/digital signed copy/original DTD with requisite documents available at warehouse? Mention the names of depositors In case of incomplete documents.	Yes
3	Whether eNWR/E-receipt is generated based on receipt of original DTD/ photo copy/ DTD Digitally signed by the beneficiary client/ depositor?	Yes
4	Whether the following registers are available and updated at Warehouse or not? Are the records kept in safe custody with lock facility?	Yes
	• Warehouse opening-closing Register	Yes
	• Daily Transaction Register	Yes
	• Complaint Register	Yes
	• Stack wise/Lot wise register Physical/Electronic form	Yes
	• PV Register	Yes
	• Instrument/Equipment Internal Calibration Register	Yes
	• Gate in gate out cum Visitor Register	Yes
	• Spot Rejection Register	Yes
	• Sample register	Yes
	• Incidence records /Notices register	Yes
	• Lien register	Yes
	• Pest control activity register (NA for Base metal warehouses)	Yes
	• Key distribution register	Yes
5	Whether any Overwriting/correction is found in the above Registers? If yes, check whether approval from WSP HO has been obtained or not	No
6	Whether the transaction wise weighbridge receipts for deposit/withdrawal are available at the warehouse or not?	Yes
7	Whether the Commodity deposits & all required documents along with original delivery orders withdrawal document are available at warehouse or not?	no, not withdrawn till this date
7a	Whether WSP has taken approval from MCXCCL for storage of partial lot created out of overload of lorry in a demarcated area?	no ,not any partial lot storage of the commodity
8	Whether separate entries are done for Exchange & Non-Exchange stock?	Yes
9	Whether a copy of updated WSP SOP and warehouse operations manual available at the warehouse?	Yes
10	Whether the Warehouse is registered under relevant State/ Central Warehousing Authority/Gram Panchayat/local authority? If Yes, License copy to be available at warehouse.	yes, Applied for licese to DDR ,Maharastra

11	Whether the Warehouse License copy/ WDRA registration copy is available and displayed at the warehouse?	yes , WDRA license is available
12	Whether lot wise beneficiary details and electronic receipts available at the warehouse either in electronic or printed form?	Yes
13	Whether the valid stocks are as per CCRL/Comris system record?	Yes
14	Whether warehouse maintains Weighment slip for record for all commodities during inward and outward movement?	Yes

Observation on WH Infrastructure

Sr. No.	Parameters	Observation
1	Whether Warehouse condition (both internal/external) is in sound and store worthy?	Yes
2	Is there any roof leakage / Infrastructure damage? If yes, whether the incidence record updated in incident register with details?	No
3	Whether the warehouse is well- protected by pucca boundary wall / barbed wire fencing?	yes , in two sides pucca boundary and in two sides Barbed wire fencing is available
4	Whether warehouse is having good drivable approach road & adequate parking space for vehicles?	Yes
5	Whether flooring is even without major cracks / crevices/ dampness or required major structural repairing?	No
6	Whether hygiene & cleanliness inside the warehouse & premises and vegetation cleaning surrounding the warehouse maintained? Whether dusting of stock, cleaning of bird droppings on stacks, floor cleaning and any minor/major structural repair conducted on a periodic basis? Is the record of the house keeping maintained?	Yes
7	Whether any infestation by termites/ white ants and rodents in the buildings and warehouse premises is noticed? Whether annual termite treatment record is maintained at cotton/kapas warehouse? Whether termite treatment certificate is available at cotton/kapas warehouse?	No
8	Whether rat cages are placed inside the warehouse? Whether rodenticides used to control rodents?	Yes
9a	Whether surveillance cameras (CCTV) are installed at the warehouse?For Cotton bales/Kapas whether cctv camera installed inside the warehouse?	Yes
9b	Whether warehouse maintains 90 days CCTV footage of surveillance? mention the date from which CCTV footage is available.	yes , footages is available before 90days (, 05/10/25)
9c	Whether the cctv camera positioned towards weighment scale inside the warehouse of Base Metals/Mentha Oil? Verify the cctv footage.	Yes

10	Whether Handling equipment available?	Yes
11	Whether the walls are properly plastered and painted/white washed and are free from cracks and crevices?	Yes
12	Whether adequate ventilators and air inlets are available? (Mention no. of ventilators and air inlets)	yes,22+22=44 numbers
13	Whether the WH office is inside the godown? (not acceptable for cotton)	yes, inside the godown
14	Mention type of Flooring : Concrete / Stones / Tiles / / trimix/ Bricks flooring (Mentha Oil WH) /No flooring/Other	yes, concrete
15	Whether the warehouse has adequate plinth (elevation from ground level) as per WDRA norm?	yes, 03 feet
16	Whether there are adequate arrangements for drainage of rainwater to avoid flooding?	Yes
17	Whether load bearing capacity certificate available at warehouse? (in case of metal warehouse)	Yes
18	Whether Sufficient office space available for equipment viz. computers with internet facility, telephone and furniture (table, chairs almirah, etc.)	Yes

Observation on Quality Operation

Sr. No.	Parameters	Observation
1	Is cotton bales moisture meter in working condition or Not? If not then has the same been recorded in incident register available at warehouse?	Yes
1a	Is moisture meter available at warehouse?	Yes
1b	Moisture meter last calibrated on ……. (dd/mm/yyyy)	22/11/25
2	Is inward /outward moisture checked or not? (lot wise moisture record) in case of cotton	Yes
3	Are necessary sampling details updated on sample tag within one working day? (Name of warehouse, date of sampling, stack no, lot No.)	Yes
4	Is Reference sample duly sealed & signed by the WH official/in charge?	Yes
5	Is signature of beneficiary/Client or authorized personal of the client is taken on reference sample?	Yes
6	Is the sample storage area secure and demarcated? Are the samples kept in rack / pallet / in Almirah or trunk in the sample storage area?	Yes
7	Whether Reference samples with all relevant details kept in proper custody until the lot is present in the warehouse?	Yes
8	Is record for courier of samples to the assayer available?	Yes

9	Do the Goods stored come into direct contact with water or excess moisture which can be detrimental to its usability or quality?	No

Annexure-1
Checklist w.r.t. MCXCCL Circular/guidelines (Cotton Bales)

Sr. No.	Parameters	Observation
1	Whether bales have all the proper markings in the form of unique press running number (PRN) Whether every bale has a label giving details of variety weight, crop year when checked randomly? And any other details as may be required from time to time? Does each bale have a label / sticker giving the bale number in figures along with ginner details?	Yes
2	Whether warehouse has put in a deposit stamp / sticker, containing the date of deposit of the goods on each bale deposited?	Yes
3	Forklift – battery operated, or fuel operated?	No forklift is working, only labour
4	Placement of the Firefighting equipment? Inside the godown or outside? (Placement inside the godown is not allowed)	yes , out side
5	Proximity to source of fire hazard if any. whether any fire-risk is noticed in close vicinity of the warehouse? Mention the approximate distance of source of fire risk.	Yes
6	Whether cotton samples are stored inside the godown?	Yes
7	Whether opening and closing of cotton godown is done under supervision of Warehouse Manager and the register maintained indicating the purpose of opening and date and time of opening/closing?	Yes
8	In case, more than 3 straps of bales are broken, whether re-strapping of the bales is done within 10 working days from the date of strap broken & record of the strap break and re-strapping is maintained? In incidence register?	Yes

Annexure-1

Inspection Details

Date of Inspection	07-01-2026	13-01-2026
Signature	Ram Avtar verma	
Inspection Done By	Ram Avtar Verma	Sampat Suri
Maker		Checker

MOISTURE DETAILS OF RANDOM LOTS (In case of Cotton Bales) during audits

WSP & Warehouse Name & Location:			
Sr. No.	**Lot No.**	**Avg. Moisture reading**	**Remarks**
1.	**AGS001**	**08.5%**	

Warehouse Audit Report

Date of Regular/Surprise Audit	05/01/2026	**Delivery Centre**	KADI	
Time in and Time out	1300 TO 1600 HRS	**Address of Warehouse**	S. NO. 224/2, Plot No. 4, At Village-Rangpurda, Ta. Kadi, Dist. Mehsana, Gujrat - 382715.	
Name of Warehouse	Steinweg Sharaf Mansiben J Patel Warehouse			
Name of Auditor	Shivendra Mohan Kamthana	**Name of Warehouse Manager**	Mr. Rajesh Goswami	
Date of Previous Audit & Name of previous Auditor (MCXCCL/WSP/External) Also name of Agency , if external	Audit yet to be conducted	**Capacity of Warehouse**	WDRA CAP.- 2306 MTS 6000 Bales	
		Capacity Utilization of warehouse (%)	0.70%	

Stock Reconciliation:
Stock Quantity as on 01 Jan 2026 (Closing balance)

Commodity	Quantity as per MCXCCL	Quantity as per WSP Warehouse record	Quantity as per Physical Verification	Difference if any	Remarks
1.**Cotton Balls**	Bales	Bales	Bales	Bales	-
i. Valid Stock	100	100	100	No.	-
ii. Under QC	0	0	0	0	-
iii. Rejected	0	0	0	0	-
iv. FED	0	0	0	0	-

v. Non - exchange Aluminium Wire	15 Bundles	15 Bundles	15 Bundles	No	-

Observations/Recommendations:

no observation

Audit Summary:

All Warehouse registered are properly maintained.
Satisfactory Working and Maintenance of warehouse Observed during Audit.

Verification status of Previous Audit:

By MCXCCL audit conducted: - audit yet to conducted
By MCXCCL External audit conducted- audit yet to conducted
By WSP Internal audit conducted- audit yet to conducted
By WSP External audit conducted- audit yet to conducted

Observations on Stacking

Sr. No.	Parameters	Observation
1	Whether the appearance of the stored stocks is neat and free from dust/stains of oil, rust, cracks etc.?	Yes
2a	Whether Packaging condition of stock deposited is as per MCXCCL norms/ procedure guidelines/ relevant circulars as mentioned below? Cotton - Circular no. MCXCCL/WHL/297/2024 dated November 22, 2024 Mentha Oil- MCXCCL Circular No. MCXCCL/WHL/098/2025 dated May 16, 2025 Aluminium: Circular no. MCXCCL/WHL/045/2023 dated February 16, 2023 Lead: Circular no. MCXCCL/WHL/220/2023 dated September 15, 2023 Copper: Circular no. MCXCCL/WHL/868/2020 dated November 23, 2020 Zinc: Circular no. MCXCCL/WHL/044/2023 dated February 16, 2023 Nickel: Circular no. MCXCCL/WHL/868/2020 dated --- November 23, 2020 Note: any subsequent circular issued for above mentioned commodity shall be referred for compliance	Yes Yes N/A N/A N/A N/A N/A N/A
2b	Metal & Cotton - no straps should be broken in exchange deliverable stocks	Yes - Not Broken
3	Whether the stacking of the stock is done as per WDRA guidelines (as applicable) or as per MCXCCL? Whether stock is in countable position, stacking done appropriately & is there any co-mingling of lots?	Yes
4	Whether adequate alleyways & gangways between stacks & wall to stacks are kept for easy movement, aeration & chemical treatments, physical verification, etc.?	Yes
5	Whether proper stack layout / stacks plan displayed at warehouse floor?	Yes
6	Whether lot cards are placed on all the stored stocks with up to date entries of all transactions within two working days of transaction/receipt creation?	Yes
7	Whether overwriting / corrections are found in lot cards?	No
8	Whether suitable dunnage material, as per good warehousing practices available (except mentha oil/ metals) for stored goods?	Yes as Polythene sheet
9	Whether lot sealing/drum/drum sealing (for Mentha Oil) for all lots/drums	Yes

	deposited /retested is done immediately after deposit?	
10	Whether the Warehouse staff checking the seal intactness of stocks every month? (Pls verify lot seal register & Monthly declaration stating seals have been checked)	Yes
11	Is there any spillage or damage material(including ingots of strip open bundles in case of Metals) lying spread across the stack or floor? If yes, whether the same is appropriately packed and is kept in demarcated area on the same day?	No
12	Is there a designated area inside the warehouse mentioning the floor area in square feet/meter for FED goods, rejected goods and non-Exchange goods available for storage in the warehouse?	Yes
13	Is any FED Stock lying for more than 3 months? / Any rejected stock lying in warehouse? If Yes, whether marking/ tagging is done and lot cards (mentioning rejected or FED stock) is attached on Stock and follow-up with client for lifting of such stocks is done by WSP?	No NA
14	Is any stock of identical (exchange grade) agri commodity, for which MCXCCL has accredited the warehouse, stored in the warehouse?	No
15	Is there any other agri commodity which is not in the WDRA registration certificate, stored in the warehouse?	No
16	Has WSP/Godown owner stored its 'own' commodity in the warehouse?	No

17	Is any stock of identical non-agri commodity stored in MCXCCL accredited Metal warehouse Other than approved commodity?.	No
18	Whether visual demarcation between MCX deliverable, Non-exchange & Rejected stock is done or not? In case Non Exchange stock kept in MCXCCL accredited warehouse, is it kept with clear demarcation?	Yes
19	Whether details like hypothecation / lien / pledge to any financial institutions for the purpose of funding has been displayed on the stock and the same has been recorded?	N/A
20	Whether non exchange goods stored in accredited space and approval from MCXCCL is taken and available at warehouse?	Yes

Observations on Warehouse Operations

Sr. No.	Parameters	Observation
1	Whether custody of lock and key of the warehouse/godown is with WSP/WH Owner/others (?)(Pls specify) Whether additional key of Warehouse available at WSP Head office/WSP regional office and details are updated in Key distribution register?	Yes
2	Does WSP use locks 7-lever Navtal brand at shutters of warehouse?	Yes
3	Does the WSP use lock seals at every lock of all shutters which are used for transaction of goods? Whether seal details are captured in register.	Yes
4	Does the warehouse change locks every six months in June and December? Verify the serial number of lock and key, date when it was last changed.	Yes
5	Specify the number of WH staffs deployed at the warehouse/warehouse complex.	Yes -1 Supervisor
6	Indicate number of security guards deployed shift wise.	Yes - 1 Day + Night
7	Mention name of the Security Agency offering security services at the WH	United Security
8	Whether WH staff and Security personnel carrying their identity cards? Whether Security Guard is in proper uniform and with baton, torch, whistle etc? Whether security guard checks for any matchbox, gas lighter, chemicals and inflammable items etc. before allowing visitor to enter in warehouse?	Yes
9	Whether security guard stays inside or outside the warehouse? NA if there are NIL stocks	Yes Outside
10	Whether there is proper arrangement of lights in warehouse premises at night time for the security purpose?	Yes
11	Whether proper WSP Sign Board (flex/board/wall-painting) and sign board of MCXCCL accreditation with WSP contact details, No Smoking signage in local dialect, emergency numbers, unauthorized entry, unauthorized parking etc are displayed at warehouse?	Yes
12	Whether the board of "Complaint/feedback register available at warehouse" is displayed at the warehouse? (Pls mention the place of display of the board)	Yes

13	Whether Fire Fighting equipment available as per the WDRA guidelines? Please specify below;	Yes
	a. No. of Fire Extinguishers	06
	b. No. of Sand Buckets	24
	c. Capacity of water tank available as per operational guidelines?	Yes 5000 Ltrs
	d. Is water pump attached to storage tank with hose pipe?	Yes
	e. Availability of water fire hydrant points/sprinkler system for Cotton Bales.	Yes Water fire Hydrant Point
	f. Whether fire extinguishers are valid & in working condition? Are the expiry dates/next-due date clearly visible?	Yes- Expiry Date-16/11/2026
	g. Are the Fire extinguishers placed outside the warehouse?	Yes-
	h. Are the sand buckets placed outside the warehouse?	Yes
14	Whether the warehouse staff have undergone the training of fire safety & handling of firefighting equipment from the date of joining? (Please verify with records)	Yes, Date -4-12-2025
15	Whether mock drill for fire fighting is conducted at least once in a year? Verify the record of mock drill.	Yes- Date 17/11/2025
16	Is the Warehouse Manager/ Supervisor of the WSP trained in handling warehousing operations, specifically for MCXCCL? Is the skill enhancement training given to the staff in an interval of 6 months? Verify the training record.	Yes Date 04/12/2025

Observation on Warehouse Record Keeping

Sr. No.	Parameters	Observation
1	Whether copy of KYD with requisite documents available for all beneficiaries/depositors at warehouse? Mention the names of depositor(s) incase of incomplete documents.	Yes
2	Are the soft copy/digital signed copy/original DTD with requisite documents available at warehouse? Mention the names of depositors incase of incomplete documents.	Yes
3	Whether eNWR/E-receipt is generated based on receipt of original DTD/ photo copy/ DTD Digitally signed by the beneficiary client/ depositor?	Yes
4	Whether the following registers are available and updated at Warehouse or not? Are the records kept in safe custody with lock facility?	Yes
	• Warehouse opening-closing Register	Yes

	• Daily Transaction Register	Yes
	• Complaint Register	Yes
	• Stack wise/Lot wise register Physical/Electronic form	Yes
	• PV Register	Yes
	• Instrument/Equipment Internal Calibration Register	Yes
	• Gate in gate out cum Visitor Register	Yes
	• Spot Rejection Register	Yes
	• Sample register	Yes
	• Incidence records /Notices register	Yes
	• Lien register	Yes
	• Pest control activity register (NA for Base metal warehouses)	Yes
	• Key distribution register	Yes
5	Whether any Overwriting/correction is found in the above Registers? If yes, check whether approval from WSP HO has been obtained or not	Yes Approval Taken From WSP HO
6	Whether the transaction wise weighbridge receipts for deposit/withdrawal are available at the warehouse or not?	Yes
7	Whether the Commodity deposits & all required documents along with original delivery orders withdrawal document are available at warehouse or not?	Yes
7a	Whether WSP has taken approval from MCXCCL for storage of partial lot created out of overload of lorry in a demarcated area?	Not Required
8	Whether separate entries are done for Exchange & Non-Exchange stock?	Yes Non Exchange 15 Aluminium Wire
9	Whether a copy of updated WSP SOP and warehouse operations manual available at the warehouse?	Yes
10	Whether the Warehouse is registered under relevant State/ Central Warehousing Authority/Gram Panchayat/local authority? If Yes, License copy to be available at warehouse.	Yes
11	Whether the Warehouse License copy/ WDRA registration copy is available and displayed at the warehouse?	Yes-WDRA-26/10/2026
12	Whether lot wise beneficiary details and electronic receipts available at the warehouse either in electronic or printed form?	Yes
13	Whether the valid stocks are as per CCRL/Comris system record?	Yes
14	Whether warehouse maintains Weighment slip for record for all commodities during inward and outward movement?	Yes

Observation on WH Infrastructure

Sr. No.	Parameters	Observation
1	Whether Warehouse condition (both internal/external) is in sound and store worthy?	Yes
2	Is there any roof leakage / Infrastructure damage? If yes, whether the incidence record updated in incident register with details?	No
3	Whether the warehouse is well- protected by pucca boundary wall / barbed wire fencing?	Yes-Pucca Boundary wall
4	Whether warehouse is having good drivable approach road & adequate parking space for vehicles?	Yes
5	Whether flooring is even without major cracks / crevices/ dampness or required major structural repairing?	Yes
6	Whether hygiene & cleanliness inside the warehouse & premises and vegetation cleaning surrounding the warehouse maintained? Whether dusting of stock, cleaning of bird droppings on stacks, floor cleaning and any minor/major structural repair conducted on a periodic basis? Is the record of the house keeping maintained?	Yes
7	Whether any infestation by termites/ white ants and rodents in the buildings and warehouse premises is noticed? Whether annual termite treatment record is maintained at cotton/kapas warehouse? Whether termite treatment certificate is available at cotton/kapas warehouse?	No
8	Whether rat cages are placed inside the warehouse? Whether rodenticides used to control rodents?	Yes
9a	Whether surveillance cameras (CCTV) are installed at the warehouse?For Cotton bales/Kapas whether cctv camera installed inside the warehouse?	Yes
9b	Whether warehouse maintains 90 days CCTV footage of surveillance? mention the date from which CCTV footage is available.	as from 21 Nov 2025 first inward
9c	Whether the cctv camera positioned towards weighment scale inside the warehouse of Base Metals/Mentha Oil? Verify the cctv footage.	NA

10	Whether Handling equipment available?	Manpower
11	Whether the walls are properly plastered and painted/white washed and are free from cracks and crevices?	Yes
12	Whether adequate ventilators and air inlets are available? (Mention no. of ventilators and air inlets)	Yes-02 ventilators
13	Whether the WH office is inside the godown? (not acceptable for cotton)	No
14	Mention type of Flooring : Concrete / Stones / Tiles / / trimix/ Bricks flooring (Mentha Oil WH) /No flooring/Other	Yes-Concrete Flooring
15	Whether the warehouse has adequate plinth (elevation from ground level) as per WDRA norm?	61 CMS (2 Feet)
16	Whether there are adequate arrangements for drainage of rainwater to avoid flooding?	Yes
17	Whether load bearing capacity certificate available at warehouse? (in case of metal warehouse)	NA
18	Whether Sufficient office space available for equipment viz. computers with internet facility, telephone and furniture (table, chairs almirah, etc.)	NA

Observation on Quality Operation

Sr. No.	Parameters	Observation
1	Is cotton bales moisture meter in working condition or Not? If not then has the same been recorded in incident register available at warehouse?	Yes
1a	Is moisture meter available at warehouse?	Yes
1b	Moisture meter last calibrated on **05/01/2026** (dd/mm/yyyy)	05/01/2026
2	Is inward /outward moisture checked or not? (lot wise moisture record) in case of cotton	Yes
3	Are necessary sampling details updated on sample tag within one working day? (Name of warehouse, date of sampling, stack no, lot No.)	Yes
4	Is Reference sample duly sealed & signed by the WH official/in charge?	Yes
5	Is signature of beneficiary/Client or authorized personal of the client is taken on	Yes

	reference sample?	
6	Is the sample storage area secure and demarcated? Are the samples kept in rack / pallet / in Almirah or trunk in the sample storage area?	Yes
7	Whether Reference samples with all relevant details kept in proper custody until the lot is present in the warehouse?	Yes
8	Is record for courier of samples to the assayer available?	Yes
9	Do the Goods stored come into direct contact with water or excess moisture which can be detrimental to its usability or quality?	No

Annexure-1
Checklist w.r.t. MCXCCL Circular/guidelines (Cotton Bales)

Sr. No.	Parameters	Observation
1	Whether bales have all the proper markings in the form of unique press running number (PRN) Whether every bale has a label giving details of variety weight, crop year when checked randomly? And any other details as may be required from time to time? Does each bale have a label / sticker giving the bale number in figures along with ginner details?	YES
2	Whether warehouse has put in a deposit stamp / sticker, containing the date of deposit of the goods on each bale deposited?	YES
3	Forklift – battery operated, or fuel operated?	Forklift Fuel Operated
4	Placement of the Firefighting equipment? Inside the godown or outside? (Placement inside the godown is not allowed)	Yes Outside
5	Proximity to source of fire hazard if any. whether any fire-risk is noticed in close vicinity of the warehouse? Mention the approximate distance of source of fire risk.	NO
6	Whether cotton samples are stored inside the godown?	YES
7	Whether opening and closing of cotton godown is done under supervision of Warehouse Manager and the register maintained indicating the purpose of opening and date and time of opening/closing?	YES

8	In case, more than 3 straps of bales are broken, whether re-strapping of the bales is done within 10 working days from the date of strap broken & record of the strap break and re-strapping is maintained? In incidence register?	Not Observed this type of incidence

Annexure-1

Inspection Details

Date of Inspection	07-01-2026	13-01-2026
Signature	Ram Avtar verma	
Inspection Done By	Ram Avtar Verma	Sampat Suri
Maker		Checker

Warehouse Audit Report

Date of Regular/Surprise Audit	**06/01/2026**	**Delivery Centre**	**Nanded**
Time in and Time out	**10:00 AM /2:00PM**	**Address of Warehouse**	**Gut No. 202 , Unit No.2, Bhainsaroad , Bhokar, Tal. Bhokar, Nanded- 431801**
Name of Warehouse	**Steinweg- Sai Samarth Warehouse**		
Name of Auditor	**Ram Avtar Verma**	**Name of Warehouse Manager**	**Sh.Rajesh Rathod**
Date of Previous Audit & Name of previous Auditor (MCXCCL/WSP/External) Also name of Agency , if external	**Yet to be conducted**	**Capacity of Warehouse**	**3500MT.**
		Capacity Utilization of warehouse (%)	**12% Approx.**

Stock Reconciliation:

Stock Quantity as on 05/01/2026 (Closing balance)

Commodity	Quantity as per MCXCCL	Quantity as per WSP Warehouse record	Quantity as per Physical Verification	Difference if any	Remarks
Cotton Bales	Bales	Bales	Bales	Bales	
i. Valid Stock Total	100	100	100	0	
ii. Under QC	0	0	0	0	
iii. Rejected	0	0	0	0	
iv. FED	0	0	0	0	
v. Non-exchange 1] Tur 2] Chana 3] Coc (Cotton seed Oil cake	 1292 260 2906	 1292 260 2906	 1292 260 2906	 0 0 0	

Observations/Recommendations:

No Observations

Audit Summary:

No Observations

Verification status of Previous Audit:

By MCXCCL audit conducted:- audit yet to conducted.
By MCXCCL External audit conducted- audit yet to conducted.
By WSP Internal audit conducted- audit yet to conducted.
By WSP External audit conducted- audit yet to conducted.

Observations on Stacking

Sr. No.	Parameters	Observation
1	Whether the appearance of the stored stocks is neat and free from dust/stains of oil, rust, cracks etc.?	Yes
2a	Whether Packaging condition of stock deposited is as per MCXCCL norms/ procedure guidelines/ relevant circulars as mentioned below? Cotton - Circular no. MCXCCL/WHL/297/2024 dated November 22, 2024 Mentha Oil- MCXCCL Circular No. MCXCCL/WHL/098/2025 dated May 16, 2025 Aluminium: Circular no. MCXCCL/WHL/045/2023 dated February 16, 2023 Lead: Circular no. MCXCCL/WHL/220/2023 dated September 15, 2023 Copper: Circular no. MCXCCL/WHL/868/2020 dated November 23, 2020 Zinc: Circular no. MCXCCL/WHL/044/2023 dated February 16, 2023 Nickel: Circular no. MCXCCL/WHL/868/2020 dated --- November 23, 2020 Note: any subsequent circular issued for above mentioned commodity shall be referred for compliance	Yes
2b	Metal & Cotton - no straps should be broken in exchange deliverable stocks	Cotton – No straps Broken
3	Whether the stacking of the stock is done as per WDRA guidelines (as applicable) or as per MCXCCL? Whether stock is in countable position, stacking done appropriately & is there any co-mingling of lots?	Yes
4	Whether adequate alleyways & gangways between stacks & wall to stacks are kept for easy movement, aeration & chemical treatments, physical verification, etc.?	Yes
5	Whether proper stack layout / stacks plan displayed at warehouse floor?	Yes
6	Whether lot cards are placed on all the stored stocks with up to date entries of all transactions within two working days of transaction/receipt creation?	Yes
7	Whether overwriting / corrections are found in lot cards?	No
8	Whether suitable dunnage material, as per good warehousing practices available (except mentha oil/ metals) for stored goods?	Yes, Black Polythene

9	Whether lot sealing/drum/drum sealing (for Mentha Oil) for all lots/drums deposited /retested is done immediately after deposit?	Yes
10	Whether the Warehouse staff checking the seal intactness of stocks every month? (Pls verify lot seal register & Monthly declaration stating seals have been checked)	Yes
11	Is there any spillage or damage material(including ingots of strip open bundles in case of Metals) lying spread across the stack or floor? If yes, whether the same is appropriately packed and is kept in demarcated area on the same day?	No.
12	Is there a designated area inside the warehouse mentioning the floor area in square feet/meter for FED goods, rejected goods and non-Exchange goods available for storage in the warehouse?	Yes
13	Is any FED Stock lying for more than 3 months? / Any rejected stock lying in warehouse? If Yes, whether marking/ tagging is done and lot cards (mentioning rejected or FED stock) is attached on Stock and follow-up with client for lifting of such stocks is done by WSP?	No
14	Is any stock of identical (exchange grade) agri commodity, for which MCXCCL has accredited the warehouse, stored in the warehouse?	No
15	Is there any other agri commodity which is not in the WDRA registration certificate, stored in the warehouse?	No
16	Has WSP/Godown owner stored its 'own' commodity in the warehouse?	No
17	Is any stock of identical non-agri commodity stored in MCXCCL accredited Metal warehouse Other than approved commodity?.	No
18	Whether visual demarcation between MCX deliverable, Non-exchange & Rejected stock is done or not? In case Non Exchange stock kept in MCXCCL accredited warehouse, is it kept with clear demarcation?	No
19	Whether details like hypothecation / lien / pledge to any financial institutions for the purpose of funding has been displayed on the stock and the same has been recorded?	No.
20	Whether non exchange goods stored in accredited space and approval from MCXCCL is taken and available at warehouse?	Yes

Sr. No.	Parameters	Observation
1	Whether custody of lock and key of the warehouse/godown is with WSP/WH Owner/others (?)(Pls specify) Whether additional key of Warehouse available at WSP Head office/WSP regional office and details are updated in Key distribution register?	Yes, 1 set of keys with warehouse manager & 1 set of keys with Head office
2	Does WSP use locks 7-lever Navtal brand at shutters of warehouse?	Yes , 7-lever Navtal
3	Does the WSP use lock seals at every lock of all shutters which are used for	Yes

	transaction of goods? Whether seal details are captured in register.	
4	Does the warehouse change locks every six months in June and December? Verify the serial number of lock and key, date when it was last changed.	Yes, change on 8/12/25
5	Specify the number of WH staffs deployed at the warehouse/warehouse complex.	01 (ONE) only
6	Indicate number of security guards deployed shift wise.	01 in day & 1 in Night
7	Mention name of the Security Agency offering security services at the WH	United Security agency
8	Whether WH staff and Security personnel carrying their identity cards? Whether Security Guard is in proper uniform and with baton, torch, whistle etc? Whether security guard checks for any matchbox, gas lighter, chemicals and inflammable items etc. before allowing visitor to enter in warehouse?	Yes
9	Whether security guard stays inside or outside the warehouse? NA if there are NIL stocks	Out site
10	Whether there is proper arrangement of lights in warehouse premises at night time for the security purpose?	Yes
11	Whether proper WSP Sign Board (flex/board/wall-painting) and sign board of MCXCCL accreditation with WSP contact details, No Smoking signage in local dialect, emergency numbers, unauthorized entry, unauthorized parking etc are displayed at warehouse?	Yes
12	Whether the board of "Complaint/feedback register available at warehouse" is displayed at the warehouse? (Pls mention the place of display of the board)	Yes
13	Whether Fire Fighting equipment available as per the WDRA guidelines? Please specify below;	Yes
	a. No. of Fire Extinguishers	03
	b. No. of Sand Buckets	15
	c. Capacity of water tank available as per operational guidelines?	Yes, 1000ltr. Cap.
	d. Is water pump attached to storage tank with hose pipe?	Yes, Bore well
	e. Availability of water fire hydrant points/sprinkler system for Cotton Bales.	No
	f. Whether fire extinguishers are valid & in working condition? Are the expiry dates/next-due date clearly visible?	Yes, 21.11.2026
	g. Are the Fire extinguishers placed outside the warehouse?	Yes Outside
	h. Are the sand buckets placed outside the warehouse?	Yes
14	Whether the warehouse staff have undergone the training of fire safety & handling of firefighting equipment from the date of joining? (Please verify with records)	Yes, 02/01/2025
15	Whether mock drill for firefighting is conducted at least once in a year? Verify the record of mock drill.	Yes, 21/11/2025
16	Is the Warehouse Manager/ Supervisor of the WSP trained in handling warehousing operations, specifically for MCXCCL? Is the skill enhancement training given to the staff in an interval of 6 months? Verify the training record.	Yes, 02/01/2025
17	Whether the security personnel have undergone training on fire safety & handling of firefighting equipment from the date of joining? (verify with records and frequency) Mention the name of the official by whom training is provided.	Yes , 21/11/2025

	Is the follow up training provided on annual basis to the warehouse staff by the WSP	
18	Is the arrangement for Prophylactic Measures for Pest Control available at the WH as per WDRA guidelines? (Verify the records of the treatment)	Yes
19	Is anti-termite treatment at cotton bales warehouses conducted through MCXCCL specified agencies? (Verify the records of the treatment).	Yes
20	Whether Live Electricity connection found inside the godown where cotton is stored?	- No.
21	Is the WSP using electricity for weighment purposes only at Mentha oil and metals at warehouses?	- No.
22	Whether Storage of hazardous Stock (Like fertilizer, Cement, Chemical etc.) in warehouse premises is done that may affect exchange deliverable stock?	-No
23	Whether LPG cylinder kept inside warehouse or outside warehouse? (Applicable for Mentha oil)	No
24	Availability of standard weights with calibration certificate at warehouse	Yes
25	Availability of functional, Valid and calibrated weighbridge (Inside / Outside complex)-for base metals – 3 /5 MT capacity (Yes/No)	Yes , Out side
	Name of weighbridge/manual weigh scale –WB capacity (MT)- Expiry date of calibration	**Yes**
A	Name of weighbridge	Manjeet Cotton Pvt.Ltd.
B	Capacity	1] 60MT
C	Expiry dt. of calibration	1] 04/12/26
26	Is a written consent of client and approval from MCXCCL sought in case weighment of the commodity is done on any other weighbridge when MCXCCL approved weighbridges are non-functional?	Yes
27	Whether the list of weighbridge (accredited weighbridge for cotton bales) along with calibration certificate displayed in the warehouse?	Yes
28	Whether periodic stock audit done by Independent team other than of the same warehouse deployed staffs? (verify with visitor register at the warehouse)	Yes ,Shree Komal Raut dt. 02/12/25
29	Whether the storage structure (warehouse) is far away (150 meter) from the source of fire-hazard, such as timber stores, petrol/CNG/PNG pumping stations/LPG bottling plant?	Yes.

Observation on Warehouse Record Keeping

Sr. No.	Parameters	Observation
1	Whether copy of KYD with requisite documents available for all beneficiaries/depositors at warehouse? Mention the names of depositor(s) incase of incomplete documents.	Yes

2	Are the soft copy/digital signed copy/original DTD with requisite documents available at warehouse? Mention the names of depositors incase of incomplete documents.	Yes
3	Whether eNWR/E-receipt is generated based on receipt of original DTD/ photo copy/ DTD Digitally signed by the beneficiary client/ depositor?	Yes
4	Whether the following registers are available and updated at Warehouse or not? Are the records kept in safe custody with lock facility?	Yes
	• Warehouse opening-closing Register	Yes
	• Daily Transaction Register	Yes
	• Complaint Register	Yes
	• Stack wise/Lot wise register Physical/Electronic form	Yes
	• PV Register	Yes
	• Instrument/Equipment Internal Calibration Register	Yes
	• Gate in gate out cum Visitor Register	Yes
	• Spot Rejection Register	Yes
	• Sample register	Yes,
	• Incidence records /Notices register	Yes
	• Lien register	Yes
	• Pest control activity register (NA for Base metal warehouses)	Yes,
	• Key distribution register	Yes
5	Whether any Overwriting/correction is found in the above Registers? If yes, check whether approval from WSP HO has been obtained or not	Yes
6	Whether the transaction wise weighbridge receipts for deposit/withdrawal are available at the warehouse or not?	Yes
7	Whether the Commodity deposits & all required documents along with original delivery orders withdrawal document are available at warehouse or not?	Yes
7a	Whether WSP has taken approval from MCXCCL for storage of partial lot created out of overload of lorry in a demarcated area?	No Partial lot
8	Whether separate entries are done for Exchange & Non-Exchange stock?	Yes
9	Whether a copy of updated WSP SOP and warehouse operations manual available at the warehouse?	Yes
10	Whether the Warehouse is registered under relevant State/ Central Warehousing Authority/Gram Panchayat/local authority? If Yes, License copy to be available at warehouse.	Yes , WDRA License No. 7001977
11	Whether the Warehouse License copy/ WDRA registration copy is available and displayed at the warehouse?	Yes , WDRA License is available
12	Whether lot wise beneficiary details and electronic receipts available at the warehouse either in electronic or printed form?	Yes
13	Whether the valid stocks are as per CCRL/Comris system record?	Yes
14	Whether warehouse maintains Weighment slip for record for all commodities during inward and outward movement?	Yes

Observation on WH Infrastructure

Sr. No.	Parameters	Observation
1	Whether Warehouse condition (both internal/external) is in sound and store worthy?	Yes
2	Is there any roof leakage / Infrastructure damage? If yes, whether the incidence record updated in incident register with details?	No
3	Whether the warehouse is well- protected by pucca boundary wall / barbed wire fencing?	Yes, barbed wire fencing is available
4	Whether warehouse is having good drivable approach road & adequate parking space for vehicles?	Yes
5	Whether flooring is even without major cracks / crevices/ dampness or required major structural repairing?	Yes
6	Whether hygiene & cleanliness inside the warehouse & premises and vegetation cleaning surrounding the warehouse maintained? Whether dusting of stock, cleaning of bird droppings on stacks, floor cleaning and any minor/major structural repair conducted on a periodic basis? Is the record of the house keeping maintained?	Yes , Maintained
7	Whether any infestation by termites/ white ants and rodents in the buildings and warehouse premises is noticed? Whether annual termite treatment record is maintained at cotton/kapas warehouse? Whether termite treatment certificate is available at cotton/kapas warehouse?	No
8	Whether rat cages are placed inside the warehouse? Whether rodenticides used to control rodents?	Yes
9a	Whether surveillance cameras (CCTV) are installed at the warehouse?For Cotton bales/Kapas whether cctv camera installed inside the warehouse?	Yes
9b	Whether warehouse maintains 90 days CCTV footage of surveillance? mention the date from which CCTV footage is available.	Yes, Footage is available from 06/10/2025
9c	Whether the cctv camera positioned towards weighment scale inside the warehouse of Base Metals/Mentha Oil? Verify the cctv footage.	Yes
10	Whether Handling equipment available?	Yes
11	Whether the walls are properly plastered and painted/white washed and are free from cracks and crevices?	Yes, Yellow colour
12	Whether adequate ventilators and air inlets are available? (Mention no. of ventilators and air inlets)	Yes
13	Whether the WH office is inside the godown? (not acceptable for cotton)	No.- WH Office is not inside
14	Mention type of Flooring : Concrete / Stones / Tiles / / trimix/ Bricks flooring (Mentha Oil WH) /No flooring/Other	Yes, Concrete
15	Whether the warehouse has adequate plinth (elevation from ground level) as per WDRA norm?	Yes, Approx. 3 Feet
16	Whether there are adequate arrangements for drainage of rainwater to avoid flooding?	Yes
17	Whether load bearing capacity certificate available at warehouse? (in case of metal warehouse)	Yes

18	Whether Sufficient office space available for equipment viz. computers with internet facility, telephone and furniture (table, chairs almirah, etc.)	Yes

Observation on Quality Operation

Sr. No.	Parameters	Observation
1	Is cotton bales moisture meter in working condition or Not? If not then has the same been recorded in incident register available at warehouse?	Yes
1a	Is moisture meter available at warehouse?	Yes
1b	Moisture meter last calibrated on ……. (dd/mm/yyyy)	Yes, 30/10/25
2	Is inward /outward moisture checked or not? (lot wise moisture record) in case of cotton	Yes
3	Are necessary sampling details updated on sample tag within one working day? (Name of warehouse, date of sampling, stack no, lot No.)	Yes
4	Is Reference sample duly sealed & signed by the WH official/in charge?	Yes
5	Is signature of beneficiary/Client or authorized personal of the client is taken on reference sample?	Yes
6	Is the sample storage area secure and demarcated? Are the samples kept in rack / pallet / in Almirah or trunk in the sample storage area?	Yes
7	Whether Reference samples with all relevant details kept in proper custody until the lot is present in the warehouse?	Yes
8	Is record for courier of samples to the assayer available?	Yes, Sample given to SGS by Hand
9	Do the Goods stored come into direct contact with water or excess moisture which can be detrimental to its usability or quality?	No

Annexure-1
Checklist w.r.t. MCXCCL Circular/guidelines(Cotton Bales)

Sr. No.	Parameters	Observation
1	Whether bales have all the proper markings in the form of unique press running number (PRN) Whether every bale has a label giving details of variety weight, crop year when checked randomly? And any other details as may be required from time to time? Does each bale have a label / sticker giving the bale number in figures along with ginner details?	Yes
2	Whether warehouse has put in a deposit stamp / sticker, containing the date of deposit of the goods on each bale deposited?	Yes
3	Forklift – battery operated, or fuel operated?	Only labors
4	Placement of the Firefighting equipment? Inside the godown or outside? (Placement inside the godown is not allowed)	Yes, Out site
5	Proximity to source of fire hazard if any. whether any fire-risk is noticed in close vicinity of the warehouse? Mention the approximate distance of source of fire risk.	Yes
6	Whether cotton samples are stored inside the godown?	Yes
7	Whether opening and closing of cotton godown is done under supervision of Warehouse Manager and the register maintained indicating the purpose of opening and date and time of opening/closing?	Yes
8	In case, more than 3 straps of bales are broken, whether re-strapping of the bales is done within 10 working days from the date of strap broken & record of the strap break and re-strapping is maintained? In incidence register?	No such case found

Inspection Details

Date of Inspection	06.01.2026	13.01.2026
Signature	RAM AVTAR VERMA	S. Suri
Inspection Done By	RAM AVTAR VERMA	Sampat Suri
Maker		Checker

Warehouse Audit Report

Date of Regular/Surprise Audit	**08/01/2026**	**Delivery Centre**	**Jalgaon**
Time in and Time out	**09:30 AM /12:20PM**	**Address of Warehouse**	**Shantilal Jain Agro Produce Market Ltd Gut No. 575/3, ManurRoad Bodwad, Dist. Jalgaon Maharashtra -425310**
Name of Warehouse	**Steinweg- Shanti Lal Jain Warehouse**		
Name of Auditor	**Ram Avtar Verma**	**Name of Warehouse Manager**	**Sh. Dharmendra Singh**
Date of Previous Audit & Name of previous Auditor (MCXCCL/WSP/External) Also name of Agency , if external	**11/09/2025** **Shri. Suyog MCXCCL**	**Capacity of Warehouse**	**1302 MT.**
		Capacity Utilization of warehouse (%)	**0%**

Stock Reconciliation:
Stock Quantity as on 07/01/2026 (Closing balance)

Commodity	Quantity as per MCXCCL	Quantity as per WSP Warehouse record	Quantity as per Physical Verification	Difference if any	Remarks
Cotton Bales	Bales	Bales	Bales	Bales	
i. Valid Stock Total	Nil stock	Nil stock	Nil stock	Nil stock	
ii. Under QC	-	-	-	-	
iii. Rejected	-	-	-	-	
iv. FED	-	-	-	-	
v. Non-exchange (Copper wire road	-	-	-	-	

Observations/Recommendations:

No Observations

Audit Summary:

No Observations

Verification status of Previous Audit:

By MCXCCL audit conducted:- audit yet to conducted. By MCXCCL External audit conducted- audit yet to conducted. By WSP Internal audit conducted- audit yet to conducted. By WSP External audit conducted- audit yet to conducted.

Observations on Stacking

Sr. No.	Parameters	Observation
1	Whether the appearance of the stored stocks is neat and free from dust/stains of oil, rust, cracks etc.?	Nil Stock
2a	Whether Packaging condition of stock deposited is as per MCXCCL norms/ procedure guidelines/ relevant circulars as mentioned below? Cotton - Circular no. MCXCCL/WHL/297/2024 dated November 22, 2024 Mentha Oil- MCXCCL Circular No. MCXCCL/WHL/098/2025 dated May 16, 2025 Aluminium: Circular no. MCXCCL/WHL/045/2023 dated February 16, 2023 Lead: Circular no. MCXCCL/WHL/220/2023 dated September 15, 2023 Copper: Circular no. MCXCCL/WHL/868/2020 dated November 23, 2020 Zinc: Circular no. MCXCCL/WHL/044/2023 dated February 16, 2023 Nickel: Circular no. MCXCCL/WHL/868/2020 dated --- November 23, 2020 Note: any subsequent circular issued for above mentioned commodity shall be referred for compliance	Nil Stock
2b	Metal & Cotton - no straps should be broken in exchange deliverable stocks	Nil Stock
3	Whether the stacking of the stock is done as per WDRA guidelines (as applicable) or as per MCXCCL? Whether stock is in countable position, stacking done appropriately & is there any co-mingling of	Nil Stock

	lots?	
4	Whether adequate alleyways & gangways between stacks & wall to stacks are kept for easy movement, aeration & chemical treatments, physical verification, etc.?	Nil Stock
5	Whether proper stack layout / stacks plan displayed at warehouse floor?	Nil Stock
6	Whether lot cards are placed on all the stored stocks with up to date entries of all transactions within two working days of transaction/receipt creation?	Nil Stock
7	Whether overwriting / corrections are found in lot cards?	Nil Stock
8	Whether suitable dunnage material, as per good warehousing practices available (except mentha oil/ metals) for stored goods?	Nil Stock
9	Whether lot sealing/drum/drum sealing (for Mentha Oil) for all lots/drums deposited /retested is done immediately after deposit?	Nil Stock
10	Whether the Warehouse staff checking the seal intactness of stocks every month? (Pls verify lot seal register & Monthly declaration stating seals have been checked)	Nil Stock
11	Is there any spillage or damage material(including ingots of strip open bundles in case of Metals) lying spread across the stack or floor? If yes, whether the same is appropriately packed and is kept in demarcated area on the same day?	Nil Stock
12	Is there a designated area inside the warehouse mentioning the floor area in square feet/meter for FED goods, rejected goods and non-Exchange goods available for storage in the warehouse?	Nil Stock
13	Is any FED Stock lying for more than 3 months? / Any rejected stock lying in warehouse? If Yes, whether marking/ tagging is done and lot cards (mentioning rejected or FED stock) is attached on Stock and follow-up with client for lifting of such stocks is done by WSP?	Nil Stock
14	Is any stock of identical (exchange grade) agri commodity, for which MCXCCL has accredited the warehouse, stored in the warehouse?	Nil Stock
15	Is there any other agri commodity which is not in the WDRA registration certificate, stored in the warehouse?	Nil Stock
16	Has WSP/Godown owner stored its 'own' commodity in the warehouse?	Nil Stock
17	Is any stock of identical non-agri commodity stored in MCXCCL accredited Metal warehouse Other than approved commodity?.	Nil Stock
18	Whether visual demarcation between MCX deliverable, Non-exchange & Rejected stock is done or not? In case Non Exchange stock kept in MCXCCL accredited	Nil Stock

	warehouse, is it kept with clear demarcation?	
19	Whether details like hypothecation / lien / pledge to any financial institutions for the purpose of funding has been displayed on the stock and the same has been recorded?	Nil Stock
20	Whether non exchange goods stored in accredited space and approval from MCXCCL is taken and available at warehouse?	Nil Stock

Observations on Warehouse Operations

Sr. No.	Parameters	Observation
1	Whether custody of lock and key of the warehouse/godown is with WSP/WH Owner/others (?)(Pls specify) Whether additional key of Warehouse available at WSP Head office/WSP regional office and details are updated in Key distribution register?	Yes, 1 set of keys with warehouse manager & 1 set of keys with Head office
2	Does WSP use locks 7-lever Navtal brand at shutters of warehouse?	Yes ,
3	Does the WSP use lock seals at every lock of all shutters which are used for transaction of goods? Whether seal details are captured in register.	Yes
4	Does the warehouse change locks every six months in June and December? Verify the serial number of lock and key, date when it was last changed.	Yes, change on 23/12/25
5	Specify the number of WH staffs deployed at the warehouse/warehouse complex.	01 (ONE) only
6	Indicate number of security guards deployed shift wise.	Nil stock hence no SG
7	Mention name of the Security Agency offering security services at the WH	United Security agency
8	Whether WH staff and Security personnel carrying their identity cards? Whether Security Guard is in proper uniform and with baton, torch, whistle etc? Whether security guard checks for any matchbox, gas lighter, chemicals and inflammable items etc. before allowing visitor to enter in warehouse?	Yes
9	Whether security guard stays inside or outside the warehouse? NA if there are NIL stocks	Nil stock hence no SG
10	Whether there is proper arrangement of lights in warehouse premises at night time for the security purpose?	Yes
11	Whether proper WSP Sign Board (flex/board/wall-painting) and sign board of MCXCCL accreditation with WSP contact details, No Smoking signage in local dialect, emergency numbers, unauthorized entry, unauthorized parking etc are displayed at warehouse?	Yes
12	Whether the board of "Complaint/feedback register available at warehouse" is displayed at the warehouse?	Yes

	(Pls mention the place of display of the board)	
13	Whether Fire Fighting equipment available as per the WDRA guidelines? Please specify below;	Yes
	a. No. of Fire Extinguishers	03
	b. No. of Sand Buckets	20
	c. Capacity of water tank available as per operational guidelines?	Yes, 10,000ltr. Cap.
	d. Is water pump attached to storage tank with hose pipe?	Yes
	e. Availability of water fire hydrant points/sprinkler system for Cotton Bales.	Yes
	f. Whether fire extinguishers are valid & in working condition? Are the expiry dates/next-due date clearly visible?	Yes , 24.11.2026
	g. Are the Fire extinguishers placed outside the warehouse?	Yes Out side
	h. Are the sand buckets placed outside the warehouse?	Yes out site
14	Whether the warehouse staff have undergone the training of fire safety & handling of firefighting equipment from the date of joining? (Please verify with records)	Yes , dt.11.11.25
15	Whether mock drill for fire fighting is conducted at least once in a year? Verify the record of mock drill.	N.A
16	Is the Warehouse Manager/ Supervisor of the WSP trained in handling warehousing operations, specifically for MCXCCL? Is the skill enhancement training given to the staff in an interval of 6 months? Verify the training record.	Yes , 24/11/2025
17	Whether the security personnel have undergone training on fire safety & handling of firefighting equipment from the date of joining? (verify with records and frequency) Mention the name of the official by whom training is provided. Is the follow up training provided on annual basis to the warehouse staff by the WSP	N.A
18	Is the arrangement for Prophylactic Measures for Pest Control available at the WH as per WDRA guidelines? (Verify the records of the treatment)	Yes
19	Is anti-termite treatment at cotton bales warehouses conducted through MCXCCL specified agencies? (Verify the records of the treatment).	Yes
20	Whether Live Electricity connection found inside the godown where cotton is stored?	- No.
21	Is the WSP using electricity for weighment purpose only at Mentha oil and metals at warehouses?	- No.
22	Whether Storage of hazardous Stock (Like fertilizer, Cement, Chemical etc.) in warehouse premises is done that may affect exchange deliverable stock?	-No
23	Whether LPG cylinder kept inside warehouse or outside warehouse? (Applicable for Mentha oil)	No

24	Availability of standard weights with calibration certificate at warehouse	Yes
25	Availability of functional, Valid and calibrated weighbridge (Inside / Outside complex)-for base metals – 3 /5 MT capacity (Yes/No)	Yes , Out side
	Name of weighbridge/manual weigh scale –WB capacity (MT)- Expiry date of calibration	**Yes Shanti lal Jain**
A	Name of weighbridge	1] Shanti lal Jain Agro Marketing Weigh Bridge
B	Capacity	60MT
C	Expiry dt. of calibration	23.07.2026
26	Is a written consent of client and approval from MCXCCL sought in case weighment of the commodity is done on any other weighbridge when MCXCCL approved weighbridges are non-functional?	Yes
27	Whether the list of weighbridge (accredited weighbridge for cotton bales) along with calibration certificate displayed in the warehouse?	Yes
28	Whether periodic stock audit done by Independent team other than of the same warehouse deployed staffs? (verify with visitor register at the warehouse)	Shri Dhamendra Singh 02/01/2026
29	Whether the storage structure (warehouse) is far away (150 meter) from the source of fire-hazard, such as timber stores, petrol/CNG/PNG pumping stations/LPG bottling plant?	Yes.

Observation on Warehouse Record Keeping

Sr. No.	**Parameters**	**Observation**
1	Whether copy of KYD with requisite documents available for all beneficiaries/depositors at warehouse? Mention the names of depositor(s) incase of incomplete documents.	Nil Stock
2	Are the soft copy/digital signed copy/original DTD with requisite documents available at warehouse? Mention the names of depositors incase of incomplete documents.	N.A,
3	Whether eNWR/E-receipt is generated based on receipt of original DTD/ photo copy/ DTD Digitally signed by the beneficiary client/ depositor?	N.A
4	Whether the following registers are available and updated at Warehouse or not? Are the records kept in safe custody with lock facility?	Yes
	• Warehouse opening-closing Register	Yes
	• Daily Transaction Register	Yes
	• Complaint Register	Yes
	• Stack wise/Lot wise register Physical/Electronic form	Yes
	• PV Register	Yes

	• Instrument/Equipment Internal Calibration Register	Yes
	• Gate in gate out cum Visitor Register	Yes
	• Spot Rejection Register	Yes
	• Sample register	Yes,
	• Incidence records /Notices register	Yes
	• Lien register	Yes
	• Pest control activity register (NA for Base metal warehouses)	Yes,
	• Key distribution register	Yes
5	Whether any Overwriting/correction is found in the above Registers? If yes, check whether approval from WSP HO has been obtained or not	No.
6	Whether the transaction wise weighbridge receipts for deposit/withdrawal are available at the warehouse or not?	N.A
7	Whether the Commodity deposits & all required documents along with original delivery orders withdrawal document are available at warehouse or not?	Nil stock
7a	Whether WSP has taken approval from MCXCCL for storage of partial lot created out of overload of lorry in a demarcated area?	Nil stock
8	Whether separate entries are done for Exchange & Non-Exchange stock?	Only exchange
9	Whether a copy of updated WSP SOP and warehouse operations manual available at the warehouse?	Yes
10	Whether the Warehouse is registered under relevant State/ Central Warehousing Authority/Gram Panchayat/local authority? If Yes, License copy to be available at warehouse.	Yes , DDR (Maharashtra) License is applied
11	Whether the Warehouse License copy/ WDRA registration copy is available and displayed at the warehouse?	Yes , WDRA License is available
12	Whether lot wise beneficiary details and electronic receipts available at the warehouse either in electronic or printed form?	NA
13	Whether the valid stocks are as per CCRL/Comris system record?	NA
14	Whether warehouse maintains Weighment slip for record for all commodities during inward and outward movement?	NA

Observation on WH Infrastructure

Sr. No.	Parameters	Observation
1	Whether Warehouse condition (both internal/external) is in sound and store worthy?	Yes
2	Is there any roof leakage / Infrastructure damage? If yes, whether the incidence record updated in incident register with details?	No
3	Whether the warehouse is well- protected by pucca boundary wall / barbed wire fencing?	Yes, 2 side pucca boundary wall & Two side barbed

		wire fencing
4	Whether warehouse is having good drivable approach road & adequate parking space for vehicles?	Yes
5	Whether flooring is even without major cracks / crevices/ dampness or required major structural repairing?	Yes
6	Whether hygiene & cleanliness inside the warehouse & premises and vegetation cleaning surrounding the warehouse maintained? Whether dusting of stock, cleaning of bird droppings on stacks, floor cleaning and any minor/major structural repair conducted on a periodic basis? Is the record of the house keeping maintained?	Yes
7	Whether any infestation by termites/ white ants and rodents in the buildings and warehouse premises is noticed? Whether annual termite treatment record is maintained at cotton/kapas warehouse? Whether termite treatment certificate is available at cotton/kapas warehouse?	No
8	Whether rat cages are placed inside the warehouse? Whether rodenticides used to control rodents?	Yes
9a	Whether surveillance cameras (CCTV) are installed at the warehouse?For Cotton bales/Kapas whether cctv camera installed inside the warehouse?	Yes
9b	Whether warehouse maintains 90 days CCTV footage of surveillance? mention the date from which CCTV footage is available.	Yes, Footage is available from 07/10/2025
9c	Whether the cctv camera positioned towards weighment scale inside the warehouse of Base Metals/Mentha Oil? Verify the cctv footage.	Yes
10	Whether Handling equipment available?	Yes
11	Whether the walls are properly plastered and painted/white washed and are free from cracks and crevices?	Yes
12	Whether adequate ventilators and air inlets are available? (Mention no. of ventilators and air inlets)	Yes , 47 air inlets
13	Whether the WH office is inside the godown? (not acceptable for cotton)	Yes, Inside the godown
14	Mention type of Flooring : Concrete / Stones / Tiles / / trimix/ Bricks flooring (Mentha Oil WH) /No flooring/Other	Yes, Concrete
15	Whether the warehouse has adequate plinth (elevation from ground level) as per WDRA norm?	Yes, approx. 3 Feet
16	Whether there are adequate arrangements for drainage of rainwater to avoid flooding?	Yes
17	Whether load bearing capacity certificate available at warehouse? (in case of metal warehouse)	NA
18	Whether Sufficient office space available for equipment viz. computers with internet facility, telephone and furniture (table, chairs almirah, etc.)	Yes , They will table ,chair ,almirah

Observation on Quality Operation

Sr. No.	Parameters	Observation
1	Is cotton bales moisture meter in working condition or Not? If not then has the same been recorded in incident register available at warehouse?	Nil stock
1a	Is moisture meter available at warehouse?	Nil stock
1b	Moisture meter last calibrated on ……. (dd/mm/yyyy)	Nil stock
2	Is inward /outward moisture checked or not? (lot wise moisture record) in case of cotton	Nil stock
3	Are necessary sampling details updated on sample tag within one working day? (Name of warehouse, date of sampling, stack no, lot No.)	Nil stock
4	Is Reference sample duly sealed & signed by the WH official/in charge?	Nil stock
5	Is signature of beneficiary/Client or authorized personal of the client is taken on reference sample?	Nil stock
6	Is the sample storage area secure and demarcated? Are the samples kept in rack / pallet / in Almirah or trunk in the sample storage area?	Nil stock
7	Whether Reference samples with all relevant details kept in proper custody until the lot is present in the warehouse?	Nil stock
8	Is record for courier of samples to the assayer available?	Nil stock
9	Do the Goods stored come into direct contact with water or excess moisture which can be detrimental to its usability or quality?	No

Annexure-1
Checklist w.r.t. MCXCCL Circular/guidelines(Cotton Bales)

Sr. No.	Parameters	Observation
1	Whether bales have all the proper markings in the form of unique press running number (PRN) Whether every bale has a label giving details of variety weight, crop year when checked randomly? And any other details as may be required from time to time? Does each bale have a label / sticker giving the bale number in figures along with ginner details?	No stock at this time.
2	Whether warehouse has put in a deposit stamp / sticker, containing the date of deposit of the goods on each bale deposited?	Nil Stock
3	Forklift – battery operated, or fuel operated?	No, Forklift, Only labour
4	Placement of the Firefighting equipment? Inside the godown or outside? (Placement inside the godown is not allowed)	Yes, Out site
5	Proximity to source of fire hazard if any. whether any fire-risk is noticed in close vicinity of the warehouse? Mention the approximate distance of source of fire risk.	No
6	Whether cotton samples are stored inside the godown?	Nil Stock
7	Whether opening and closing of cotton godown is done under supervision of Warehouse Manager and the register maintained indicating the purpose of opening and date and time of opening/closing?	Nil Stock
8	In case, more than 3 straps of bales are broken, whether re-strapping of the bales is done within 10 working days from the date of strap broken & record of the strap break and re-strapping is maintained? In incidence register?	Nil Stock

Inspection Details

Date of Inspection	08.01.2026	29.01.2026
Signature	RAM AVTAR VERMA	S. Suri
Inspection Done By	RAM AVTAR VERMA	Sampat Suri
Maker		Checker

Warehouse Audit Report

Date of Regular/Surprise Audit	**05/01/2026**	**Delivery Centre**	**Vandanmedu**
Time in and Time out	**09:45 am & 01:00 PM**	**Address of Warehouse**	**C/O Kerala State Warehousing Corporation, Vandanmedu Bearinng XVIII/76 J,Idukki, Kerala - 685551**
Name of Warehouse	**Yamada Logistics Ltd Kerala State Warehousing Corporation**		
Name of Auditor	**Sreejit K Anirudhan**	**Name of Warehouse Manager**	**Anupam Maiti**
Date of Previous Audit & Name of previous Auditor (MCXCCL/WSP/External) Also name of Agency, if external	**By WSP Mr Azar on 31.12.2025 Nil observation**	**Capacity of Warehouse**	**108 MT**
		Capacity Utilization of warehouse (%)	**1.76%**

Stock Reconciliation:
Stock Quantity as on 01 Jan 2026 (closing balance)

Commodity	Quantity as per MCXCCL	Quantity as per WSP Warehouse record	Quantity as per Physical Verification	Difference if any	Remarks
	Bags	Bags	Bags		
1. Cardamom					Stock Tallied
i. Valid Stock	38 Bags	38 Bags	38 Bags	-	
ii. Under QC	-	-	-	-	
iii. Rejected	-	-	-	-	
iv. FED	-	-	-	-	
v. Non-exchange	-	-	-	-	

Observations/Recommendations:

The stock was found tallied with the MIS provided and as per the register and physical verification.

Audit Summary:

Overall the audit was satisfactory and some improvements are recommended

Verification status of Previous Audit:

By MCXCCL Internal conducted on 08 Dec 2025: calibrated weight not available at warehouse current status- Nil observation
By MCXCCL External audit : Yet to be conducted
By WSP Internal: Yet to be conducted
By WSP appointed external audit agency: Yet to be conducted

Observations on Stacking

Sr. No.	Parameters	Observation
1	Whether the appearance of the stored stocks is neat and free from dust/stains of oil, rust, cracks etc.?	Yes
2a	Whether Packaging condition of stock deposited is as per MCXCCL norms/ procedure guidelines/ relevant circulars as mentioned below? Cotton - Circular no. MCXCCL/WHL/297/2024 dated November 22, 2024 Mentha Oil- MCXCCL Circular No. MCXCCL/WHL/098/2025 dated May 16, 2025 Aluminium: Circular no. MCXCCL/WHL/045/2023 dated February 16, 2023 Lead: Circular no. MCXCCL/WHL/220/2023 dated September 15, 2023 Copper: Circular no. MCXCCL/WHL/868/2020 dated November 23, 2020 Zinc: Circular no. MCXCCL/WHL/044/2023 dated February 16, 2023 Nickel: Circular no. MCXCCL/WHL/868/2020 dated --- November 23, 2020 Note: any subsequent circular issued for above mentioned commodity shall be referred for compliance	Yes, its as per the norms
2b	Metal & Cotton - no straps should be broken in exchange deliverable stocks	NA
3	Whether the stacking of the stock is done as per WDRA guidelines (as applicable) or as per MCXCCL? Whether stock is in countable position, stacking done appropriately & is there any co-mingling of lots?	Yes, stock can be counted and stacking is done properly
4	Whether adequate alleyways & gangways between stacks & wall to stacks are kept for easy movement, aeration & chemical treatments, physical verification, etc.?	Yes, kept

5	Whether proper stack layout / stacks plan displayed at warehouse floor?	No, the Stack Layout/Stacks Plan is to be displayed
6	Whether lot cards are placed on all the stored stocks with up to date entries of all transactions within two working days of transaction/receipt creation?	Yes, Lot Cards are placed immediately (photo affixed)
7	Whether overwriting / corrections are found in lot cards?	No, the lot cards don't have overwriting
8	Whether suitable dunnage material, as per good warehousing practices available (except Mentha oil/ metals) for stored goods?	Yes, proper practices available
9	Whether lot sealing/drum/drum sealing (for Mentha Oil) for all lots/drums deposited /retested is done immediately after deposit?	NA
10	Whether the Warehouse staff checking the seal intactness of stocks every month? (Pls verify lot seal register & Monthly declaration stating seals have been checked)	NA
11	Is there any spillage or damage material(including ingots of strip open bundles in case of Metals) lying spread across the stack or floor? If yes, whether the same is appropriately packed and is kept in demarcated area on the same day?	No, the floor is free from any spillage
12	Is there a designated area inside the warehouse mentioning the floor area in square feet/meter for FED goods, rejected goods and non-Exchange goods available for storage in the warehouse?	Areas has been defined, but floor area isn't mentioned
13	Is any FED Stock lying for more than 3 months? / Any rejected stock lying in warehouse? If Yes, whether marking/ tagging is done and lot cards (mentioning rejected or FED stock) is attached on Stock and follow-up with client for lifting of such stocks is done by WSP?	No, all the stocks are within 3 months only
14	Is any stock of identical (exchange grade) agri commodity, for which MCXCCL has accredited the warehouse, stored in the warehouse?	NO
15	Is there any other agri commodity which is not in the WDRA registration certificate, stored in the warehouse?	NO
16	Has WSP/Godown owner stored its 'own' commodity in the warehouse?	No
17	Is any stock of identical non-agri commodity stored in MCXCCL accredited Metal warehouse Other than approved commodity?.	No
18	Whether visual demarcation between MCX deliverable, Non-exchange & Rejected stock is done or not? In case Non Exchange stock kept in MCXCCL accredited warehouse, is it kept with clear demarcation?	Yes, Done NA
19	Whether details like hypothecation / lien / pledge to any financial institutions for the purpose of funding has been displayed on the stock and the same has been recorded?	NA
20	Whether non exchange goods stored in accredited space and approval from MCXCCL is taken and available at warehouse?	NA

Observations on Warehouse Operations

Sr. No.	Parameters	Observation
1	Whether custody of lock and key of the warehouse/godown is with WSP/WH Owner/others (?)(Pls specify) Whether additional key of Warehouse available at WSP Head office/WSP regional office and details are updated in Key distribution register?	Yes, the Lock & Key Custody is with WSP, Mr Anupam Maiti Additional Key is not available at WSP head office and is in Warehouse itself
2	Does WSP use locks 7-lever Navtal brand at shutters of warehouse?	Yes, New Godrej 7 Lever Navtal is used
3	Does the WSP use lock seals at every lock of all shutters which are used for transaction of goods? Whether seal details are captured in register.	Yes, seals are used for all transactions and are recorded
4	Does the warehouse change locks every six months in June and December? Verify the serial number of lock and key, date when it was last changed.	Yes, the latest was changed on 31.12.25
5	Specify the number of WH staffs deployed at the warehouse/warehouse complex.	1 Staff
6	Indicate number of security guards deployed shift wise.	Total 2 Security Guards, 1 each shift wise
7	Mention name of the Security Agency offering security services at the WH	Athulya Security Service
8	Whether WH staff and Security personnel carrying their identity cards? Whether Security Guard is in proper uniform and with baton, torch, whistle etc? Whether security guard checks for any matchbox, gas lighter, chemicals and inflammable items etc. before allowing visitor to enter in warehouse?	Yes, security Guard is in proper uniform and checks for any inflammable material with every visitor
9	Whether security guard stays inside or outside the warehouse? NA if there are NIL stocks	Outside the warehouse
10	Whether there is proper arrangement of lights in warehouse premises at night time for the security purpose?	Yes, Lights are placed inside and outside
11	Whether proper WSP Sign Board (flex/board/wall-painting) and sign board of MCXCCL accreditation with WSP contact details, No Smoking signage in local dialect, emergency numbers, unauthorized entry, unauthorized parking etc are displayed at warehouse?	Yes, displayed (to be displayed in local Language too)
12	Whether the board of "Complaint/feedback register available at warehouse" is displayed at the warehouse? (Pls mention the place of display of the board)	Yes, the same is available along with Name Board on the left entrance of the warehouse
13	Whether Fire Fighting equipment available as per the WDRA guidelines? Please specify below;	Yes
	a. No. of Fire Extinguishers	3
	b. No. of Sand Buckets	15

	c. Capacity of water tank available as per operational guidelines?	Yes, available in the building
	d. Is water pump attached to storage tank with hose pipe?	Yes
	e. Availability of water fire hydrant points/sprinkler system for Cotton Bales.	NA
	f. Whether fire extinguishers are valid & in working condition? Are the expiry dates/next-due date clearly visible?	Fire extinguishers are valid and in working condition, next due on 21/8/2026
	g. Are the Fire extinguishers placed outside the warehouse?	Yes
	h. Are the sand buckets placed outside the warehouse?	Yes
14	Whether the warehouse staff have undergone the training of fire safety & handling of firefighting equipment from the date of joining? (Please verify with records)	Yes- on Dec 1, 2025
15	Whether mock drill for fire fighting is conducted at least once in a year? Verify the record of mock drill.	Yes- on Dec 1, 2025
16	Is the Warehouse Manager/ Supervisor of the WSP trained in handling warehousing operations, specifically for MCXCCL? Is the skill enhancement training given to the staff in an interval of 6 months? Verify the training record.	Yes- on Dec 1, 2025
17	Whether the security personnel have undergone training on fire safety & handling of firefighting equipment from the date of joining? (verify with records and frequency) Mention the name of the official by whom training is provided. Is the follow up training provided on annual basis to the warehouse staff by the WSP	Yes-on Dec 1, 2025- by Navin Mukati
18	Is the arrangement for Prophylactic Measures for Pest Control available at the WH as per WDRA guidelines? (Verify the records of the treatment)	Yes available, last done on 27/05/2025
19	Is anti-termite treatment at cotton bales warehouses conducted through MCXCCL specified agencies? (Verify the records of the treatment).	NA
20	Whether Live Electricity connection found inside the godown where cotton is stored?	NO
21	Is the WSP using electricity for weighment purpose only at Mentha oil and metals at warehouses?	
22	Whether Storage of hazardous Stock (Like fertilizer, Cement, Chemical etc.) in warehouse premises is done that may affect exchange deliverable stock?	NO
23	Whether LPG cylinder kept inside warehouse or outside warehouse? (Applicable for Mentha oil)	NO
24	Availability of standard weights with calibration certificate at warehouse	Yes, available
25	Availability of functional, Valid and calibrated weighbridge (Inside / Outside complex)-for base metals – 3 /5 MT capacity (Yes/No)	Yes, inside is available
	Name of weighbridge/manual weigh scale –WB capacity (MT)- Expiry date of calibration	**02-11-2027**
A	Metro Weighing Bridge – 500 KG	
26	Is a written consent of client and approval from MCXCCL sought in case weighment of the commodity is done on any other weighbridge when MCXCCL approved weighbridges are non-functional?	No such instances noticed

27	Whether the list of weighbridge (accredited weighbridge for cotton bales) along with calibration certificate displayed in the warehouse?	NA
28	Whether periodic stock audit done by Independent team other than of the same warehouse deployed staffs? (verify with visitor register at the warehouse)	Yes by Mr. MD Azarudhin on 31 Dec 2025
29	Whether the storage structure (warehouse) is far away (150 meter) from the source of fire-hazard, such as timber stores, petrol/CNG/PNG pumping stations/LPG bottling plant?	Yes, is quite far away

Observation on Warehouse Record Keeping

Sr. No.	Parameters	Observation
1	Whether copy of KYD with requisite documents available for all beneficiaries/depositors at warehouse? Mention the names of depositor(s) incase of incomplete documents.	Yes, Mr Santhosh Joseph of Allus Cardamom Point is coming and KYD docs are in tact
2	Are the soft copy/digital signed copy/original DTD with requisite documents available at warehouse? Mention the names of depositors incase of incomplete documents.	Yes, Docs available
3	Whether eNWR/E-receipt is generated based on receipt of original DTD/ photo copy/ DTD Digitally signed by the beneficiary client/ depositor?	Yes, Signed & available
4	Whether the following registers are available and updated at Warehouse or not? Are the records kept in safe custody with lock facility?	
	• Warehouse opening-closing Register	Yes
	• Daily Transaction Register	Yes
	• Complaint Register	Yes
	• Stack wise/Lot wise register Physical/Electronic form	Yes
	• PV Register	Yes
	• Instrument/Equipment Internal Calibration Register	Yes
	• Gate in gate out cum Visitor Register	Yes
	• Spot Rejection Register	Yes
	• Sample register	Yes
	• Incidence records /Notices register	Yes
	• Lien register	Yes
	• Pest control activity register (NA for Base metal warehouses)	Yes
	• Key distribution register	Yes
5	Whether any Overwriting/correction is found in the above Registers? If yes, check whether approval from WSP HO has been obtained or not	Yes
6	Whether the transaction wise weighbridge receipts for deposit/withdrawal are available at the warehouse or not?	Yes, its available
7	Whether the Commodity deposits & all required documents along with original delivery orders withdrawal document are available at warehouse or not?	Yes, its available

7a	Whether WSP has taken approval from MCXCCL for storage of partial lot created out of overload of lorry in a demarcated area?	NA
8	Whether separate entries are done for Exchange & Non-Exchange stock?	NA
9	Whether a copy of updated WSP SOP and warehouse operations manual available at the warehouse?	Yes, its available
10	Whether the Warehouse is registered under relevant State/ Central Warehousing Authority/Gram Panchayat/local authority? If Yes, License copy to be available at warehouse.	Yes, the warehouse is registered under Kerala State warehousing corporation
11	Whether the Warehouse License copy/ WDRA registration copy is available and displayed at the warehouse?	WDRA Copy available
12	Whether lot wise beneficiary details and electronic receipts available at the warehouse either in electronic or printed form?	Available in printed form
13	Whether the valid stocks are as per CCRL/Comris system record?	Yes,kept
14	Whether warehouse maintains Weighment slip for record for all commodities during inward and outward movement?	Yes, all movements are recorded

Observation on WH Infrastructure

Sr. No.	Parameters	Observation
1	Whether Warehouse condition (both internal/external) is in sound and store worthy?	Yes, Warehouse condition (both internal/external) is in sound and store worthy
2	Is there any roof leakage / Infrastructure damage? If yes, whether the incidence record updated in incident register with details?	No, the warehouse is intact
3	Whether the warehouse is well- protected by pucca boundary wall / barbed wire fencing?	Yes, pucca boundary wall is there
4	Whether warehouse is having good drivable approach road & adequate parking space for vehicles?	Yes, very much
5	Whether flooring is even without major cracks / crevices/ dampness or required major structural repairing?	Yea no damp/cracks, its concrete flooring
6	Whether hygiene & cleanliness inside the warehouse & premises and vegetation cleaning surrounding the warehouse maintained? Whether dusting of stock, cleaning of bird droppings on stacks, floor cleaning and any minor/major structural repair conducted on a periodic basis? Is the record of the house keeping maintained?	Yes Done,
7	Whether any infestation by termites/ white ants and rodents in the buildings and warehouse premises is noticed? Whether annual termite treatment record is maintained at cotton/kapas warehouse? Whether termite treatment certificate is available at cotton/kapas warehouse?	No such incident noticed, Pest Control done om 21/05/2025
8	Whether rat cages are placed inside the warehouse? Whether rodenticides used to control rodents?	No , infact no rats were noticed
9a	Whether surveillance cameras (CCTV) are installed at the warehouse?For Cotton bales/Kapas whether cctv camera installed inside the warehouse?	Yes, kept inside the warehouse

9b	Whether warehouse maintains 90 days CCTV footage of surveillance? mention the date from which CCTV footage is available.	Footage available since 01.10.2025
9c	Whether the cctv camera positioned towards weighment scale inside the warehouse of Base Metals/Mentha Oil? Verify the cctv footage.	Yes
10	Whether Handling equipment available?	Available
11	Whether the walls are properly plastered and painted/white washed and are free from cracks and crevices?	Yes
12	Whether adequate ventilators and air inlets are available? (Mention no. of ventilators and air inlets)	No ventilators or inlets are available
13	Whether the WH office is inside the godown? (not acceptable for cotton)	Yes, its inside
14	Mention type of Flooring : Concrete / Stones / Tiles / / trimix/ Bricks flooring (Mentha Oil WH) /No flooring/Other	Concrete
15	Whether the warehouse has adequate plinth (elevation from ground level) as per WDRA norm?	Yes, it is available
16	Whether there are adequate arrangements for drainage of rainwater to avoid flooding?	Yes
17	Whether load bearing capacity certificate available at warehouse? (in case of metal warehouse)	NA
18	Whether Sufficient office space available for equipment viz. computers with internet facility, telephone and furniture (table, chairs almirah, etc.)	Space available

Observation on Quality Operation

Sr. No.	Parameters	Observation
1	Is cotton bales moisture meter in working condition or Not? If not then has the same been recorded in incident register available at warehouse?	NA
1a	Is moisture meter available at warehouse?	NA
1b	Moisture meter last calibrated on ……. (dd/mm/yyyy)	NA
2	Is inward /outward moisture checked or not? (lot wise moisture record) in case of cotton	NA
3	Are necessary sampling details updated on sample tag within one working day? (Name of warehouse, date of sampling, stack no, lot No.)	Yes updated
4	Is Reference sample duly sealed & signed by the WH official/in charge?	Yes
5	Is signature of beneficiary/Client or authorized personal of the client is taken on reference sample?	Yes, Taken
6	Is the sample storage area secure and demarcated? Are the samples kept in rack / pallet / in Almirah or trunk in the sample storage area?	Yes, demarcated and kept there
7	Whether Reference samples with all relevant details kept in proper custody until the lot is present in the warehouse?	Yes, kept in records
8	Is record for courier of samples to the assayer available?	Yes, available
9	Do the Goods stored come into direct contact with water or excess moisture which can be detrimental to its usability or quality?	No, the goods are stored safe and secure

Annexure-1

Checklist w.r.t. MCXCCL Circular/guidelines (Cardamom)

Sr. No.	Parameters	Observation
1	The commodity shall be packed in new double jute bags with inner black polyethylene lining.	**Yes**
2	Placement of the Firefighting equipment? Inside the godown or outside? (Placement inside the godown is not allowed)	Firefighting equipment is placed inside, directed to keep outside
3	Proximity to source of fire hazard if any. whether any fire-risk is noticed in close vicinity of the warehouse? Mention the approximate distance of source of fire risk.	5 Kms from warehouse
4	Whether cardamom samples are stored inside the godown?	Yes
5	Whether opening and closing of Cardamom godown is done under supervision of Warehouse Manager and the register maintained indicating the purpose of opening and date and time of opening/closing?	Yes, opening and closing of Cardamom godown is done under supervision of Warehouse Manager and the register maintained indicating the purpose of opening and date and time of opening/closing

Inspection Details

Date of Inspection	05.01.2026	13.01.2026
Signature		S. Suri
Inspection Done By	Sreejit K Anirudhan	Sampat Suri
Maker		Checker