Warehouse Inspection Reports- Base Metals.

By MCXCCL External Audit Agency

Warehouse Inspection Reports of October-2024

INDEX

1. Warehouse Inspection Reports by MCXCCL External Audit Agency for **Base Metals**- October 2024 (Reports- 01 to 11)

Warehouse Audit Report

Date of Regular/Surprise Audit	19 October 2024	**Delivery Centre**	TATARPUR PALWAL
Time in and Time out	02:10 Pm to 4:30 pm	**Address of Warehouse**	Tatarpur Parthla plawal haryana
Name of Warehouse	JICS Naveen Sharma and Deepak wharehouse		
Name of Auditor	Ajay sahani	**Name of Warehou Manager**	Dilkush Kumar
Date of Previous Audit & Name of previous Auditor (MCXCCL/WSP/External) Also name of Agency, if external	Keshav Kumar (03-OCT- 2024)	**Capacity of Warehouse**	2600 MT
		Capacity Utilization warehouse (%)	NIL STOCK

Stock Reconciliation:

Commodity	Stock Quantity as on 18 Oct 2024 (closing balance)				**Difference if any**	**Remarks**
	Quantity as per MCXCCL (Bales/ Bags/Drums/Bundle/Bars)	**Quantity as perWSP MIS (Bales/ Bags/Drums /B undle/Bars)**	**Quantity as perWSP Warehouse record (Bales/Bags/ Drums/ Bundle/Bars)**	**Quantity as perPhysical Verification (Bales/ Bags/Drums/ Bundle/Bars)**		
Metal	BUNDLE	BUNDLE	BUNDLE	BUNDLE		
i. Valid Stock	-	-	-	-	-	-
ii. Under QC	-	-	-	-	-	-
iii. Rejected	-	-	-	-	-	-
iv. FED	-	-	-	-	-	-
v. Non-exchange	Nickel – 16 bundle, Tin – 10 bundle, Aluminum – 5	Nickel – 16 bundle, Tin – 10 bundle, Aluminum –	Nickel – 16 bundle, Tin – 10 bundle, Aluminum – 5	Nickel – 16 bundle, Tin – 10 bundle,	-	-

	bundle	5 bundle	bundle	Aluminum – 5 bundle		
Total	-	-	-	-	-	-

Observations/Recommendations:

Company ID / Uniform not available

Audit Summary:

Company ID card of warehouse staff was found not available. (Mr. Shivanshu Kumar DOJ -14 October 2024)

Verification status of Previous Audit:

By MCXCCL audit conducted on 18th October 2024– Company ID / Uniform not available- Company ID card of warehouse staff was found not available. (Mr. Shivanshu Kumar DOJ -14 October 2024).
By MCXCCL External audit conducted by M/s. QSS as on 29th April 2024 – Nil Audit Observations reported
By WSP Internal audit conducted on 03 October 2024 - Nil Audit Observations reported
By WSP External audit conducted by M/s. JHS as on 08 July 2024 - Nil Audit Observations reported

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/249/2023 dated October 16, 2023 Mentha Oil- Circular no. MCXCCL/WHL/141/2021 dated May 31, 2021 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 lots?	Nil Stock
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 in WSP format 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?	Vacant
8	Whether suitable dunnage material, as per good warehousing practices available (except Mentha oil/ metals) for stored goods ?	NA
9	Whether lot sealing/drum/drum sealing (for Mentha Oil) for all lots/drums deposited /Retested is done within two working days of transaction?	NA

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10	Whether the Warehouse staff has checked 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 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?	NA
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?	Nil Stock
	If Yes, whether marking/ tagging/placard on such lot card or 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 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 capacity is it kept with clear demarcation?	Nil Stock
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 Navtal brand lock and key of the warehouse/godown is withWSP/WH Owner/others (?)(Pls specify) Whether additional key of Warehouse available at WSP Head office/WSP regionaloffice and details are updated in Key distribution register?	WSP (Yes)
2	Does the WSP use Navtal brand lock seals at every lock of all shutters which are used for transaction of goods? Whether seal details are captured in register.	Yes
3	Does the warehouse change Navtal brand locks every six months in June and December? Verify the serial number of lock and key, date when it was last changed.	Yes
4	Specify the number of WH staffs deployed at the warehouse/warehouse complex.	02
5	Indicate number of security guards deployed shift wise.	03(1 day and 2 at night)
6	Mention name of the Security Agency offering security services at the WH	Surkasha security services
7	Whether WH staff and Security personnel carrying their identity cards, and are in proper uniform and with baton, torch, whistle etc? Whether security guards checks for any presence of matchbox, gas lighter, chemicals and inflammable items of person entering the warehouse?	Company ID card of warehouse staff was found not available. (Mr. Shivanshu Kumar DOJ - 14 October 2024)
8	Whether security guard stays inside or outside the warehouse premises?	No Outside
9	Whether there are proper night lighting in warehouse premises for the security purpose?	Yes
10	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 ?	Yes
11	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
12	Whether Fire Fighting equipment available as per the WDRA guidelines? Please specify below;	Yes
	a. No. of Fire Extinguishers	04
	b. No. of Sand Buckets	20
	c. Capacity of water tank available as per operational guidelines?	NA

	d. Is water pump attached to storage tank with hose pipe?	NA
	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?	Yes (25-june-2025)
13	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 (14-Aug-2024)
14	Whether mock drill for fire fighting is conducted at least once in a year? Verify the record of mock drill.	Yes
15	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
16	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
17	Is the arrangement for Prophylactic Measures for Pest Control available at the WH as per WDRA guidelines? (Verify the records of the treatment)	No
18	Is anti-termite treatment at cotton bales warehouses conducted through MCXCCL specified agencies? (Verify the records of the treatment).	NA
19	Whether Live Electricity connection found inside the godown where cotton is stored?	NA
20	Is the WSP using electricity for weighment purpose only at Mentha oil and metals at warehouses?	Yes
21	Whether Storage of hazardous Stock (Like fertilizer, Cement, Chemical etc.) in warehouse premises is done that may affect exchange deliverable stock?	No
22	Whether LPG cylinder kept inside warehouse or outside warehouse? (Applicable for Mentha oil)	No
23	Availability of functional, Valid and calibrated weighbridge (Inside / Outside complex)-for base metals – 3 /5 MT capacity (Yes/No)	Inside

	Name of weighbridge/manual weigh scale –WB capacity (MT)- Expiry date of calibration	Yes
A	NAME-SHRI GANESH NATIONAL FIBER, CAPACITY- 50MT, EXPIRY- 25/09/2025	
B	NAME- RAHUL COTTON & FIBER, CAPACITY- 50MT, EXPIRY- 24/10/2024	
C	-	Sagar Pandey & Manish Malviya
24	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?	NA
25	Whether the list of weighbridge (accredited weighbridge for cotton bales) along with calibration certificate displayed in the warehouse?	Yes
26	Whether periodic stock audit done by Independent team other than of the same warehouse deployed staffs? (verify with visitor register at the warehouse)	Keshav,19/10/2024
27	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?	No

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.	Nil Stock
3	Whether eNWR/E-receipt is generated based on receipt of original DTD/ photo copy/ DTD Digitally signed by the beneficiary client/ depositor?	Nil Stock
4	Whether the following registers are available and updated at Warehouse or not? Are the records kept in safe custody with lock facility?	Nil Stock
	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	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	Vacant
6	Whether the transaction wise weighbridge receipts for deposit/withdrawal are available at the warehouse or not?	Nil Stock
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?	Nil Stock
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 Panchyat? 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
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?	Nil Stock
14	Whether warehouse maintains Weighment slip for record for all commodities during inward and outward movement?	Nil Stock

Observation on WH Infrastructure

Sr. No.	Parameters	Observation
1	Warehouse condition (both internal/external) is in sound and store worthy condition?	Yes
2	Is there any roof leakage / Infrastructure damage? If Yes, whether the incident record updated with details?	No
3	Whether the warehouse is well- protected by pucca boundary wall / barbed wire fencing?	Yes (Boundary Wall)
4	Whether the 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?	NA
8	Whether rat cages are placed inside the warehouse? Whether rodenticides used to control rodents?	NA
9a	Whether surveillance cameras (CCTV) are installed at the warehouse?	Yes
9b	Whether warehouse maintains 90 days CCTV footage of surveillance? mention the date from which CCTV footage is available.	Yes 05 JULY 2024
9c	Whether the cctv camera positioned towards weighment scale inside the warehouse? 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 (Turbo)
13	Whether the WH office is inside the godown? (not acceptable for cotton)	Outside

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
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?	NA
1a	Is moisture meter available at warehouse?	NA
1b	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.)	NA
4	Is Reference sample duly sealed & signed by the WH official/in charge?	NA
5	Is signature of beneficiary/Client or authorized personal of the client is taken on reference sample?	NA
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?	NA
7	Whether Reference samples with all relevant details kept in proper custody until the lot is present in the warehouse?	NA
8	Is record for courier of samples to the assayer available?	NA
9	Do the Goods stored come into direct contact with water or excess moisture which can be detrimental to its usability or quality?	NIL MCXCCL stock

Checklist w.r.t. MCXCCL Circular (Metal)

Sr. No.	Parameters	Observation
1	Whether the Certificate of Analysis (CoA) of the producer at the time of deposits with containing details like Brand name of the associated lots, Producer's name, Batch No & certificate date been collected by warehouse?.	Nil Stock
2	Whether the packing list for deposited goods are available as per the latest circular or not with following details; -Contains net weight -Contains gross weight -Contains batch no -No. of units in bundles/lot.	Nil Stock
3	Whether the copy of Invoice available for all deposits?	Yes
4	Whether the copy of Certificate of Origin and Custom clearance documents are available in case of Imported goods or not?	Yes
5	Whether the producer's sticker is available or not on each ingots/ bundle?	Yes
6	Whether the following details are mentioned in sticker or not?	Yes
	Producer/ manufacturer name	NA
	Net Weight	NA
	Batch No (printed/sticker/stenciled/laser?)	NA
	Purity	NA
	Date of Manufacturing/ Production	NA
	Number of Pieces of Ingots/ sheets in each bundle	NA
7	Whether batch number/lot number is hand written?	Vacant
8	Whether the Ingots/ bundle are physically sound and free of harmful/ any defects? (such as segregation, piping, spilt /broken , inclusions or visible contamination of metal)	NA
9	Whether mixing of bundle(s) of different brands are observed?	Vacant
10	Whether the annual Inspection of electrical points done or not? Check the record.	Yes
11	In case, more than 1 strap is broken, whether re-strapping is done within 07 working days from the date of strap broken & record of the strap break and re- strapping is maintained ? In incidence register?	Yes
12	Same commodity non-exchange goods shall not be kept mingled in the same warehouse which is used for MCXCCL purposes.	NA
13	Whether all re-mated stock physically delivered from the warehouse and not stored as non-exchange/professional goods.	No exchange available
14	Is there any sign of corrosion in stored stocks?	Vacant

Inspection Details

Date of Inspection	19- Oct-2024	
Signature		
Inspection Done By	Ajay Sahani	
Maker		**Checker**

REETESH KUMAR JAIN

Digitally signed by REETESH KUMAR JAIN
Date: 2024.12.05 17:08:13 +05'30'

Warehouse Audit Report

Date of Regular/Surprise Audit	15/10/2024	Delivery Centre	Jics Logisticc
Time in and Time out	10:30 AM to 01:15 PM	Address of Warehouse Sakrail Industry Park, Dulasarh Howrah Pin-711310	East Land Switchgear Pvt LTd.
Name of Warehouse	Jics Logistic Eastland Switchgears Pvt. Ltd. warehouse		
Name of Auditor	Amit Kumar Ghosh	Name of Warehouse Manager	Vinod Kumar
Date of Previous Audit & Name of previous Auditor (MCXCCL/WSP/External) Also name of Agency , if external	06/10/2024 Prashant Singh(MCX)	Capacity of Warehouse	1200 MT
		Capacity Utilization of warehouse (%)	(10.027) %

Stock Reconciliation:

Commodity	Stock Quantity as on 11 Oct 2024 (closing balance)				Difference if any	Remarks
	Quantity as per MCXCCL (Bales/ Bags/Drums/Bundle/Bars)	Quantity as per WSP MIS (Bales/ Bags/Drums/Bundle/Bars)	Quantity as per WSPWarehouse record (Bales/Bags/ Drums/ Bundle/Bars)	Quantity as per Physical Verification (Bales/ Bags/Drums/ Bundle/Bars)		
1. Aluminium Mini	Bundle	Bundle	Bundle	Bundle		
i. Valid Stock	31	31	31	31		
ii. Under QC	-	-	-	-		
iii. Rejected	-	-	-	-		
iv. FED	-	-	-	-		
v. Non-exchange	-	-	-	-		
2. Aluminium T Bar	Bundle	Bundle	Bundle	Bundle		
i. Valid Stock	-	-	-	-		
ii. Under QC	-	-	-	-		
iii. Rejected	-	-	-	-		
iv. FED	-	-	-	-		
v. Non-exchange	5	5	5	5		
3. Zinc Mini	Bundle	Bundle	Bundle	Bundle		
i. Valid Stock	15	15	15	15		
ii. Under QC	-	-	-	-		
iii. Rejected	-	-	-	-		
iv. FED	-	-	-	-		
v. Non-exchange	-	-	-	-		
TOTAL	51	51	51	51		

Observations/Recommendations:

Nil observation

Audit Summary:

Nil Observation

Verification status of Previous Audit:

By MCXCCL audit conducted on 06 Sept 2024– Nil observation was noted
By MCXCCL External audit conducted by M/s. QSS_as on_02 May 2024: Final reports awaited.
By WSP Internal audit conducted on 05 Oct 2024- Nil observation was noted
By WSP External audit conducted M/s QSS as on 5th July 2024- Nil observation was noted.

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/249/2023 dated October 16, 2023 Mentha Oil- Circular no. MCXCCL/WHL/141/2021 dated May 31, 2021 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	No
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 in WSP format 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 ?	N/A
9	Whether lot sealing/drum/drum sealing (for Mentha Oil) for all lots/drums deposited /retested is done within two working days of transaction?	N/A
10	Whether the Warehouse staff has checked 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 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
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?	No

	If Yes, whether marking/ tagging/placard on such lot card or Stock and follow-up with client for lifting of such stocks is done by WSP?	Yes
14	Is any stock of identical (exchange grade) agri commodity,for which MCXCCL has accredited the warehouse, stored in the warehouse?	Yes
15	Is there any other agri commodity which is not in the WDRA registration certificate, stored in the warehouse?	NO
16	Has WSP 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 capacity 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?	Yes

Observations on Warehouse Operations

Sr. No.	Parameters	Observation
1	Whether custody of Navtal brand 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 Locks Keys are within
2	Does the WSP use Navtal brand lock seals at every lock of all shutters which are used for transaction of goods? Whether seal details are captured in register.	Yes
3	Does the warehouse change Navtal brand locks every six months in June and December? Verify the serial number of lock and key, date when it was last changed.	Yes
4	Specify the number of WH staffs deployed at the warehouse/warehouse complex.	1 morning 1 night
5	Indicate number of security guards deployed shift wise.	Yes
6	Mention name of the Security Agency offering security services at the WH	Yes
7	Whether WH staff and Security personnel carrying their identity cards, and are in proper uniform and with baton, torch, whistle etc? Whether security guards checks for any presence of matchbox, gas lighter, chemicals and inflammable items of person entering the warehouse?	Yes
8	Whether security guard stays inside or outside the warehouse premises?	Security Guard inside the premises.
9	Whether there are proper night lighting in warehouse premises for the security purpose?	Yes
10	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 ?	Yes
11	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
12	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?	Nil
	d. Is water pump attached to storage tank with hose pipe?	Nil
	e. Availability of water fire hydrant points/sprinkler system for Cotton Bales.	Nil
	f. Whether fire extinguishers are valid & in working condition? Are the expiry dates/next-due date clearly visible?	Yes, Last date- 12 February 2025
13	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
14	Whether mock drill for fire fighting is conducted at least once in a year? Verify the record of mock drill.	Yes, 04/07/2024
15	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

16	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
17	Is the arrangement for Prophylactic Measures for Pest Control available at the WH as per WDRA guidelines? (Verify the records of the treatment)	N/A
18	Is anti-termite treatment at cotton bales warehouses conducted through MCXCCL specified agencies? (Verify the records of the treatment).	N/A
19	Whether Live Electricity connection found inside the godown where cotton is stored?	N/A
20	Is the WSP using electricity for weighment purpose only at Mentha oil and metals at warehouses?	N/A
21	Whether Storage of hazardous Stock (Like fertilizer, Cement, Chemical etc.) in warehouse premises is done that may affect exchange deliverable stock?	N/A
22	Whether LPG cylinder kept inside warehouse or outside warehouse? (Applicable for Mentha oil)	No
23	Availability of functional, Valid and calibrated weighbridge (Inside / Outside complex)-for base metals – 3 /5 MT capacity (Yes/No)	Yes
	Name of weighbridge/manual weigh scale –WB capacity (MT)- Expiry date of calibration	3000 Kg 18/01/2025
A		-
B		-
C		-
24	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?	N/A
25	Whether the list of weighbridge (accredited weighbridge for cotton bales) along with calibration certificate displayed in the warehouse?	N/A
26	Whether periodic stock audit done by Independent team other than of the same warehouse deployed staffs? (verify with visitor register at the warehouse)	-
27	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	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?	Yes
7a	Whether WSP has taken approval from MCXCCL for storage of partial lot created out of overload of lorry in a demarcated area?	Yes
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 Panchyat? 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
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	Warehouse condition (both internal/external) is in sound and store worthy condition?	Sound
2	Is there any roof leakage / Infrastructure damage? If Yes, whether the incident record updated with details?	No
3	Whether the warehouse is well- protected by pucca boundary wall / barbed wire fencing?	Yes
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?	N/A
8	Whether rat cages are placed inside the warehouse? Whether rodenticides used to control rodents?	N/A
9a	Whether surveillance cameras (CCTV) are installed at the warehouse?	Yes
9b	Whether warehouse maintains 90 days CCTV footage of surveillance? mention the date from which CCTV footage is available.	Yes 15 July 2024
9c	Whether the cctv camera positioned towards weighment scale inside the warehouse? 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
13	Whether the WH office is inside the godown? (not acceptable for cotton)	Yes
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
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)	No

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?	N/A
1a	Is moisture meter available at warehouse?	N/A
1b	Last calibrated on ..... (dd/mm/yyyy)	N/A
2	Is inward /outward moisture checked or not? (lot wise moisture record) in case of cotton	N/A
3	Are necessary sampling details updated on sample tag within one working day? (Name of warehouse, date of sampling, stack no, lot No.)	N/A
4	Is Reference sample duly sealed & signed by the WH official/in charge?	N/A
5	Is signature of beneficiary/Client or authorized personal of the client is taken on reference sample?	N/A
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?	N/A
7	Whether Reference samples with all relevant details kept in proper custody until the lot is present in the warehouse?	N/A
8	Is record for courier of samples to the assayer available?	N/A
9	Do the Goods stored come into direct contact with water or excess moisture which can be detrimental to its usability or quality?	No

Checklist w.r.t. MCXCCL Circular (Metal)

Sr. No.	Parameters	Observation
1	Whether the Certificate of Analysis (CoA) of the producer at the time of deposits with containing details like Brand name of the associated lots, Producer's name, Batch No & certificate date been collected by warehouse?.	Yes
2	Whether the packing list for deposited goods are available as per the latest circular or not with following details; - Contains net weight - Contains gross weight - Contains batch no - No. of units in bundles/lot.	Yes
3	Whether the copy of Invoice available for all deposits?	Yes
4	Whether the copy of Certificate of Origin and Custom clearance documents are available in case of Imported goods or not?	Yes
5	Whether the producer's sticker is available or not on each ingots/ bundle?	Yes
6	Whether the following details are mentioned in sticker or not?	Yes
	• Producer/ manufacturer name	Yes
	• Net Weight	Yes
	• Batch No (printed/sticker/stenciled/laser?)	Yes
	• Purity	Yes
	• Date of Manufacturing/ Production	Yes
	• Number of Pieces of Ingots/ sheets in each bundle	Yes
7	Whether batch number/lot number is hand written?	No in print
8	Whether the Ingots/ bundle are physically sound and free of harmful/ any defects? (such as segregation, piping, spilt /broken , inclusions or visible contamination of metal)	Yes
9	Whether mixing of bundle(s) of different brands are observed?	Yes
10	Whether the annual Inspection of electrical points done or not? Check the record.	Yes
11	In case, more than 1 strap is broken, whether re-strapping is done within 07 working days from the date of strap broken & record of the strap break and re-strapping is maintained ? In incidence register?	Yes
12	Same commodity non-exchange goods shall not be kept mingled in the same warehouse which is used for MCXCCL purposes.	Yes
13	Whether all re-mated stock physically delivered from the warehouse and not stored as non-exchange/professional goods.	Yes
14	Is there any sign of corrosion in stored stocks?	No

Inspection Details

Date of Inspection	15/10/2024	
Signature		
Inspection Done By	Amit Ghosh	
Maker		Checker

REETESH KUMAR JAIN

Digitally signed by REETESH KUMAR JAIN
Date: 2024.12.05 11:46:36 +05'30'

Warehouse Audit Report

Date of Regular/Surprise Audit	25/10/2024	Delivery Centre	Chennai
Time in and Time out	2:30 PM to 7:30 PM	Address of Warehouse	No:51-4B 116 in sholavaram village orakkadu road Chennai 600067
Name of Warehouse	Jics Gb lavanya warehouse		
Name of Auditor	N.C.Sekhar TQC Services.Indore	Name of Warehouse Manager	R.M.Roshan Raj
Date of Previous Audit & Name of previous Auditor (MCXCCL/WSP/External) Also name of Agency , if external	18/10/2024 R.Ramdas MCXCCL	Capacity of Warehouse	800 MT
		Capacity Utilization of warehouse (%)	5%approx..

Stock Reconciliation:

Commodity	Stock Quantity as on 23/10/2024(closing balance)				Difference if any	Remarks
	Quantity as per MCXCCL (Bales/ Bags/Drums/Bundle/Bars)	Quantity as per WSP MIS (Bales/ Bags/Drums/Bundle/Bars)	Quantity as per WSPWarehouse record (Bales/Bags/ Drums/ Bundle/Bars)	Quantity as per Physical Verification (Bales/ Bags/Drums/ Bundle/Bars)		
Lead mini	BUNDLE	BUNDLE	BUNDLE	BUNDLE		
i. Valid Stock	5	5	5	5	-	-
ii. Under QC	-	-	-	-	-	-
iii. Rejected	-	-	-	-	-	-
iv. FED	-	-	-	-	-	-
v. Non-exchange	-	-	-	-	-	-
Total	5	5	5	5		

Observations/Recommendations:

Nil Observations

Audit Summary:

Nil Observations

Verification status of Previous Audit:

By MCXCCL audit conducted on 18th October 2024 Nil Observation
By MCXCCL External audit conducted by M/s. QSS as on 30-April-2024.-Nil observations
By WSP Internal audit conducted on 4th October 2024 Nil audit observations reported.
By WSP External audit conducted on 06th July 2024-by JHS- Nil audit observations reported.

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/249/2023 dated October 16, 2023 Mentha Oil- Circular no. MCXCCL/WHL/141/2021 dated May 31, 2021 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	N/A
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 in WSP format 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?	N/A
8	Whether suitable dunnage material, as per good warehousing practices available (except mentha oil/ metals) for stored goods ?	yes
9	Whether lot sealing/drum/drum sealing (for Mentha Oil) for all lots/drums deposited /retested is done within two working days of transaction?	N/A
10	Whether the Warehouse staff has checked the seal intactness of stocks every month? (Pls verify lot seal register & Monthly declaration stating seals have been checked)	N/A
11	Is there any spillage or damage material 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?	N/A

13	Is any FED Stock lying for more than 3 months? / Any rejected stock lying in warehouse?	N/A
	If Yes, whether marking/ tagging/placard on such lot card or Stock and follow-up with client for lifting of such stocks is done by WSP?	
14	Is any stock of identical (exchange grade) agri commodity,for which MCXCCL has accredited the warehouse, stored in the warehouse?	N/A
15	Is there any other agri commodity which is not in the WDRA registration certificate, stored in the warehouse?	N/A
16	Has WSP stored its 'own' commodity in the warehouse?	N/A
17	Is any stock of identical non-agri commodity stored in MCXCCL accredited Metal warehouse Other than approved commodity?.	N/A
18	Whether visual demarcation between MCX deliverable, Non-exchange & Rejected stock is done or not? In case Non Exchange stock kept in MCXCCL accredited capacity 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 Navtal brand 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 the WSP use Navtal brand lock seals at every lock of all shutters which are used for transaction of goods? Whether seal details are captured in register.	yes
3	Does the warehouse change Navtal brand locks every six months in June and December? Verify the serial number of lock and key, date when it was last changed.	yes
4	Specify the number of WH staffs deployed at the warehouse/warehouse complex.	1
5	Indicate number of security guards deployed shift wise.	1 day 1night
6	Mention name of the Security Agency offering security services at the WH	Suraksha security
7	Whether WH staff and Security personnel carrying their identity cards, and are in proper uniform and with baton, torch, whistle etc? Whether security guards checks for any presence of matchbox, gas lighter, chemicals and inflammable items of person entering the warehouse?	yes
8	Whether security guard stays inside or outside the warehouse premises?	Yes outside
9	Whether there are proper night lighting in warehouse premises for the security purpose?	yes
10	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 ?	yes
11	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
12	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?	No
	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?	11/01/2025
13	Whether the warehouse staff have undergone the training of fire safety & handling of firefighting equipment from the date of joining? (Please verify with records)	15/07/2024
14	Whether mock drill for fire fighting is conducted at least once in a year? Verify the record of mock drill.	yes
15	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.	15/07/2024

16	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	25/03/2024 Galaxy enterprises
17	Is the arrangement for Prophylactic Measures for Pest Control available at the WH as per WDRA guidelines? (Verify the records of the treatment)	N/A
18	Is anti-termite treatment at cotton bales warehouses conducted through MCXCCL specified agencies? (Verify the records of the treatment).	N/A
19	Whether Live Electricity connection found inside the godown where cotton is stored?	N/A
20	Is the WSP using electricity for weighment purpose only at Mentha oil and metals at warehouses?	N/A
21	Whether Storage of hazardous Stock (Like fertilizer, Cement, Chemical etc.) in warehouse premises is done that may affect exchange deliverable stock?	N/A
22	Whether LPG cylinder kept inside warehouse or outside warehouse? (Applicable for Mentha oil)	N/A
23	Availability of functional, Valid and calibrated weighbridge (Inside / Outside complex)-for base metals – 3 /5 MT capacity (Yes/No)	Yes 3MT
	Name of weighbridge/manual weigh scale –WB capacity (MT)- Expiry date of calibration	19/01/2025
A		-
B		-
C		-
24	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?	N/A
25	Whether the list of weighbridge (accredited weighbridge for cotton bales) along with calibration certificate displayed in the warehouse?	N/A
26	Whether periodic stock audit done by Independent team other than of the same warehouse deployed staffs? (verify with visitor register at the warehouse)	Karan bekare 04/10/2024
27	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	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 approved from 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?	yes
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 Panchyat? If Yes, License copy to be available at warehouse.	Gram panchyat
11	Whether the Warehouse License copy/ WDRA registration copy is available and displayed at the warehouse?	yes
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	Warehouse condition (both internal/external) is in sound and store worthy condition?	yes
2	Is there any roof leakage / Infrastructure damage? If Yes, whether the incident record updated with details?	No
3	Whether the warehouse is well- protected by pucca boundary wall / barbed wire fencing?	yes
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?	No
9a	Whether surveillance cameras (CCTV) are installed at the warehouse?	yes
9b	Whether warehouse maintains 90 days CCTV footage of surveillance? mention the date from which CCTV footage is available.	Yes, 25 July 2024
9c	Whether the cctv camera positioned towards weighment scale inside the warehouse? 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)	3air inters
13	Whether the WH office is inside the godown? (not acceptable for cotton)	yes
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?	Fit
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?	N/A
1a	Is moisture meter available at warehouse?	N/A
1b	Last calibrated on ..... (dd/mm/yyyy)	N/A
2	Is inward /outward moisture checked or not? (lot wise moisture record) in case of cotton	N/A
3	Are necessary sampling details updated on sample tag within one working day? (Name of warehouse, date of sampling, stack no, lot No.)	N/A
4	Is Reference sample duly sealed & signed by the WH official/in charge?	N/A
5	Is signature of beneficiary/Client or authorized personal of the client is taken on reference sample?	N/A
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?	N/A
7	Whether Reference samples with all relevant details kept in proper custody until the lot is present in the warehouse?	N/A
8	Is record for courier of samples to the assayer available?	N/A
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 (Metal)

Sr. No.	Parameters	Observation
1	Whether the Certificate of Analysis (CoA) of the producer at the time of deposits with containing details like Brand name of the associated lots, Producer's name, Batch No & certificate date been collected by warehouse?.	yes
2	Whether the packing list for deposited goods are available as per the latest circular or not with following details; - Contains net weight - Contains gross weight - Contains batch no - No. of units in bundles/lot.	N/A
3	Whether the copy of Invoice available for all deposits?	yes
4	Whether the copy of Certificate of Origin and Custom clearance documents are available in case of Imported goods or not?	yes
5	Whether the producer's sticker is available or not on each ingots/ bundle?	yes
6	Whether the following details are mentioned in sticker or not?	yes
	• Producer/ manufacturer name	yes
	• Net Weight	yes
	• Batch No (printed/sticker/stenciled/laser?)	yes
	• Purity	yes
	• Date of Manufacturing/ Production	yes
	• Number of Pieces of Ingots/ sheets in each bundle	yes
7	Whether batch number/lot number is hand written?	yes
8	Whether the Ingots/ bundle are physically sound and free of harmful/ any defects? (such as segregation, piping, spilt /broken , inclusions or visible contamination of metal)	yes
9	Whether mixing of bundle(s) of different brands are observed?	No
10	Whether the annual Inspection of electrical points done or not? Check the record.	yes
11	In case, more than 1 strap is broken, whether re-strapping is done within 07 working days from the date of strap broken & record of the strap break and re-strapping is maintained ? In incidence register?	yes
12	Same commodity non-exchange goods shall not be kept mingled in the same warehouse which is used for MCXCCL purposes.	No
13	Whether all re-mated stock physically delivered from the warehouse and not stored as non-exchange/professional goods.	No
14	Is there any sign of corrosion in stored stocks?	N/A

92443 18764 | 0731 4248722 | admin@truequality.in
Registered Office : 410-B 4th Floor, Corporate House, RNT Marg Indore (M.P.) 452001
www.truequalitycert.com

Inspection Details

Date of Inspection	25/10/2024	
Signature		
Inspection Done By	N.C.Sekhar	
Maker		Checker

REETESH KUMAR JAIN

Digitally signed by REETESH KUMAR JAIN
Date: 2024.12.04 17:22:29 +05'30'

92443 18764 | 0731 4248722 | admin@truequality.in
Registered Office : 410-B 4th Floor, Corporate House, RNT Marg Indore (M.P.) 452001
www.truequalitycert.com

Warehouse Audit Report

Date of Regular/Surprise Audit	17/10/2024	Delivery Centre	BHIWANDI
Time in and Time out	02.25 PM TO 04:30PM	Address of Warehouse	House number -220 , Bldg no- K5 , Gala no- 5/1, Survey number -31, Hissa number- 1 , Harihar complex, Vadunavghar, Bhiwandi-421302
Name of Warehouse	Jics OM HARIHAR CORPORATION		
Name of Auditor	VISHAL YADAV	Name of Warehouse Manager	Mr. VIKASH SINGH
Date of Previous Audit & Name of previous Auditor (MCXCCL/WSP/External) Also name of Agency , if external	MCXCCL Mr. Suyog Thukrul 04/10/2024	Capacity of Warehouse	5198 MT
		Capacity Utilization of warehouse (%)	2.5%

Stock Reconciliation:

Commodity	Stock Quantity as on 14 Oct 2024 (closing balance)				Difference if any	Remarks
	Quantity as per MCXCCL (Bales/ Bags/Drums/Bundle/Bars)	Quantity as per WSP MIS (Bales/ Bags/Drums/Bundle/Bars)	Quantity as per WSP Warehouse record (Bales/Bags/ Drums/ Bundle/Bars)	Quantity as per Physical Verification (Bales/ Bags/Drums/ Bundle/Bars)		
1. Copper	Bundle	Bundle	Bundle	Bundle	-	-
i. Valid Stock	1996	1996	1996	1996	-	-
ii. Under QC	-	-	-	-	-	
iii. Rejected	-	-	-	-	-	-
iv. FED	-	-	-	-	-	-
v. Non-exchange	-	-	-	-	-	-
Total	1996	1996	1996	1996	-	-
2. Nickel	Bundle	Bundle	Bundle	Bundle	-	-
i. Valid Stock	04	04	04	04	-	-
ii. Under QC	-	-	-	-	-	-
iii. Rejected	-	-	-	-	-	-
iv. FED	-	-	-	-		-
v. Non-exchange	-	-	-	-	-	-
Total	04	04	04	04	-	-
2. Zinc mini	Bundle	Bundle	Bundle	Bundle		-
i. Valid Stock	-	-	-	-	-	-
ii. Under QC	-	-	-	-	-	-
iii. Rejected	-	-	-	-	-	-
iv. FED	-	-	-	-	-	-
v. Non-exchange	03	03	03	03	-	-
Total	03	03	03	03	-	-

An ISO 9001:2008 Certified Company
92443 18764 | 0731 4248722 | admin@truequality.in
Registered Office : 410-B 4th Floor, Corporate House, RNT Marg Indore (M.P.) 452001
www.truequalitycert.com

Observations/Recommendations:

Adequate alleyways was not provided.

Audit Summary:

Staking of Copper lots were not found in adequate alleyways as per Approved warehouse Stack plan.

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Verification status of Previous Audit:

By MCXCCL audit conducted on 4th October 2024 **Alleyways for movement and Stacking not as per approvedstack layout plan-**Stacking of Copper lots stock (2041Lots) were found not adequate alleyways as per approved warehouse stack plan. Improper alleyways for movement in warehouse. Current status- Nil observations.
By MCXCCL External audit conducted by M/s. QSS as on **26th April 2024** – Incomplete Registers / Documents - DTRregister was not found updated on the day of audit. It was last updated on 21 April 2024 for Copper stock. Alleywaysfor movement and Stacking not as per approved stack layout plan - Stacking of Copper lots stock inward on dated 19 th and 20th April 2024 (391 Lots) were found not adequate alleyways as per approved warehouse stack plan. Improper alleyways for movement in warehouse. Company ID / Uniform not available -Company ID card of warehouse staff was found not available. (Mr. Prashant Patil DOJ -16 Jan 2024). This observations verified during audit conducted on 19 June 2024 by MCXCCL inspection team and found closed. Current status- Nil observations.
By WSP Internal audit conducted on 05 Oct 2024: **Alleyways for movement and Stacking not as per approvedstack layout plan-**Stacking of Copper lots stock (2041Lots) were found not adequate alleyways as per approved warehouse stack plan. Improper alleyways for movement in warehouse. Current status- Nil observations.
By WSP External audit conducted M/s.JHS on By WSP External audit conducted by M/s. JHS & Associates as on 10thJuly 2024 - Nil Observation reported.

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/249/2023 dated October 16, 2023 Mentha Oil- Circular no. MCXCCL/WHL/141/2021 dated May 31, 2021 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 N/A N/A NA COPPER/YES N/A NICKEL/YES
2b	Metal & Cotton - no straps should be broken in exchange deliverable stocks	YES
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 ANY CO-MINGLING LOTS NOT FOUND
4	Whether adequate alleyways & gangways between stacks & wall to stacks are kept for easy movement, aeration & chemical treatments, physical verification, etc.?	No
5	Whether proper stack layout / stacks plan displayed at warehouse floor?	YES
6	Whether lot cards in WSP format 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?	OVER WRITING NOT FOUND
8	Whether suitable dunnage material, as per good warehousing practices available (except mentha oil/ metals) for stored goods ?	N/A
9	Whether lot sealing/drum/drum sealing (for Mentha Oil) for all lots/drums deposited /retested is done within two working days of transaction?	N/A
10	Whether the Warehouse staff has checked the seal intactness of stocks every month? (Pls verify lot seal register & Monthly declaration stating seals have been checked)	YES SEAL REGISTER AVAILABLE FOR MONTHLY SEAL HAVE BEEN CHECKED
11	Is there any spillage or damage material 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, Any spillage or damage material are not lying spread across the stack or floor
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, mention in the floor area

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13	Is any FED Stock lying for more than 3 months? / Any rejected stock lying in warehouse?	NO
	If Yes, whether marking/ tagging/placard on such lot card or Stock and follow-up with client for lifting of such stocks is done by WSP?	YES
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 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 capacity is it kept with clear demarcation?	N/A
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?	N/A, Non- exchange commodity not available in the warehouse .

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Observations on Warehouse Operations

Sr. No.	Parameters	Observation
1	Whether custody of Navtal brand 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 the WSP use Navtal brand lock seals at every lock of all shutters which are used for transaction of goods? Whether seal details are captured in register.	YES, Navtal brand lock seal available ,
3	Does the warehouse change Navtal brand locks every six months in June and December? Verify the serial number of lock and key, date when it was last changed.	YES, verified by lock and key register. LAST CHANGE-29/06/2024
4	Specify the number of WH staffs deployed at the warehouse/warehouse complex.	WH staff- 04
5	Indicate number of security guards deployed shift wise.	YES, 2 (1DAY,1NIGHT)
6	Mention name of the Security Agency offering security services at the WH	TOP 9 SECURITY
7	Whether WH staff and Security personnel carrying their identity cards, and are in proper uniform and with baton, torch, whistle etc? Whether security guards checks for any presence of matchbox, gas lighter, chemicals and inflammable items of person entering the warehouse?	YES
8	Whether security guard stays inside or outside the warehouse premises?	YES, INSIDE
9	Whether there are proper night lighting in warehouse premises for the security purpose?	YES
10	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 ?	YES,
11	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, Complaint/feedback register available at warehouse
12	Whether Fire Fighting equipment available as per the WDRA guidelines? Please specify below;	YES
	a. No. of Fire Extinguishers	07
	b. No. of Sand Buckets	30
	c. Capacity of water tank available as per operational guidelines?	NA NA
	d. Is water pump attached to storage tank with hose pipe?NA	NA NA
	e. Availability of water fire hydrant points/sprinkler system for Cotton Bales. NA	NA
	f. Whether fire extinguishers are valid & in working condition? Are the expiry dates/next-due date clearly visible?	YES, VALID UPTO-09/06/2025
13	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, 05/08/2024
14	Whether mock drill for fire fighting is conducted at least once in a year? Verify the record of mock drill.	YES, 27/03/2024
15	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, 27/03/2024

16	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, 27/03/2024
17	Is the arrangement for Prophylactic Measures for Pest Control available at the WH as per WDRA guidelines? (Verify the records of the treatment)	N/A
18	Is anti-termite treatment at cotton bales warehouses conducted through MCXCCL specified agencies? (Verify the records of the treatment).	N/A
19	Whether Live Electricity connection found inside the godown where cotton is stored?	N/A
20	Is the WSP using electricity for weighment purpose only at Mentha oil and metals at warehouses?	YES, INSIDE
21	Whether Storage of hazardous Stock (Like fertilizer, Cement, Chemical etc.) in warehouse premises is done that may affect exchange deliverable stock?	N/A
22	Whether LPG cylinder kept inside warehouse or outside warehouse? (Applicable for Mentha oil)	N/A
23	Availability of functional, Valid and calibrated weighbridge (Inside / Outside complex)-for base metals – 3 /5 MT capacity (Yes/No)	YES, INSIDE
	Name of weighbridge/manual weigh scale –WB capacity (MT)- Expiry date of calibration	
A	NAME- DEEKE , CAPACITY- 03MT, EXPIRY- 26/10/2024	INSIDE
B		
C		
24	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
25	Whether the list of weighbridge (accredited weighbridge for cotton bales) along with calibration certificate displayed in the warehouse?	N/A
26	Whether periodic stock audit done by Independent team other than of the same warehouse deployed staffs? (verify with visitor register at the warehouse)	YES, HARISH CHOUREY 05/10/2024
27	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, DTD 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, E-receipt is generated based on receipt of original DTD, 07/10/2024
4	Whether the following registers are available and updated at Warehouse or not? Are the records kept in safe custody with lock facility?	YES, NEW REGISTER AVAILABLE, 15-MAY-2024
	• Warehouse opening-closing Register	YES
	• Daily Transaction Register;	YES
	• Complaint Register	YES
	• Stack wise/Lot wise register Physical/Electronic form	YES, Electronic form
	• PV Register	YES, LAST ENTRY-11/10/2024
	• Instrument/Equipment Internal Calibration Register	YES
	• Gate in gate out cum Visitor Register	YES
	• Spot Rejection Register	YES, Electronic form
	Sample register	YES,Electronic form
	• Incidence records /Notices register	YES
	• Lien register	YES
	• Pest control activity register	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, the transaction wise weighbridge receipt available
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?	N/A
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 Panchyat? If Yes, License copy to be available at warehouse.	YES, GRAM PANCHAYAT NOt AVAILABLE
11	Whether the Warehouse License copy/ WDRA registration copy is available and displayed at the warehouse?	GRAM PANCHAYAT NOt 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	Warehouse condition (both internal/external) is in sound and store worthy condition?	YES
2	Is there any roof leakage / Infrastructure damage? If Yes, whether the incident record updated with details?	NO
3	Whether the warehouse is well- protected by pucca boundary wall / barbed wire fencing?	YES, warehouse is well-protected By 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?	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?	NO, NOT REQUIRED
9a	Whether surveillance cameras (CCTV) are installed at the warehouse?	YES
9b	Whether warehouse maintains 90 days CCTV footage of surveillance? mention the date from which CCTV footage is available.	YES, 17/07/2024
9c	Whether the cctv camera positioned towards weighment scale inside the warehouse? Verify the cctv footage.	YES
10	Whether Handling equipment available?	FORK LIFT-02 HYDRA-01
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, 46 VENTILATORS AVAILABLE
13	Whether the WH office is inside the godown? (not acceptable for cotton)	YES, 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?	PLINTH HEIGHT- 4 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, load bearing capacity certificate available at warehouse. LOAD BEARING CAPACITY- 5 MT/square meter

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?	NA
1a	Is moisture meter available at warehouse?	NA
1b	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.)	NA
4	Is Reference sample duly sealed & signed by the WH official/in charge?	NA
5	Is signature of beneficiary/Client or authorized personal of the client is taken on reference sample?	NA
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?	NA
7	Whether Reference samples with all relevant details kept in proper custody until the lot is present in the warehouse?	NA
8	Is record for courier of samples to the assayer available?	NA
9	Do the Goods stored come into direct contact with water or excess moisture which can be detrimental to its usability or quality?	No

Checklist w.r.t. MCXCCL Circular (Metal)

Sr. No.	Parameters	Observation
1	Whether the Certificate of Analysis (CoA) of the producer at the time of deposits with containing details like Brand name of the associated lots, Producer's name, Batch No & certificate date been collected by warehouse?.	YES
2	Whether the packing list for deposited goods are available as per the latest circular or not with following details; - Contains net weight - Contains gross weight - Contains batch no - No. of units in bundles/lot.	YES, Packing list for deposited goods are available
3	Whether the copy of Invoice available for all deposits?	YES
4	Whether the copy of Certificate of Origin and Custom clearance documents are available in case of Imported goods or not?	Imported goods are not available.
5	Whether the producer's sticker is available or not on each ingots/ bundle?	Producer's sticker is available
6	Whether the following details are mentioned in sticker or not?	YES
	• Producer/ manufacturer name	YES
	• Net Weight	YES
	• Batch No (printed/sticker/stenciled/laser?)	YES
	• Purity	YES
	• Date of Manufacturing/ Production	YES
	• Number of Pieces of Ingots/ sheets in each bundle	YES
7	Whether batch number/lot number is hand written?	NO,(PRINTED)
8	Whether the Ingots/ bundle are physically sound and free of harmful/ any defects? (such as segregation, piping, spilt /broken , inclusions or visible contamination of metal)	YES
9	Whether mixing of bundle(s) of different brands are observed?	NO
10	Whether the annual Inspection of electrical points done or not? Check the record.	YES
11	In case, more than 1 strap is broken, whether re-strapping is done within 07 working days from the date of strap broken & record of the strap break and re-strapping is maintained ? In incidence register?	NO
12	Same commodity non-exchange goods shall not be kept mingled in the same warehouse which is used for MCXCCL purposes.	NO
13	Whether all re-mated stock physically delivered from the warehouse and not stored as non-exchange/professional goods.	NO
14	Is there any sign of corrosion in stored stocks?	NO

Inspection Details

Date of Inspection	17/10/2024	
Signature		
Inspection Done By	VISHAL YADAV	
Maker		Checker

Warehouse Audit Report

Date of Regular/Surprise Audit	23/10/2024	Delivery Centre	RAIPUR
Time in and Time out	12.00 PM TO 4.15PM	Address of Warehouse	OPP BEST PRICE RING ROAD02 BHANPURI RAIPUR CG 492009
Name of Warehouse	Jics PURUSHOTTAM WAREHOUSE RAIPUR		
Name of Auditor	DILIP KUMAR	Name of Warehouse Manager	MR ARUNENDRA VISHVKARMA
Date of Previous Audit & Name of previous Auditor (MCXCCL/WSP/External) Also name of Agency , if external	MR Suyog Thukrul MCXCCLMUMBAI 10/10/2024	Capacity of Warehouse	2200 MT
		Capacity Utilization of warehouse (%)	25%approx

Stock Reconciliation:

Commodity	Stock Quantity as on 17 Oct 2024 (Closing Balance)				Differenceif any	Remarks
	Quantity as per MCXCCL (Bales/ Bags/Drums/Bundle/Bars)	Quantity as per WSP MIS (Bales/ Bags/Drums/Bundle/Bars)	Quantity as per WSP Warehouse record (Bales/Bags/ Drums/ Bundle/Bars)	Quantity as per Physical Verification (Bales/ Bags/Drums/ Bundle/Bars)		
ALUMINIUM MINI INGOTS	BUNDLE	BUNDLE	BUNDLE	BUNDLE		
i. Valid Stock	83	83	83	83	-	-
ii. Under QC	-	-	-	-	-	-
iii. Rejected	-	-	-	-	-	-
iv. FED	-	-	-	-	-	-
v. Non-exchange	-	-	-	-	-	-
ALUMINIUM Sows	BUNDLE	BUNDLE	BUNDLE	BUNDLE		
i. Valid Stock	27	27	27	27	-	-
ii. Under QC	-	-	-	-	-	-
iii. Rejected	-	-	-	-	-	-
iv. FED	-	-	-	-	-	-
v. Non-exchange	-	-	-	-	-	-
ALUMINIUM T-Bars	BUNDLE	BUNDLE	BUNDLE	BUNDLE		
i. Valid Stock	15	15	15	15	-	-
ii. Under QC	-	-	-	-	-	-

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iii. Rejected	-	-	-	-	-	-
iv. FED	-	-	-	-	-	-
v. Non-exchange	-	-	-	-	-	-
Total	125	125	125	125	-	-

Observations/Recommendations:

NIL OBSERVATIONS

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Audit Summary:

NIL OBSERVATIONS

Verification status of Previous Audit:

By MCXCCL audit conducted on 11th October 2024 Improper cleaning conditions- Cleaning was not done properly Aluminum bundlesalong with floor. Non-availability of 90 days footage of surveillance- CCTV footage of only 86 days is available at warehouse instead of 90 days as per as per operational guidelines. (Footage available from date 17-July-2024) Variety of Aluminium stocks physically found not matching with COMRIS data- As compare to COMRIS data during physical inspection Aluminium T- Bar (03 lots) were found stored physically however in COMRIS it is mentioned as Aluminium Sows Bar (03 lots as PP-AL-4623, PP-AL-4624 and PP-AL-4625). Date of deposit- 27 Sep 2024 for the client-Purak Trading Pvt Ltd Current status- Nil observations.
By MCXCCL External audit conducted by M/s. QSS as on 02 May 2024 – Nil Audit Observations reported
By WSP Internal audit conducted on 02 Oct 2024 - Nil Audit Observations reported
By WSP External audit conducted M/s. JHS as on 05 July 2024 - Nil Audit Observations reported

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/249/2023 dated October 16, 2023 Mentha Oil- Circular no. MCXCCL/WHL/141/2021 dated May 31, 2021 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 N/A N/A YES N/A N/A N/A N/A
2b	Metal & Cotton - no straps should be broken in exchange deliverable stocks	N/A
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 in WSP format 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 over writing found on lot card
8	Whether suitable dunnage material, as per good warehousing practices available (except mentha oil/ metals) for stored goods ?	No
9	Whether lot sealing/drum/drum sealing (for Mentha Oil) for all lots/drums deposited /retested is done within two working days of transaction?	N/A
10	Whether the Warehouse staff has checked the seal intactness of stocks every month? (Pls verify lot seal register & Monthly declaration stating seals have been checked)	NO
11	Is there any spillage or damage material 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?	N/A
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

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13	Is any FED Stock lying for more than 3 months? / Any rejected stock lying in warehouse?	NO
	If Yes, whether marking/ tagging/placard on such lot card or Stock and follow-up with client for lifting of such stocks is done by WSP?	YES
14	Is any stock of identical (exchange grade) agri commodity,for which MCXCCL has accredited the warehouse, stored in the warehouse?	N/A
15	Is there any other agri commodity which is not in the WDRA registration certificate, stored in the warehouse?	N/A
16	Has WSP stored its 'own' commodity in the warehouse?	N/A
17	Is any stock of identical non-agri commodity stored in MCXCCL accredited Metal warehouse Other than approved commodity?.	N/A
18	Whether visual demarcation between MCX deliverable, Non-exchange & Rejected stock is done or not? In case Non Exchange stock kept in MCXCCL accredited capacity 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?	N/A
20	Whether non exchange goods stored in accredited space and approval from MCXCCL is taken and available at warehouse?	N/A

Observations on Warehouse Operations

Sr. No.	Parameters	Observation
1	Whether custody of Navtal brand 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 the WSP use Navtal brand lock seals at every lock of all shutters which are used for transaction of goods? Whether seal details are captured in register.	YES
3	Does the warehouse change Navtal brand locks every six months in June and December? Verify the serial number of lock and key, date when it was last changed.	YES NEW LOCK 29.06.24
4	Specify the number of WH staffs deployed at the warehouse/warehouse complex.	YES
5	Indicate number of security guards deployed shift wise.	YES 01DAY 01 NIGHT
6	Mention name of the Security Agency offering security services at the WH	ROYAL SPARK SECURITY SERVICE
7	Whether WH staff and Security personnel carrying their identity cards, and are in proper uniform and with baton, torch, whistle etc? Whether security guards checks for any presence of matchbox, gas lighter, chemicals and inflammable items of person entering the warehouse?	YES
8	Whether security guard stays inside or outside the warehouse premises?	INSIDE THE W.H.
9	Whether there are proper night lighting in warehouse premises for the security purpose?	YES
10	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 ?	YES FLEX BOARD
11	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
12	Whether Fire Fighting equipment available as per the WDRA guidelines? Please specify below;	YES
	a. No. of Fire Extinguishers	04
	b. No. of Sand Buckets	20
	c. Capacity of water tank available as per operational guidelines?	500 LT WATER TANK
	d. Is water pump attached to storage tank with hose pipe?	ATTEACHED
	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 22.02.2024 REF. 21.02.2025 VALID
13	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 16/02/2024
14	Whether mock drill for fire fighting is conducted at least once in a year? Verify the record of mock drill.	YES
15	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 16.08/2024

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16	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 16.08.2024
17	Is the arrangement for Prophylactic Measures for Pest Control available at the WH as per WDRA guidelines? (Verify the records of the treatment)	N/A
18	Is anti-termite treatment at cotton bales warehouses conducted through MCXCCL specified agencies? (Verify the records of the treatment).	N/A
19	Whether Live Electricity connection found inside the godown where cotton is stored?	NO
20	Is the WSP using electricity for weighment purpose only at Mentha oil and metals at warehouses?	NO
21	Whether Storage of hazardous Stock (Like fertilizer, Cement, Chemical etc.) in warehouse premises is done that may affect exchange deliverable stock?	NO
22	Whether LPG cylinder kept inside warehouse or outside warehouse? (Applicable for Mentha oil)	NO
23	Availability of functional, Valid and calibrated weighbridge (Inside / Outside complex)-for base metals – 3 /5 MT capacity (Yes/No)	INSIDE THE W.H. 03MT CAPISITY 02/02/2025
A	DURGAWEIGBRIDGE RING ROAD NO 02 60 MT OUTSIDE THE W B	60MT 27/10/2024
B		
C		
24	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
25	Whether the list of weighbridge (accredited weighbridge for cotton bales) along with calibration certificate displayed in the warehouse?	NO
26	Whether periodic stock audit done by Independent team other than of the same warehouse deployed staffs? (verify with visitor register at the warehouse)	Mr. Mohan 02 Oct 2024
27	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?	NO

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?	ALL
	• 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	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?	YES
7a	Whether WSP has taken approval from MCXCCL for storage of partial lot created out of overload of lorry in a demarcated area?	N/A
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
S10	Whether the Warehouse is registered under relevant State/ Central Warehousing Authority/Gram Panchyat? If Yes, License copy to be available at warehouse.	NAGAR NIGAM 07/11/2023
11	Whether the Warehouse License copy/ WDRA registration copy is available and displayed at the warehouse?	N/A
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

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Observation on WH Infrastructure

Sr. No.	Parameters	Observation
1	Warehouse condition (both internal/external) is in sound and store worthy condition?	YES
2	Is there any roof leakage / Infrastructure damage? If Yes, whether the incident record updated with details?	NO
3	Whether the warehouse is well- protected by pucca boundary wall / barbed wire fencing?	PUCCA BOUNDRY WALL BRICKS WITH CEMENT
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?	NO
9a	Whether surveillance cameras (CCTV) are installed at the warehouse?	YES
9b	Whether warehouse maintains 90 days CCTV footage of surveillance? mention the date from which CCTV footage is available.	Yes, 25/07/2024 to 23/10/2024
9c	Whether the cctv camera positioned towards weighment scale inside the warehouse? 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)	VENTILATOR 13 NO TURBO 05 NO
13	Whether the WH office is inside the godown? (not acceptable for cotton)	INSIDE GODOWN
14	Mention type of Flooring : Concrete / Stones / Tiles / / trimix/ Bricks flooring (Mentha Oil WH) /No flooring/Other	CONCRITE FLOORING
15	Whether the warehouse has adequate plinth (elevation from ground level) as per WDRA norm?	60 CM PLINTH
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

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18	Whether Sufficient office space available for equipment viz. computers with internetfacility, 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?	N/A N/A
1a	Is moisture meter available at warehouse?	N/A
1b	Last calibrated on..... (dd/mm/yyyy)	N/A
2	Is inward /outward moisture checked or not? (lot wise moisture record) in case of cotton	N/A
3	Are necessary sampling details updated on sample tag within one working day? (Name of warehouse, date of sampling, stack no, lot No.)	N/A
4	Is Reference sample duly sealed & signed by the WH official/in charge?	N/A
5	Is signature of beneficiary/Client or authorized personal of the client is taken on reference sample?	N/A
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?	N/A
7	Whether Reference samples with all relevant details kept in proper custody until the lot is present in the warehouse?	N/A
8	Is record for courier of samples to the assayer available?	N/A
9	Do the Goods stored come into direct contact with water or excess moisture which can be detrimental to its usability or quality?	No

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Checklist w.r.t. MCXCCL Circular (Metal)

Sr. No.	Parameters	Observation
1	Whether the Certificate of Analysis (CoA) of the producer at the time of deposits with containing details like Brand name of the associated lots, Producer's name, Batch No & certificate date been collected by warehouse?.	YES
2	Whether the packing list for deposited goods are available as per the latest circular or not with following details; - Contains net weight - Contains gross weight - Contains batch no - No. of units in bundles/lot.	YES
3	Whether the copy of Invoice available for all deposits?	YES
4	Whether the copy of Certificate of Origin and Custom clearance documents are available in case of Imported goods or not?	NO
5	Whether the producer's sticker is available or not on each ingots/ bundle?	YES
6	Whether the following details are mentioned in sticker or not?	STIKERS YES
	• Producer/ manufacturer name	YES
	• Net Weight	YES
	• Batch No (printed/sticker/stenciled/laser?)	YES
	• Purity	YES
	• Date of Manufacturing/ Production	YES
	• Number of Pieces of Ingots/ sheets in each bundle	YES
7	Whether batch number/lot number is hand written?	YES
8	Whether the Ingots/ bundle are physically sound and free of harmful/ any defects? (such as segregation, piping, spilt /broken , inclusions or visible contamination of metal)	N/A
9	Whether mixing of bundle(s) of different brands are observed?	NO
10	Whether the annual Inspection of electrical points done or not? Check the record.	YES
11	In case, more than 1 strap is broken, whether re-strapping is done within 07 working days from the date of strap broken & record of the strap break and re-strapping is maintained ? In incidence register?	N/A
12	Same commodity non-exchange goods shall not be kept mingled in the same warehouse which is used for MCXCCL purposes.	NO
13	Whether all re-mated stock physically delivered from the warehouse and not stored as non-exchange/professional goods.	N/A
14	Is there any sign of corrosion in stored stocks?	N/A

Inspection Details

Date of Inspection	23/10/2024	
Signature		
Inspection Done By	DILIP KUMAR	
Maker		Checker

REETESH KUMAR JAIN

Digitally signed by REETESH KUMAR JAIN
Date: 2024.12.04 13:07:15 +05'30'

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Warehouse Audit Report

Date of Regular/Surprise Audit	18/10/2024	Delivery Centre	BHIWANDI
Time in and Time out	03:00PM TO 05:00PM	Address of Warehouse	Property No 781, Survey No 70/5B,Gavhan Phata Chirnar Road, Village – Veshvi,Taluka - Uran, District - Raigad
Name of Warehouse	Steinweg PLATINUM LOGISTICS		
Name of Auditor	VISHAL YADAV	Name of Warehouse Manager	Mr. MRUNAL JOSHI
Date of Previous Audit & Name of previous Auditor (MCXCCL/WSP/External) Also name Commodity e of Agency , if external	MCXCCL Mr. Ramdas 03/10/2024	Capacity of Warehouse	4500 MT
		Capacity Utilization of warehouse (%)	33%

Stock Reconciliation:

	Stock Quantity as on 17/10/2024 closing balance				Difference if any	Remarks
	Quantity as per MCXCCL (Bales/ Bags/Drums/Bundle/Bars)	Quantity as per WSP MIS (Bales/ Bags/Drums/Bundle/Bars)	Quantity as per WSP Warehouse record (Bales/Bags/ Drums/ Bundle/Bars)	Quantity as per Physical Verification (Bales/ Bags/Drums/ Bundle/Bars)		
1. Copper BUNDLE	BUNDLE	BUNDLE	BUNDLE	BUNDLE	BUNDLE	
i. Valid Stock	96	96	96	96	96	
ii. Under QC	-	-	-	-	-	
iii. Rejected	-	-	-	-	-	
iv. FED	-	-	-	-	-	
v. Non-exchange	-	-	-	-	-	
2 .ZINC BUNDLE	BUNDLE	BUNDLE	BUNDLE	BUNDLE	BUNDLE	
i. Valid Stock	39	39	39	39	39	
ii. Under QC	-	-	-	-	-	
iii. Rejected	-	-	-	-	-	
iv. FED	-	-	-	-	-	
v. Non-exchange	-	-	-	-	-	
Total	135	135	135	135	135	

Observations/Recommendations:

Nil Observation

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Audit Summary:

Nil Observation.

Verification status of Previous Audit:

By MCXCCL audit conducted on 4th October 2024– Nil observation
By MCXCCL External audit conducted by M/s. QSS as on 25 April 2024: Nil audit observation reported
By WSP Internal audit conducted on 07-10-2024 Nil audit observation reported
By WSP External audit conducted M/s QSS as on _03 July 2024: Nil audit observation reported

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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/249/2023 dated October 16, 2023 Mentha Oil- Circular no. MCXCCL/WHL/141/2021 dated May 31, 2021 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 N/A N/A N/A COPPER/YES ZINK/YES N/A
2b	Metal & Cotton - no straps should be broken in exchange deliverable stocks	YES
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 ANY CO-MINGLING LOTS NOT FOUND
4	Whether adequate alleyways & gangways between stacks & wall to stacks are kept for easy movement, aeration & chemical treatments, physical verification, etc.?	NO, NOT ADEQUATE ALLEYWAYS
5	Whether proper stack layout / stacks plan displayed at warehouse floor?	NO
6	Whether lot cards in WSP format 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?	OVER WRITING NOT FOUND
8	Whether suitable dunnage material, as per good warehousing practices available (except mentha oil/ metals) for stored goods ?	N/A
9	Whether lot sealing/drum/drum sealing (for Mentha Oil) for all lots/drums deposited /retested is done within two working days of transaction?	N/A
10	Whether the Warehouse staff has checked the seal intactness of stocks every month? (Pls verify lot seal register & Monthly declaration stating seals have been checked)	YES SEAL REGISTER AVAILABLE FOR MONTHLY SEAL HAVE BEEN CHECKED
11	Is there any spillage or damage material 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, Any spillage or damage material are not lying spread across the stack or floor
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?	NO, Not mention in the floor area

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13	Is any FED Stock lying for more than 3 months? / Any rejected stock lying in warehouse?	NO
	If Yes, whether marking/ tagging/placard on such lot card or Stock and follow-up with client for lifting of such stocks is done by WSP?	YES
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 stored its 'own' commodity in the warehouse?	YES, WHITE CEMENT
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 capacity is it kept with clear demarcation?	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?	NO

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Observations on Warehouse Operations

Sr. No.	Parameters	Observation
1	Whether custody of Navtal brand 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, Whether custody of Navtal brand lock and key of the warehouse/godown is with WSP (MANAGER-MRUNAL JOSHI)
2	Does the WSP use Navtal brand lock seals at every lock of all shutters which are used for transaction of goods? Whether seal details are captured in register.	YES, Navtal brand lock seal available ,
3	Does the warehouse change Navtal brand locks every six months in June and December? Verify the serial number of lock and key, date when it was last changed.	YES, verified by lock and key register. LAST CHANGE-01/07/2024
4	Specify the number of WH staffs deployed at the warehouse/warehouse complex.	WH staff- 05
5	Indicate number of security guards deployed shift wise.	YES, 7 (5DAY,2NIGHT)
6	Mention name of the Security Agency offering security services at the WH	BOMBAY INTIGRATED SECURITY
7	Whether WH staff and Security personnel carrying their identity cards, and are in proper uniform and with baton, torch, whistle etc? Whether security guards checks for any presence of matchbox, gas lighter, chemicals and inflammable items of person entering the warehouse?	YES
8	Whether security guard stays inside or outside the warehouse premises?	YES, INSIDE
9	Whether there are proper night lighting in warehouse premises for the security purpose?	YES
10	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 ?	YES,
11	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, Complaint/feedback register available at warehouse
12	Whether Fire Fighting equipment available as per the WDRA guidelines? Please specify below;	YES
	a. No. of Fire Extinguishers	16
	b. No. of Sand Buckets	10
	c. Capacity of water tank available as per operational guidelines?	NO, NOT REQUIRED
	d. Is water pump attached to storage tank with hose pipe?	NO, NOT REQUIRED
	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, VALID UPTO-21/12/2024
13	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, 01/07/2024
14	Whether mock drill for fire fighting is conducted at least once in a year? Verify the record of mock drill.	YES, 01/07/2024
15	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

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16	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, 01/07/2024
17	Is the arrangement for Prophylactic Measures for Pest Control available at the WH as per WDRA guidelines? (Verify the records of the treatment)	NA
18	Is anti-termite treatment at cotton bales warehouses conducted through MCXCCL specified agencies? (Verify the records of the treatment).	NA
19	Whether Live Electricity connection found inside the godown where cotton is stored?	NA
20	Is the WSP using electricity for weighment purpose only at Mentha oil and metals at warehouses?	YES, INSIDE
21	Whether Storage of hazardous Stock (Like fertilizer, Cement, Chemical etc.) in warehouse premises is done that may affect exchange deliverable stock?	N/A
22	Whether LPG cylinder kept inside warehouse or outside warehouse? (Applicable for Mentha oil)	N/A
23	Availability of functional, Valid and calibrated weighbridge (Inside / Outside complex)-for base metals – 3 /5 MT capacity (Yes/No)	YES, INSIDE
	Name of weighbridge/manual weigh scale –WB capacity (MT)- Expiry date of calibration	
A	NAME- SEICO GOLD SANSUI , CAPACITY- 05MT, EXPIRY- 11/04/2025	INSIDE
B		
C		
24	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
25	Whether the list of weighbridge (accredited weighbridge for cotton bales) along with calibration certificate displayed in the warehouse?	NA
26	Whether periodic stock audit done by Independent team other than of the same warehouse deployed staffs? (verify with visitor register at the warehouse)	YES, ANKIT GOUR 01/10/2024
27	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

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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, DTD 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, E-receipt is generated based on receipt of of original DTD.
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	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, the transaction wise weighbridge receipt
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?	N/A
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 Panchyat? If Yes, License copy to be available at warehouse.	YES, GRAM PANCHAYAT NOC AVAILABLE
11	Whether the Warehouse License copy/ WDRA registration copy is available and displayed at the warehouse?	GRAM PANCHAYAT NOC 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

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Observation on WH Infrastructure

Sr. No.	Parameters	Observation
1	Warehouse condition (both internal/external) is in sound and store worthy condition?	YES
2	Is there any roof leakage / Infrastructure damage? If Yes, whether the incident record updated with details?	NO
3	Whether the warehouse is well- protected by pucca boundary wall / barbed wire fencing?	YES, warehouse is well-protected By 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?	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?	NO, NOT REQUIRED
9a	Whether surveillance cameras (CCTV) are installed at the warehouse?	YES
9b	Whether warehouse maintains 90 days CCTV footage of surveillance? mention the date from which CCTV footage is available.	YES, 01/07/2024
9c	Whether the cctv camera positioned towards weighment scale inside the warehouse? Verify the cctv footage.	YES
10	Whether Handling equipment available?	FORK LIFT-04 HYDRA-01
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, 40 VENTILATORS AVAILABLE
13	Whether the WH office is inside the godown? (not acceptable for cotton)	YES, OUTSIDE
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?	PLINTH HEIGHT- 4.5 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, load bearing capacity certificate available at warehouse. LOAD BEARING CAPACITY- 7 Ton/square feet

Private & Confidential

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?	NA
1a	Is moisture meter available at warehouse?	NA
1b	Last calibrated on (dd/mm/yyyy)	YES, DATE NOT MENTION IN CALIBRATION REGISTER
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
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, the sample storage area secure and demarcated
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, SAMPLES 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

Private & Confidential

Annexure-1

Checklist w.r.t. MCXCCL Circular (Metal)

Sr. No.	Parameters	Observation
1	Whether the Certificate of Analysis (CoA) of the producer at the time of deposits with containing details like Brand name of the associated lots, Producer's name, Batch No & certificate date been collected by warehouse?.	YES
2	Whether the packing list for deposited goods are available as per the latest circular or not with following details; - Contains net weight - Contains gross weight - Contains batch no - No. of units in bundles/lot.	YES, Packing list for deposited goods are available
3	Whether the copy of Invoice available for all deposits?	YES
4	Whether the copy of Certificate of Origin and Custom clearance documents are available in case of Imported goods or not?	YES, Custom clearance documents are available
5	Whether the producer's sticker is available or not on each ingots/ bundle?	Producer's sticker is available
6	Whether the following details are mentioned in sticker or not?	YES
	• Producer/ manufacturer name	YES
	• Net Weight	YES
	• Batch No (printed/sticker/stenciled/laser?)	YES
	• Purity	YES
	• Date of Manufacturing/ Production	YES
	• Number of Pieces of Ingots/ sheets in each bundle	YES
7	Whether batch number/lot number is hand written?	NO, PRINTED
8	Whether the Ingots/ bundle are physically sound and free of harmful/ any defects? (such as segregation, piping, spilt /broken , inclusions or visible contamination of metal)	YES,
9	Whether mixing of bundle(s) of different brands are observed?	NO
10	Whether the annual Inspection of electrical points done or not? Check the record.	YES
11	In case, more than 1 strap is broken, whether re-strapping is done within 07 working days from the date of strap broken & record of the strap break and re-strapping is maintained ? In incidence register?	NO, THIS TYPE OF INCIDENCE NOT OBSERVED
12	Same commodity non-exchange goods shall not be kept mingled in the same warehouse which is used for MCXCCL purposes.	NO
13	Whether all re-mated stock physically delivered from the warehouse and not stored as non-exchange/professional goods.	NO
14	Is there any sign of corrosion in stored stocks?	NO

Inspection Details

Date of Inspection	18/10/2024	
Signature		
Inspection Done By	VISHAL YADAV	
Maker		Checker

An ISO 9001:2008 Certified Company
92443 18764 | 0731 4248722 | admin@truequality.in
Registered Office : 410-B 4th Floor, Corporate House, RNT Marg Indore (M.P.) 452001
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Warehouse Audit Report

Date of Regular/Surprise Audit	18/10/2024	**Delivery Centre**	RAIPUR
Time in and Time out	12.45PM /4.15PM	**Address of Warehouse**	SONDONGRI 4 INDUSTRIAL AREA RAIPUR CG 492099
Name of Warehouse	STEINWEG Amrit Udyog Raipur		
Name of Auditor	DILIP KUMAR	**Name of Warehou Manager**	MR SAMEER KUMAR
Date of Previous Audit & Name of previous Auditor (MCXCCL/WSP/External) Also name of Agency, if external	Anil kumar 04 Oct 2024	**Capacity of Warehouse**	3400 MT
		Capacity Utilization warehouse (%)	10 %

Stock Reconciliation:

Stock Quantity as on 16 Oct 2024 (Closing balance)

Commodity	Quantity as per MCXCCL (Bales/ Bags/Drums/Bundle/Bars)	Quantity as perWSP MIS (Bales/ Bags/Drums /Bundle/Bars)	Quantity as perWSP Warehouse record (Bales/Bags/ Drums/ Bundle/Bars)	Quantity as perPhysical Verification (Bales/ Bags/Drums/ Bundle/Bars)	Difference if any	Remarks
Aluminum ingots	BUNDLE	BUNDLE	BUNDLE	BUNDLE	-	-
i.Valid stock	176	176	176	176		
ii. Under QC	-	-	-	-	-	-
iii. Rejected			-		-	-
iv. FED	-	-	-	-	-	-
v. non-Exchange						-
Aluminum sow ingots	BUNDLE	BUNDLE	BUNDLE	BUNDLE	-	
i.Valid stock	160	160	160	160	-	-
ii. Under QC	-	-	-	-	-	-
iii. Rejected	01	01	01	01	-	-
iv. FED	-	-	-	-	-	-
v. Non-exchange	-	-	-	-	-	-
Total	-	-	-	-	-	-

Observations/Recommendations:

Nil observations

Audit Summary:

Nil observations

Verification status of Previous Audit:

By MCXCCL audit conducted on 11 October 2024 Nil Audit Observations reported
By MCXCCL External audit conducted by M/s. QSS as on 27 April 2024 – Nil Audit Observations reported By WSP Internal audit conducted on 04 Oct 2024 - Nil Audit Observations reported
By WSP External audit conducted M/s. Quality Services & Solution (QSS) as on 01 July 2024 - Nil Audit Observations reported
By MCXCCL audit conducted on 11 October 2024 Nil Audit Observations reported

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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/249/2023 dated October 16, 2023 Mentha Oil- Circular no. MCXCCL/WHL/141/2021 dated May 31, 2021 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 N/A N/A YES N/A N/A N/A N/A
2b	Metal & Cotton - no straps should be broken in exchange deliverable stocks	N/A
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 in WSP format 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 ?	N/A
9	Whether lot sealing/drum/drum sealing (for Mentha Oil) for all lots/drums deposited /Retested is done within two working days of transaction?	N/A
10	Whether the Warehouse staff has checked 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 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?	N/A

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?	N/A
13	Is any FED Stock lying for more than 3 months? / Any rejected stock lying in warehouse?	Rejected lot
	If Yes, whether marking/ tagging/placard on such lot card or Stock and follow-up with client for lifting of such stocks is done by WSP?	YES
14	Is any stock of identical (exchange grade) agri commodity,for which MCXCCL has accredited the warehouse, stored in the warehouse?	N/A
15	Is there any other agri commodity which is not in the WDRA registration certificate, stored in the warehouse?	N/A
16	Has WSP stored its 'own' commodity in the warehouse?	N/A
17	Is any stock of identical non-agri commodity stored in MCXCCL accredited Metal warehouse Other than approved commodity?.	N/A
18	Whether visual demarcation between MCX deliverable, Non-exchange & Rejected stock is done or not? In case Non Exchange stock kept in MCXCCL accredited capacity is it kept with clear demarcation?	N/A
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?	N/A

Observations on Warehouse Operations

Sr. No.	Parameters	Observation
1	Whether custody of Navtal brand lock and key of the warehouse/godown is withWSP/WH Owner/others (?)(Pls specify) Whether additional key of Warehouse available at WSP Head office/WSP regionaloffice and details are updated in Key distribution register?	YES
2	Does the WSP use Navtal brand lock seals at every lock of all shutters which are used for transaction of goods? Whether seal details are captured in register.	YES
3	Does the warehouse change Navtal brand locks every six months in June and December? Verify the serial number of lock and key, date when it was last changed.	YES
4	Specify the number of WH staffs deployed at the warehouse/warehouse complex.	YES
5	Indicate number of security guards deployed shift wise.	YES
6	Mention name of the Security Agency offering security services at the WH	MR RAKESH KUSHWAHA
7	Whether WH staff and Security personnel carrying their identity cards, and are in proper uniform and with baton, torch, whistle etc? Whether security guards checks for any presence of matchbox, gas lighter, chemicals and inflammable items of person entering the warehouse?	YES
8	Whether security guard stays inside or outside the warehouse premises?	OUTSIDE
9	Whether there are proper night lighting in warehouse premises for the security purpose?	YES
10	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 ?	YES
11	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
12	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	30
	c. Capacity of water tank available as per operational guidelines?	YES
	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 28/01/2025
13	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 16/02/2024

14	Whether mock drill for fire fighting is conducted at least once in a year? Verify the record of mock drill.	YES
15	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 26/07/2024
16	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, 16/02/2024
17	Is the arrangement for Prophylactic Measures for Pest Control available at the WH as per WDRA guidelines? (Verify the records of the treatment)	N/A
18	Is anti-termite treatment at cotton bales warehouses conducted through MCXCCL specified agencies? (Verify the records of the treatment).	N/A
19	Whether Live Electricity connection found inside the godown where cotton is stored?	N/A
20	Is the WSP using electricity for weighment purpose only at Mentha oil and metals at warehouses?	N/A
21	Whether Storage of hazardous Stock (Like fertilizer, Cement, Chemical etc.) in warehouse premises is done that may affect exchange deliverable stock?	NO
22	Whether LPG cylinder kept inside warehouse or outside warehouse? (Applicable for Mentha oil)	NO
23	Availability of functional, Valid and calibrated weighbridge (Inside / Outside complex)-for base metals – 3 /5 MT capacity (Yes/No)	INSIDE
	Name of weighbridge/manual weigh scale –WB capacity (MT)- Expiry date of calibration	02MT CAPISITY 17/09/2025
A	NAME-SHRI GANESH NATIONAL FIBER, CAPACITY- 50MT, EXPIRY- 25/09/2025	N/A
B	NAME- RAHUL COTTON & FIBER, CAPACITY- 50MT, EXPIRY- 24/10/2024	YES
C	-	Sagar Pandey & Manish Malviya
24	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
25	Whether the list of weighbridge (accredited weighbridge for cotton bales) along with calibration certificate displayed in the warehouse?	NO

26	Whether periodic stock audit done by Independent team other than of the same warehouse deployed staffs? (verify with visitor register at the warehouse)	Anil kumar 04 Oct 2024
27	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?	NO

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?	ALL
	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	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?	YES
7a	Whether WSP has taken approval from MCXCCL for storage of partial lot created out of overload of lorry in a demarcated area?	N/A
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 Panchyat? If Yes, License copy to be available at warehouse.	YES,18/08/2021
11	Whether the Warehouse License copy/ WDRA registration copy is available and displayed at the warehouse?	N/A
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?	N/A

Observation on WH Infrastructure

Sr. No.	Parameters	Observation
1	Warehouse condition (both internal/external) is in sound and store worthy condition?	YES
2	Is there any roof leakage / Infrastructure damage? If Yes, whether the incident record updated with details?	NO
3	Whether the warehouse is well- protected by pucca boundary wall / barbed wire fencing?	PUCCA BOUNDRY WALLBRICKS WITH CEMENT
4	Whether the 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?	NO
9a	Whether surveillance cameras (CCTV) are installed at the warehouse?	YES
9b	Whether warehouse maintains 90 days CCTV footage of surveillance? mention the date from which CCTV footage is available.	Yes, 18/07/2024
9c	Whether the cctv camera positioned towards weighment scale inside the warehouse? 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
13	Whether the WH office is inside the godown? (not acceptable for cotton)	INSIDE GODOWN
14	Mention type of Flooring : Concrete / Stones / Tiles / / trimix/ Bricks flooring (Mentha Oil WH) /No flooring/Other	CONCRITE
15	Whether the warehouse has adequate plinth (elevation from ground level) as per WDRA norm?	100 CM
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?	N/A N/A
1a	Is moisture meter available at warehouse?	N/A
1b	Last calibrated on (dd/mm/yyyy)	N/A
2	Is inward /outward moisture checked or not? (lot wise moisture record) in case of cotton	N/A
3	Are necessary sampling details updated on sample tag within one working day? (Name of warehouse, date of sampling, stack no, lot No.)	N/A
4	Is Reference sample duly sealed & signed by the WH official/in charge?	N/A
5	Is signature of beneficiary/Client or authorized personal of the client is taken on reference sample?	N/A
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?	N/A
7	Whether Reference samples with all relevant details kept in proper custody until the lot is present in the warehouse?	N/A
8	Is record for courier of samples to the assayer available?	N/A
9	Do the Goods stored come into direct contact with water or excess moisture which can be detrimental to its usability or quality?	No

Checklistw.r.t. MCXCCLCircular (Metal)

Sr. No.	Parameters	Observation
1	Whetherthe Certificate of Analysis (CoA) of the producer at the time of deposits with containing details like Brand name of the associated lots, Producer's name, Batch No & certificate date been collected by warehouse?.	YES
2	Whetherthe packing list for deposited goods are available as per the latest circular or not with following details; - Containsnet weight - Containsgross weight - Containsbatch no - No. of units in bundles/lot.	YES
3	Whetherthe copyof Invoice available for all deposits?	YES
4	Whetherthe copyof Certificate of Origin and Custom clearance documents are available in case of Imported goods or not?	NO
5	Whetherthe producer's sticker is available or not on each ingots/ bundle?	YES
6	Whetherthe following details are mentioned in sticker or not?	STIKERS YES
	• Producer/manufacturer name	YES
	• Net Weight	YES
	• Batch No (printed/sticker/stenciled/laser?)	YES
	• Purity	YES
	• Dateof Manufacturing/ Production	YES
	• Numberof Pieces of Ingots/ sheets in each bundle	YES
7	Whetherbatch number/lotnumber is hand written?	Yes
8	Whether the Ingots/ bundle are physically sound and free of harmful/ any defects? (such as segregation, piping, spilt /broken , inclusions or visible contamination of metal)	N/A
9	Whethermixing of bundle(s) of differentbrands are observed?	NO
10	Whether the annual Inspection of electrical points done or not? Check the record.	No
11	In case, more than 1 strap is broken, whether re-strapping is done within 07 working days from the date of strap broken & recordof the strap break and re- strapping is maintained ? In incidence register?	N/A
12	Samecommodity non-exchange goodsshall not be kept mingled in the same warehousewhich is used for MCXCCL purposes.	No
13	Whetherall re-matedstock physically delivered from the warehouse and not storedas non-exchange/professionalgoods.	No
14	Is there anysign of corrosion in stored stocks?	N/A

Inspection Details

Date of Inspection	18/10/2024	
Signature		
Inspection Done By	DILIP KUMAR	
Maker		**Checker**

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Warehouse Audit Report

Date of Regular/Surprise Audit	17/10/2024	Delivery Centre	BHIWANDI
Time in and Time out	10.30AM TO 01:00PM	Address of Warehouse	Building H-1 Wing, Gala No.2 & 3,Harihar Complex, Nasik Mumbai Highway, Sonale Village, Taluka:Bhiwandi, District: Thane-421302.
Name of Warehouse	Steinweg Harihar Complex Warehouse		
Name of Auditor	VISHAL YADAV	Name of Warehouse Manager	Mr. ANKIT KUMAR
Date of Previous Audit & Name of previous Auditor (MCXCCL/WSP/External) Also name of Agency , if external	MCXCCL Mr. SUYOG THARKUL 04/10/2024	Capacity of Warehouse	3500 MT
		Capacity Utilization of warehouse (%)	

Stock Reconciliation:

Commodity	Stock Quantity as on 16 Oct 2024 (closing balance)				Difference if any	Remarks
	Quantity as per MCXCCL (Bales/ Bags/Drums/Bundle/Bars)	Quantity as per WSP MIS (Bales/ Bags/Drums/Bundle/Bars)	Quantity as per WSP Warehouse record (Bales/Bags/ Drums/ Bundle/Bars)	Quantity as per Physical Verification (Bales/ Bags/Drums/ Bundle/Bars)		
1 Copper	BUNDLES	BUNDLES	BUNDLES	BUNDLES		
i. Valid Stock	490	490	490	490		
ii. Under QC	-	-	-	-		
iii. Rejected	74	74	74	74		
iv. FED	-	-	-	-		
v. Non-exchange	-	-	-	-		
Total	564	564	564	564		
1. Nickel	BUNDLES	BUNDLES	BUNDLES	BUNDLES		
i. Valid Stock	02	02	02	02		
ii. Under QC	-	-	-	-		
iii. Rejected	-	-	-	-		
iv. FED	-	-	-	-		
v. Non-exchange	-	-	-	-		
Total	02	02	02	02		

Observations/Recommendations:

Nil Observation

Audit Summary:

Nil Observation

Verification status of Previous Audit:

By MCXCCL audit conducted on 04 October 2024 : Nil observations
By MCXCCL External audit conducted by M/s QSS as on 02nd May 2024: By MCXCCL External audit conducted by M/s. QSS as on 24 April 2024: Holes on roof surface-03 holes noticed on warehouse roof repetitive observation noticed during subsequent audit conducted by WHINSP team as on 08 August 2024. These observations verified during audit conducted on 19 June 2024 by MCXCCL inspection team and found closed Current Status- Nil observations
By WSP Internal audit conducted on 08 Oct 2024- Nil observations
By WSP External audit conducted M/s. QSS as on 02 July 2024: Non-availability of 90 days footage of surveillance. Reverified during subsequent Audit conducted on dated 11 September 2024 Current status nil observations

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/249/2023 dated October 16, 2023 Mentha Oil- Circular no. MCXCCL/WHL/141/2021 dated May 31, 2021 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 N/A N/A N/A COPPER/YES N/A NICKEL/YES
2b	Metal & Cotton - no straps should be broken in exchange deliverable stocks	YES
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 ANY CO-MINGLING LOTS NOT FOUND
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 in WSP format 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?	OVER WRITING NOT FOUND
8	Whether suitable dunnage material, as per good warehousing practices available (except mentha oil/ metals) for stored goods ?	N/A
9	Whether lot sealing/drum/drum sealing (for Mentha Oil) for all lots/drums deposited /retested is done within two working days of transaction?	N/A
10	Whether the Warehouse staff has checked the seal intactness of stocks every month? (Pls verify lot seal register & Monthly declaration stating seals have been checked)	YES SEAL REGISTER AVAILABLE FOR MONTHLY SEAL HAVE BEEN CHECKED

11	Is there any spillage or damage material 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, Any spillage or damage material are not lying spread across the stack or floor
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, mention in the floor area

13	Is any FED Stock lying for more than 3 months? / Any rejected stock lying in warehouse?	YES, (NICKEL) FED Stock lying for more than 3 months
	If Yes, whether marking/ tagging/placard on such lot card or Stock and follow-up with client for lifting of such stocks is done by WSP?	YES
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 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 capacity is it kept with clear demarcation?	N/A
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?	N/A, Non- exchange commodity not available in the warehouse .

Observations on Warehouse Operations

Sr. No.	Parameters	Observation
1	Whether custody of Navtal brand 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, Whether custody of Navtal brand lock and key of the warehouse/godown is with WSP (SUPERVISOR-ANKIT KUMAR)
2	Does the WSP use Navtal brand lock seals at every lock of all shutters which are used for transaction of goods? Whether seal details are captured in register.	YES, Navtal brand lock seal available ,
3	Does the warehouse change Navtal brand locks every six months in June and December? Verify the serial number of lock and key, date when it was last changed.	YES, verified by lock and key register. LAST CHANGE- 01/07/2024
4	Specify the number of WH staffs deployed at the warehouse/warehouse complex.	WH staff- 02 SUPERVISOR
5	Indicate number of security guards deployed shift wise.	YES, 2 (1DAY,1NIGHT)
6	Mention name of the Security Agency offering security services at the WH	EX ARMY MEN SECURITY
7	Whether WH staff and Security personnel carrying their identity cards, and are in proper uniform and with baton, torch, whistle etc? Whether security guards checks for any presence of matchbox, gas lighter, chemicals and inflammable items of person entering the warehouse?	YES
8	Whether security guard stays inside or outside the warehouse premises?	YES, INSIDE
9	Whether there are proper night lighting in warehouse premises for the security purpose?	YES
10	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 ?	YES,
11	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, Complaint/feedback register available at warehouse
12	Whether Fire Fighting equipment available as per the WDRA guidelines? Please specify below;	YES
	a. No. of Fire Extinguishers	13
	b. No. of Sand Buckets	30
	c. Capacity of water tank available as per operational guidelines?	NO, NOT REQUIRED
	d. Is water pump attached to storage tank with hose pipe?	NO, NOT REWUIRED
	e. Availability of water fire hydrant points/sprinkler system for Cotton Bales.	NO, NOT REQUIRED
	f. Whether fire extinguishers are valid & in working condition? Are the expiry dates/next-due date clearly visible?	YES, VALID UPTO-23/01/2025
13	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, 05/08/2024
14	Whether mock drill for fire fighting is conducted at least once in a year? Verify the record of mock drill.	YES, 05/08/2024

15	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, 05/08/2024

16	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, 08/08/2024
17	Is the arrangement for Prophylactic Measures for Pest Control available at the WH as per WDRA guidelines? (Verify the records of the treatment)	N/A
18	Is anti-termite treatment at cotton bales warehouses conducted through MCXCCL specified agencies? (Verify the records of the treatment).	N/A
19	Whether Live Electricity connection found inside the godown where cotton is stored?	N/A
20	Is the WSP using electricity for weighment purpose only at Mentha oil and metals at warehouses?	YES, INSIDE
21	Whether Storage of hazardous Stock (Like fertilizer, Cement, Chemical etc.) in warehouse premises is done that may affect exchange deliverable stock?	N/A
22	Whether LPG cylinder kept inside warehouse or outside warehouse? (Applicable for Mentha oil)	N/A
23	Availability of functional, Valid and calibrated weighbridge (Inside / Outside complex)-for base metals – 3 /5 MT capacity (Yes/No)	YES, INSIDE
	Name of weighbridge/manual weigh scale –WB capacity (MT)- Expiry date of calibration	
A	NAME- RICE LAKE , CAPACITY- 05MT, EXPIRY- 28/08/2025	INSIDE
B		
C		
24	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
25	Whether the list of weighbridge (accredited weighbridge for cotton bales) along with calibration certificate displayed in the warehouse?	N/A
26	Whether periodic stock audit done by Independent team other than of the same warehouse deployed staffs? (verify with visitor register at the warehouse)	YES, MRUNAL JOSHI 05/10/2024
27	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, DTD 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, E-receipt is generated based on receipt of original DTD, 07/10/2024
4	Whether the following registers are available and updated at Warehouse or not? Are the records kept in safe custody with lock facility?	YES, NEW REGISTER AVAILABLE, 20-JULY-2024
	• Warehouse opening-closing Register	YES
	• Daily Transaction Register	YES, LAST DATE-09/10/2024
	• Complaint Register	YES, LAST DATE-30/09/2024
	• Stack wise/Lot wise register Physical/Electronic form	YES, NO ENTRY
	• PV Register	YES, LAST ENTRY-11/10/2024
	• Instrument/Equipment Internal Calibration Register	YES
	• Gate in gate out cum Visitor Register	YES, LAST ENTRY-18/10/2024
	• Spot Rejection Register	YES, NO ENTRY
	• Sample register	YES, NO ENTRY
	• Incidence records /Notices register	YES, LAST ENTRY-30/09/2024
	• Lien register	YES, NO ENTRY
	• Pest control activity register	YES, NO ENTRY
	• Key distribution register	YES, LAST ENTRY-01/07/2024
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, the transaction wise weighbridge receipt DATE- 11/10/2024
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?	N/A
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 Panchyat? If Yes, License copy to be available at warehouse.	YES, GRAM PANCHAYAT NOC AVAILABLE

11	Whether the Warehouse License copy/ WDRA registration copy is available and displayed at the warehouse?	GRAM PANCHAYAT NOC 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	Warehouse condition (both internal/external) is in sound and store worthy condition?	YES
2	Is there any roof leakage / Infrastructure damage? If Yes, whether the incident record updated with details?	NO
3	Whether the warehouse is well- protected by pucca boundary wall / barbed wire fencing?	YES, warehouse is well-protected By 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?	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?	NO, NOT REQUIRED
9a	Whether surveillance cameras (CCTV) are installed at the warehouse?	YES
9b	Whether warehouse maintains 90 days CCTV footage of surveillance? mention the date from which CCTV footage is available.	YES, 01 July 2024
9c	Whether the cctv camera positioned towards weighment scale inside the warehouse? Verify the cctv footage.	YES
10	Whether Handling equipment available?	FORK LIFT-01 HYDRA-01
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, 50 VENTILATORS AVAILABLE
13	Whether the WH office is inside the godown? (not acceptable for cotton)	YES, 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?	PLINTH HEIGHT- 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, load bearing capacity certificate available at warehouse.

		LOAD BEARING CAPACITY- 7 Ton/square feet
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?	N/A
1a	Is moisture meter available at warehouse?	N/A
1b	Last calibrated on (dd/mm/yyyy)	YES, DATE NOT MENTION IN CALIBRATION REGISTER
2	Is inward /outward moisture checked or not? (lot wise moisture record) in case of cotton	N/A
3	Are necessary sampling details updated on sample tag within one working day? (Name of warehouse, date of sampling, stack no, lot No.)	NA
4	Is Reference sample duly sealed & signed by the WH official/in charge?	NA
5	Is signature of beneficiary/Client or authorized personal of the client is taken on reference sample?	NA
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?	NA
7	Whether Reference samples with all relevant details kept in proper custody until the lot is present in the warehouse?	NA
8	Is record for courier of samples to the assayer available?	NA
9	Do the Goods stored come into direct contact with water or excess moisture which can be detrimental to its usability or quality?	No

Checklist w.r.t. MCXCCL Circular (Metal)

Sr. No.	Parameters	Observation
1	Whether the Certificate of Analysis (CoA) of the producer at the time of deposits with containing details like Brand name of the associated lots, Producer's name, Batch No & certificate date been collected by warehouse?.	YES
2	Whether the packing list for deposited goods are available as per the latest circular or not with following details; - Contains net weight - Contains gross weight - Contains batch no - No. of units in bundles/lot.	YES, Packing list for deposited goods are available
3	Whether the copy of Invoice available for all deposits?	YES
4	Whether the copy of Certificate of Origin and Custom clearance documents are available in case of Imported goods or not?	Imported goods are not available.
5	Whether the producer's sticker is available or not on each ingots/ bundle?	Producer's sticker is available
6	Whether the following details are mentioned in sticker or not?	YES
	• Producer/ manufacturer name	YES
	• Net Weight	YES
	• Batch No (printed/sticker/stenciled/laser?)	YES
	• Purity	YES
	• Date of Manufacturing/ Production	YES
	• Number of Pieces of Ingots/ sheets in each bundle	YES
7	Whether batch number/lot number is hand written?	NO, PRINTED
8	Whether the Ingots/ bundle are physically sound and free of harmful/ any defects? (such as segregation, piping, spilt /broken , inclusions or visible contamination of metal)	YES,
9	Whether mixing of bundle(s) of different brands are observed?	NO
10	Whether the annual Inspection of electrical points done or not? Check the record.	YES
11	In case, more than 1 strap is broken, whether re-strapping is done within 07 working days from the date of strap broken & record of the strap break and re-strapping is maintained ? In incidence register?	NO, THIS TYPE OF INCIDENCE NOT OBSERVED
12	Same commodity non-exchange goods shall not be kept mingled in the same warehouse which is used for MCXCCL purposes.	NO
13	Whether all re-mated stock physically delivered from the warehouse and not stored as non-exchange/professional goods.	NO
14	Is there any sign of corrosion in stored stocks?	NO

Inspection Details

Date of Inspection	17 OCT 2024	
Signature		
Inspection Done By	Vishal Yadav	
Maker		Checker

Warehouse Audit Report

Date of Regular/Surprise Audit	19/10/2024	Delivery Centre	RAIPUR
Time in and Time out	12.15AM TO4.10PM	Address of Warehouse	WAREHOUSE COMPOUND RING ROAD 02 SONDONGARIRAIPUR CG 492009
Name of Warehouse	STEINWEG Sambhav Warehouse RAIPUR		
Name of Auditor	DILIP KUMAR	Name of Warehouse Manager	MR SAMEER KUMAR
Date of Previous Audit & Name of previous Auditor (MCXCCL/WSP/External) Also name of Agency , if external	MR Suyog Thukrul MCXCCLMUMBAI 10/10/2024	Capacity of Warehouse	2000 MT
		Capacity Utilization ofwarehouse (%)	0.5%

Stock Reconciliation:

Commodity	Stock Quantity as on 18/10/2024 (Closing balance)				Difference if any	Remarks
	Quantity as per MCXCCL (Bales/ Bags/Drums/Bund le/Bars)	Quantity as per WSP MIS (Bales/ Bags/Drums/Bundle/Bars)	Quantity as per WSP Warehouse record (Bales/Bags/ Drums/ Bundle/Bars)	Quantity as per Physical Verification (Bales/ Bags/Drums/ Bundle/Bars)		
WIRE ROD	BUNDLE	BUNDLE	BUNDLE	BUNDLE	-	-
i. Valid Stock	Nil Stock	Nil Stock	Nil Stock	Nil Stock	-	-
ii. Under QC	Nil Stock	Nil Stock	Nil Stock	Nil Stock	-	-
iii. Rejected	Nil Stock	Nil Stock	Nil Stock	Nil Stock	-	-
iv. FED	Nil Stock	Nil Stock	Nil Stock	Nil Stock	-	-
v. Non-exchange	04	-	-	04	-	-
Total		-	-		-	-

Observations/Recommendations:

Nil Observations

Audit Summary:

Nil Observations

Verification status of Previous Audit:

By MCXCCL audit conducted on 10 October 2024-. Nil observation
By MCXCCL External audit conducted– on 27th April 2024-Nil observation
By WSP Internal audit conducted on 04 Oct 2024 - Nil observations
By WSP External audit conducted – 1st Jul 2024 - Nil observations

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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/249/2023 dated October 16, 2023 Mentha Oil- Circular no. MCXCCL/WHL/141/2021 dated May 31, 2021 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 N/A N/A YES N/A N/A N/A N/A
2b	Metal & Cotton - no straps should be broken in exchange deliverable stocks	N/A
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?	Nil Stock
6	Whether lot cards in WSP format 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?	NO
8	Whether suitable dunnage material, as per good warehousing practices available (except mentha oil/ metals) for stored goods ?	N/A
9	Whether lot sealing/drum/drum sealing (for Mentha Oil) for all lots/drums deposited /retested is done within two working days of transaction?	N/A
10	Whether the Warehouse staff has checked 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 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?	N/A
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?	04/8.060 MT

	If Yes, whether marking/ tagging/placard on such lot card or Stock and follow-up with client for lifting of such stocks is done by WSP?	YES
14	Is any stock of identical (exchange grade) agri commodity,for which MCXCCL has accredited the warehouse, stored in the warehouse?	N/A
15	Is there any other agri commodity which is not in the WDRA registration certificate, stored in the warehouse?	N/A
16	Has WSP stored its 'own' commodity in the warehouse?	N/A
17	Is any stock of identical non-agri commodity stored in MCXCCL accredited Metal warehouse Other than approved commodity?.	N/A
18	Whether visual demarcation between MCX deliverable, Non-exchange & Rejected stock is done or not? In case Non Exchange stock kept in MCXCCL accredited capacity is it kept with clear demarcation?	YES 04/8.060MT
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?	N/A

Observations on Warehouse Operations

Sr. No.	Parameters	Observation
1	Whether custody of Navtal brand 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 the WSP use Navtal brand lock seals at every lock of all shutters which are used for transaction of goods? Whether seal details are captured in register.	YES
3	Does the warehouse change Navtal brand locks every six months in June and December? Verify the serial number of lock and key, date when it was last changed.	YES
4	Specify the number of WH staffs deployed at the warehouse/warehouse complex.	YES
5	Indicate number of security guards deployed shift wise.	YES 01DAY 01 NIGHT
6	Mention name of the Security Agency offering security services at the WH	MR RAKESH KUSHWAHA
7	Whether WH staff and Security personnel carrying their identity cards, and are in proper uniform and with baton, torch, whistle etc? Whether security guards checks for any presence of matchbox, gas lighter, chemicals and inflammable items of person entering the warehouse?	YES
8	Whether security guard stays inside or outside the warehouse premises?	OUTSIDE THE W.H.
9	Whether there are proper night lighting in warehouse premises for the security purpose?	YES
10	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 ?	YES
11	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
12	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	30
	c. Capacity of water tank available as per operational guidelines?	YES
	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 28/01/2025 15/02/2027
13	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 16/02/2024
14	Whether mock drill for fire fighting is conducted at least once in a year? Verify the record of mock drill.	YES
15	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 26/07/2024

16	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
17	Is the arrangement for Prophylactic Measures for Pest Control available at the WH as per WDRA guidelines? (Verify the records of the treatment)	N/A
18	Is anti-termite treatment at cotton bales warehouses conducted through MCXCCL specified agencies? (Verify the records of the treatment).	N/A
19	Whether Live Electricity connection found inside the godown where cotton is stored?	N/A
20	Is the WSP using electricity for weighment purpose only at Mentha oil and metals at warehouses?	N/A
21	Whether Storage of hazardous Stock (Like fertilizer, Cement, Chemical etc.) in warehouse premises is done that may affect exchange deliverable stock?	NO
22	Whether LPG cylinder kept inside warehouse or outside warehouse? (Applicable for Mentha oil)	NO
23	Availability of functional, Valid and calibrated weighbridge (Inside / Outside complex)-for base metals – 3 /5 MT capacity (Yes/No)	INSIDE THE W.H.
	Name of weighbridge/manual weigh scale –WB capacity (MT)- Expiry date of calibration	02MT CAPISITY 17/09/2025
A	JAISWAL WEIGBRIDGE 80 MT OUTSIDE THE WH CALIBRATION VALID UP TO	12/02/2025
B		
C		
24	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
25	Whether the list of weighbridge (accredited weighbridge for cotton bales) along with calibration certificate displayed in the warehouse?	NO
26	Whether periodic stock audit done by Independent team other than of the same warehouse deployed staffs? (verify with visitor register at the warehouse)	Anil Kumar 04 Oct 2024
27	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?	NO

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?	ALL
	• 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	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?	YES
7a	Whether WSP has taken approval from MCXCCL for storage of partial lot created out of overload of lorry in a demarcated area?	N/A
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
S10	Whether the Warehouse is registered under relevant State/ Central Warehousing Authority/Gram Panchyat? If Yes, License copy to be available at warehouse.	YES 17/01/2024
11	Whether the Warehouse License copy/ WDRA registration copy is available and displayed at the warehouse?	N/A
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	Warehouse condition (both internal/external) is in sound and store worthy condition?	YES
2	Is there any roof leakage / Infrastructure damage? If Yes, whether the incident record updated with details?	NO
3	Whether the warehouse is well- protected by pucca boundary wall / barbed wire fencing?	PUCCA BOUNDRY WALL BRICKS WITH CEMENT
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?	NO
9a	Whether surveillance cameras (CCTV) are installed at the warehouse?	YES
9b	Whether warehouse maintains 90 days CCTV footage of surveillance? mention the date from which CCTV footage is available.	YES, 19/07/2024
9c	Whether the cctv camera positioned towards weighment scale inside the warehouse? 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
13	Whether the WH office is inside the godown? (not acceptable for cotton)	INSIDE GODOWN
14	Mention type of Flooring : Concrete / Stones / Tiles / / trimix/ Bricks flooring (Mentha Oil WH) /No flooring/Other	CONCRITE FLOORING
15	Whether the warehouse has adequate plinth (elevation from ground level) as per WDRA norm?	100 CM PLINTH
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?	N/A N/A
1a	Is moisture meter available at warehouse?	N/A
1b	Last calibrated on..... (dd/mm/yyyy)	N/A
2	Is inward /outward moisture checked or not? (lot wise moisture record) in case of cotton	N/A
3	Are necessary sampling details updated on sample tag within one working day? (Name of warehouse, date of sampling, stack no, lot No.)	N/A
4	Is Reference sample duly sealed & signed by the WH official/in charge?	N/A
5	Is signature of beneficiary/Client or authorized personal of the client is taken on reference sample?	N/A
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?	N/A
7	Whether Reference samples with all relevant details kept in proper custody until the lot is present in the warehouse?	N/A
8	Is record for courier of samples to the assayer available?	N/A
9	Do the Goods stored come into direct contact with water or excess moisture which can be detrimental to its usability or quality?	NO

Checklist w.r.t. MCXCCL Circular (Metal)

Sr. No.	Parameters	Observation
1	Whether the Certificate of Analysis (CoA) of the producer at the time of deposits with containing details like Brand name of the associated lots, Producer's name, Batch No & certificate date been collected by warehouse?.	YES
2	Whether the packing list for deposited goods are available as per the latest circular or not with following details; - Contains net weight - Contains gross weight - Contains batch no - No. of units in bundles/lot.	YES
3	Whether the copy of Invoice available for all deposits?	YES
4	Whether the copy of Certificate of Origin and Custom clearance documents are available in case of Imported goods or not?	NO
5	Whether the producer's sticker is available or not on each ingots/ bundle?	YES
6	Whether the following details are mentioned in sticker or not?	STIKERS YES
	• Producer/ manufacturer name	YES
	• Net Weight	YES
	• Batch No (printed/sticker/stenciled/laser?)	YES
	• Purity	YES
	• Date of Manufacturing/ Production	YES
	• Number of Pieces of Ingots/ sheets in each bundle	YES
7	Whether batch number/lot number is hand written?	YES
8	Whether the Ingots/ bundle are physically sound and free of harmful/ any defects? (such as segregation, piping, spilt /broken , inclusions or visible contamination of metal)	N/A
9	Whether mixing of bundle(s) of different brands are observed?	NO
10	Whether the annual Inspection of electrical points done or not? Check the record.	YES
11	In case, more than 1 strap is broken, whether re-strapping is done within 07 working days from the date of strap broken & record of the strap break and re-strapping is maintained ? In incidence register?	N/A
12	Same commodity non-exchange goods shall not be kept mingled in the same warehouse which is used for MCXCCL purposes.	NO
13	Whether all re-mated stock physically delivered from the warehouse and not stored as non-exchange/professional goods.	N/A
14	Is there any sign of corrosion in stored stocks?	N/A

Inspection Details

Date of Inspection	19/10/2024	
Signature		
Inspection Done By	DILIP KUMAR	
Maker		Checker

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Warehouse Audit Report

Date of Regular/Surprise Audit	25.10.2024	Delivery Centre	Sothupakkam,redhills,chennai
Time in and Time out	10.00 am to 14.00 pm	Address of Warehouse	3/67c,sothupakkam road,palavoyal village,redhills,Chennai-600050
Name of Warehouse	Steinweg M/s Srivaari logistics		
Name of Auditor	N.C.Sekhar	Name of Warehou Manager	J.Mohammed salik
Date of Previous Audit & Name of previous Auditor (MCXCCL/WSP/External) Also name of Agency, if external	18/10/2024 Mr.Ramdas mcx	Capacity of Warehouse	7500 sq ft
		Capacity Utilization warehouse (%)	90 %

Stock Reconciliation:

Commodity	Stock Quantity as on 23 Oct 2024 (closing balance)				Difference if any	Remarks
	Quantity as per MCXCCL (Bales/ Bags/Drums/Bund le/Bars)	Quantity as per WSP MIS (Bales/ Bags/Drums/ B undle/Bars)	Quantity as per WSP Warehouse record (Bales/Bags/ Drums/ Bundle/Bars)	Quantity as per Physical Verification (Bales/ Bags/Drums/ Bundle/Bars)		
A) LEAD Mini	BUNDLE	BUNDLE	BUNDLE	BUNDLE	-	-
i. Valid Stock	785	785	785	785	-	-
ii. Under QC	-	-	-	-	-	-
iii. Rejected	-	-	-	-	-	-
iv. FED	-	-	-	-	-	-
v. Non-exchange	-	-	-	-	-	-
B)ZINC Mini	BUNDLE	BUNDLE	BUNDLE	BUNDLE	-	-
i. Valid Stock	483	483	483	483	-	-
ii. Under QC	-	-	-	-	-	-

iii. Rejected	-	-	-	-		
iv. FED	-	-	-	-	-	-
v. Non-exchange	-	-	-	-	-	-
C) Aluminium mini	BUNDLE	BUNDLE	BUNDLE	BUNDLE	-	-
i. Valid Stock	50	50	50	50	-	-
ii. Under QC	-	-	-	-	-	-
iii. Rejected	-	-	-	-	-	-
iv. FED	-	-	-	-	-	-
v. Non-exchange	-	-	-	-	-	-
Total	1318	1318	1318	1318	-	-

Observations/Recommendations:

Nil observation

Audit Summary:

Nil observation

Verification status of Previous Audit:

By MCXCCL audit conducted on 18th October 2024 –Nil Observation
By MCXCCL External audit conducted by M/s. QSS as on 30.04.2024 - Nil audit observation reported
By WSP Internal audit conducted on 30-09-2024 Nil observations
By WSP External audit conducted by QSS as on 04-07-2024 – Nil audit observation reported

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/249/2023 dated October 16, 2023 Mentha Oil- Circular no. MCXCCL/WHL/141/2021 dated May 31, 2021 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 stock	YES
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 in WSP format 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
9	Whether lot sealing/drum/drum sealing (for Mentha Oil) for all lots/drums deposited /Retested is done within two working days of transaction?	N/A
10	Whether the Warehouse staff has checked the seal intactness of stocks every month? (Pls verify lot seal register & Monthly declaration stating seals have been checked)	N/A

11	Is there any spillage or damage material 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 N/A
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?	NO
13	Is any FED Stock lying for more than 3 months? / Any rejected stock lying in warehouse?	N/A
	If Yes, whether marking/ tagging/placard on such lot card or Stock and follow-up with client for lifting of such stocks is done by WSP?	N/A
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?	N/A
16	Has WSP 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 capacity is it kept with clear demarcation?	YES N/A
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?	N/A

Observations on Warehouse Operations

Sr. No.	Parameters	Observation
1	Whether custody of Navtal brand 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?	WITH WAREHOUSE MANAGAER YES
2	Does the WSP use Navtal brand lock seals at every lock of all shutters which are used for transaction of goods? Whether seal details are captured in register.	YES
3	Does the warehouse change Navtal brand locks every six months in June and December? Verify the serial number of lock and key, date when it was last changed.	YES
4	Specify the number of WH staffs deployed at the warehouse/warehouse complex.	04
5	Indicate number of security guards deployed shift wise.	1 DAY SHIFT 1 NIGHT SHIFT
6	Mention name of the Security Agency offering security services at the WH	SIVA SAKTHI SECURITY
7	Whether WH staff and Security personnel carrying their identity cards, and are in proper uniform and with baton, torch, whistle etc? Whether security guards checks for any presence of matchbox, gas lighter, chemicals and inflammable items of person entering the warehouse?	YES YES
8	Whether security guard stays inside or outside the warehouse premises?	OUTSIDE
9	Whether there are proper night lighting in warehouse premises for the security purpose?	YES
10	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 ?	YES
11	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
12	Whether Fire Fighting equipment available as per the WDRA guidelines? Please specify below;	
	a. No. of Fire Extinguishers	4
	b. No. of Sand Buckets	20
	c. Capacity of water tank available as per operational guidelines?	1000 LITRES
	d. Is water pump attached to storage tank with hose pipe?	N/A
	e. Availability of water fire hydrant points/sprinkler system for Cotton Bales.	N/A

	f. Whether fire extinguishers are valid & in working condition? Are the expiry dates/next-due date clearly visible?	YES 15-02-2026
13	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 25-06-2024
14	Whether mock drill for fire fighting is conducted at least once in a year? Verify the record of mock drill.	YES
15	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
16	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	25-06-2024 Samuthra Fire safety systems
17	Is the arrangement for Prophylactic Measures for Pest Control available at the WH as per WDRA guidelines? (Verify the records of the treatment)	N/A
18	Is anti-termite treatment at cotton bales warehouses conducted through MCXCCL specified agencies? (Verify the records of the treatment).	N/A
19	Whether Live Electricity connection found inside the godown where cotton is stored?	N/A
20	Is the WSP using electricity for weighment purpose only at Mentha oil and metals at warehouses?	N/A
21	Whether Storage of hazardous Stock (Like fertilizer, Cement, Chemical etc.) in warehouse premises is done that may affect exchange deliverable stock?	N/A
22	Whether LPG cylinder kept inside warehouse or outside warehouse? (Applicable for Mentha oil)	N/A
23	Availability of functional, Valid and calibrated weighbridge (Inside / Outside complex)-for base metals – 3 /5 MT capacity (Yes/No)	5MT
	Name of weighbridge/manual weigh scale –WB capacity (MT)- Expiry date of calibration	KAVERI- 29/12/2024- 30-07-2025
A	SRI VIGNESHWARA WEIGH BRIDGE	29/12/2024
B		

C	-	-
24	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?	N/A
25	Whether the list of weighbridge (accredited weighbridge for cotton bales) along with calibration certificate displayed in the warehouse?	YES
26	Whether periodic stock audit done by Independent team other than of the same warehouse deployed staffs? (verify with visitor register at the warehouse)	YES
27	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	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?	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
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 Panchyat? If Yes, License copy to be available at warehouse.	MSME CERTIFICATE
11	Whether the Warehouse License copy/ WDRA registration copy is available and displayed at the warehouse?	N/A
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	Warehouse condition (both internal/external) is in sound and store worthy condition?	GOOD
2	Is there any roof leakage / Infrastructure damage? If Yes, whether the incident record updated with details?	NO
3	Whether the warehouse is well- protected by pucca boundary wall / barbed wire fencing?	YES
4	Whether the 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 AGRI CARGO
8	Whether rat cages are placed inside the warehouse? Whether rodenticides used to control rodents?	N/A
9a	Whether surveillance cameras (CCTV) are installed at the warehouse?	4 YES
9b	Whether warehouse maintains 90 days CCTV footage of surveillance? mention the date from which CCTV footage is available.	YES,20/07/2024
9c	Whether the cctv camera positioned towards weighment scale inside the warehouse? 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
13	Whether the WH office is inside the godown? (not acceptable for cotton)	YES
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
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?	N/A
1a	Is moisture meter available at warehouse?	N/A
1b	Last calibrated on (dd/mm/yyyy)	N/A
2	Is inward /outward moisture checked or not? (lot wise moisture record) in case of cotton	N/A
3	Are necessary sampling details updated on sample tag within one working day? (Name of warehouse, date of sampling, stack no, lot No.)	N/A
4	Is Reference sample duly sealed & signed by the WH official/in charge?	N/A
5	Is signature of beneficiary/Client or authorized personal of the client is taken on reference sample?	N/A
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?	N/A
7	Whether Reference samples with all relevant details kept in proper custody until the lot is present in the warehouse?	N/A
8	Is record for courier of samples to the assayer available?	N/A
9	Do the Goods stored come into direct contact with water or excess moisture which can be detrimental to its usability or quality?	N/A

Checklist w.r.t. MCXCCL Circular (Metal)

Sr. No.	Parameters	Observation
1	Whether the Certificate of Analysis (CoA) of the producer at the time of deposits with containing details like Brand name of the associated lots, Producer's name, Batch No & certificate date been collected by warehouse?.	YES
2	Whether the packing list for deposited goods are available as per the latest circular or not with following details; - Contains net weight - Contains gross weight - Contains batch no - No. of units in bundles/lot.	YES
3	Whether the copy of Invoice available for all deposits?	YES
4	Whether the copy of Certificate of Origin and Custom clearance documents are available in case of Imported goods or not?	YES
5	Whether the producer's sticker is available or not on each ingots/ bundle?	YES
6	Whether the following details are mentioned in sticker or not?	YES
	• Producer/ manufacturer name	YES
	• Net Weight	YES
	Batch No (printed/sticker/stenciled/laser?)	YES
	Purity	YES
	Date of Manufacturing/ Production	YES
	Number of Pieces of Ingots/ sheets in each bundle	YES
7	Whether batch number/lot number is hand written?	NO
8	Whether the Ingots/ bundle are physically sound and free of harmful/ any defects? (such as segregation, piping, spilt /broken , inclusions or visible contamination of metal)	NO
9	Whether mixing of bundle(s) of different brands are observed?	NO
10	Whether the annual Inspection of electrical points done or not? Check the record.	YES
11	In case, more than 1 strap is broken, whether re-strapping is done within 07 working days from the date of strap broken & record of the strap break and re-strapping is maintained ? In incidence register?	YES
12	Same commodity non-exchange goods shall not be kept mingled in the same warehouse which is used for MCXCCL purposes.	NO
13	Whether all re-mated stock physically delivered from the warehouse and not stored as non-exchange/professional goods.	YES
14	Is there any sign of corrosion in stored stocks?	NO

Inspection Details

Date of Inspection	17/10/2024	
Signature		
Inspection Done By	N.C.Sekhar	
Maker		**Checker**

REETESH KUMAR JAIN

Digitally signed by REETESH KUMAR JAIN
Date: 2024.12.05 18:09:52 +05'30'

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Warehouse Audit Report

Date of Regular/Surprise Audit	14/10/2024	Delivery Centre	Kolkata
Time in and Time out	09:51 AM to 01:00 PM	Address of Warehouse	JALAN Complex gate No.1, LANE-6 Jangalpara
Name of Warehouse	Steinweg Alka Business LLP		
Name of Auditor	Amit ghosh	Name of Warehouse Manager	Sri Salkat Chowdhary
Date of Previous Audit & Name of previous Auditor (MCXCCL/WSP/External) Also name of Agency , if external	06/09/2024 Mr P.Sinha MCX	Capacity of Warehouse	1500 MT
		Capacity Utilization of warehouse (%)	0.29 MT(435 MT) Approx.

Stock Reconciliation:

Commodity	Stock Quantity as on 10 Oct 2024 (closing balance)				Difference if any	Remarks
	Quantity as per MCXCCL (Bales/ Bags/Drums/Bundle/Bars)	Quantity as per WSP MIS (Bales/ Bags/Drums/Bundle/Bars)	Quantity as per WSP Warehouse record (Bales/Bags/ Drums/ Bundle/Bars)	Quantity as per Physical Verification (Bales/ Bags/Drums/ Bundle/Bars)		
1. ALUMINIUM T INGOT	BUNDLE	BUNDLE	BUNDLE	BUNDLE	-	-
i. Valid Stock	51	51	51	51	-	-
ii. Under QC	-	-	-	-	-	-
iii. Rejected	-	-	-	-	-	-
iv. FED	-	-	-	-	-	-
v. Non-exchange	-	-	-	-	-	-
Total	51	51	51	51	-	-
2. ALUMINIUM SOW INGOT	BUNDLE	BUNDLE	BUNDLE	BUNDLE		
i. Valid Stock	32	32	32	32		
ii. Under QC	-	-	-	-		
iii. Rejected	4	4	4	4		
iv. FED	-	-	-	-		
v. Non-exchange	-	-	-	-		
Total	36	36	36	36		
3. ALUMINIUM INGOT	BUNDLE	BUNDLE	BUNDLE	BUNDLE		
i. Valid Stock	292	292	292	292		
ii. Under QC						
iii. Rejected	2	2	2	2		
iv. FED						

v. Non-exchange						
Total	294	294	294	294		
2. ZINC INGOT	BUNDLE	BUNDLE	BUNDLE	BUNDLE	-	-
i. Valid Stock	93	93	93	93	-	-
ii. Under QC	-	-	-	-	-	-
iii. Rejected	-	-	-	-	-	-
iv. FED	-	-	-	-	-	-
v. Non-exchange	-	-	-	-	-	-
Total	93	93	93	93	-	-

Observations/Recommendations:

Found Satisfactory as per physical verification and record.

Audit Summary:

Found Satisfactory.

Verification status of Previous Audit:

By MCXCCL audit conducted on 06 Sep 2024 – Nil observations
By MCXCCL External audit conducted by M/s. QSS_as on_27 April 2024: Nil observations
By WSP Internal audit conducted on 01 Oct 24 – Nil observations
By WSP External audit conducted by QSS on 08 July 2024- Nil observations

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/249/2023 dated October 16, 2023 Mentha Oil- Circular no. MCXCCL/WHL/141/2021 dated May 31, 2021 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	Not Applicable.
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 in WSP format 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 ?	No
9	Whether lot sealing/drum/drum sealing (for Mentha Oil) for all lots/drums deposited /retested is done within two working days of transaction?	NA
10	Whether the Warehouse staff has checked 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 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 for
13	Is any FED Stock lying for more than 3 months? / Any rejected stock lying in warehouse?	No

	If Yes, whether marking/ tagging/placard on such lot card or Stock and follow-up with client for lifting of such stocks is done by WSP?	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 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 capacity 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 Navtal brand 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 the WSP use Navtal brand lock seals at every lock of all shutters which are used for transaction of goods? Whether seal details are captured in register.	Yes
3	Does the warehouse change Navtal brand locks every six months in June and December? Verify the serial number of lock and key, date when it was last changed.	Yes
4	Specify the number of WH staffs deployed at the warehouse/warehouse complex.	NO
5	Indicate number of security guards deployed shift wise.	Yes
6	Mention name of the Security Agency offering security services at the WH	M/s Vsions Services Ltd.HNH
7	Whether WH staff and Security personnel carrying their identity cards, and are in proper uniform and with baton, torch, whistle etc? Whether security guards checks for any presence of matchbox, gas lighter, chemicals and inflammable items of person entering the warehouse?	Yes
8	Whether security guard stays inside or outside the warehouse premises?	Day inside Night Outside
9	Whether there are proper night lighting in warehouse premises for the security purpose?	Yes
10	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 ?	Yes
11	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
12	Whether Fire Fighting equipment available as per the WDRA guidelines? Please specify below;	Yes
	a. No. of Fire Extinguishers	4
	b. No. of Sand Buckets	15
	c. Capacity of water tank available as per operational guidelines?	1000 lts
	d. Is water pump attached to storage tank with hose pipe?	No
	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
13	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(11.07.2024)
14	Whether mock drill for fire fighting is conducted at least once in a year? Verify the record of mock drill.	11.07.2024 on same day.
15	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.	03.07.2024

16	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	11.07.2024 yes
17	Is the arrangement for Prophylactic Measures for Pest Control available at the WH as per WDRA guidelines? (Verify the records of the treatment)	Not applicable
18	Is anti-termite treatment at cotton bales warehouses conducted through MCXCCL specified agencies? (Verify the records of the treatment).	NA
19	Whether Live Electricity connection found inside the godown where cotton is stored?	No
20	Is the WSP using electricity for weighment purpose only at Mentha oil and metals at warehouses?	Yes
21	Whether Storage of hazardous Stock (Like fertilizer, Cement, Chemical etc.) in warehouse premises is done that may affect exchange deliverable stock?	No
22	Whether LPG cylinder kept inside warehouse or outside warehouse? (Applicable for Mentha oil)	No
23	Availability of functional, Valid and calibrated weighbridge (Inside / Outside complex)-for base metals – 3 /5 MT capacity (Yes/No)	Yes on 10/06/2024
	Name of weighbridge/manual weigh scale –WB capacity (MT)- Expiry date of calibration	
A	H1GHQ -------3 M T	13.Aug.2025
B		
C		
24	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
25	Whether the list of weighbridge (accredited weighbridge for cotton bales) along with calibration certificate displayed in the warehouse?	NO
26	Whether periodic stock audit done by Independent team other than of the same warehouse deployed staffs? (verify with visitor register at the warehouse)	YES -Anil Kumar 01 oct 2024
27	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
	• 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?	Yes
7a	Whether WSP has taken approval from MCXCCL for storage of partial lot created out of overload of lorry in a demarcated area?	Yes, but no partial list
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 Panchyat? If Yes, License copy to be available at warehouse.	Yes,from gram panchayat
11	Whether the Warehouse License copy/ WDRA registration copy is available and displayed at the warehouse?	Yes do
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	Warehouse condition (both internal/external) is in sound and store worthy condition?	Yes
2	Is there any roof leakage / Infrastructure damage? If Yes, whether the incident record updated with details?	No
3	Whether the warehouse is well- protected by pucca boundary wall / barbed wire fencing?	Yes
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?	NA
8	Whether rat cages are placed inside the warehouse? Whether rodenticides used to control rodents?	NA
9a	Whether surveillance cameras (CCTV) are installed at the warehouse?	Yes
9b	Whether warehouse maintains 90 days CCTV footage of surveillance? mention the date from which CCTV footage is available.	Yes 05 July 2024
9c	Whether the cctv camera positioned towards weighment scale inside the warehouse? 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
13	Whether the WH office is inside the godown? (not acceptable for cotton)	Yes
14	Mention type of Flooring : Concrete / Stones / Tiles / / trimix/ Bricks flooring (Mentha Oil WH) /No flooring/Other	Concrete floor
15	Whether the warehouse has adequate plinth (elevation from ground level) as per WDRA norm?	Yes
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 (5 mt)

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?	NA
1a	Is moisture meter available at warehouse?	NA
1b	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.)	NA
4	Is Reference sample duly sealed & signed by the WH official/in charge?	NA
5	Is signature of beneficiary/Client or authorized personal of the client is taken on reference sample?	NA
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?	NA
7	Whether Reference samples with all relevant details kept in proper custody until the lot is present in the warehouse?	NA
8	Is record for courier of samples to the assayer available?	NA
9	Do the Goods stored come into direct contact with water or excess moisture which can be detrimental to its usability or quality?	No

Checklist w.r.t. MCXCCL Circular (Metal)

Sr. No.	Parameters	Observation
1	Whether the Certificate of Analysis (CoA) of the producer at the time of deposits with containing details like Brand name of the associated lots, Producer's name, Batch No & certificate date been collected by warehouse?.	YES
2	Whether the packing list for deposited goods are available as per the latest circular or not with following details; - Contains net weight - Contains gross weight - Contains batch no - No. of units in bundles/lot.	YES
3	Whether the copy of Invoice available for all deposits?	YES
4	Whether the copy of Certificate of Origin and Custom clearance documents are available in case of Imported goods or not?	YES
5	Whether the producer's sticker is available or not on each ingots/ bundle?	YES
6	Whether the following details are mentioned in sticker or not?	YES
	• Producer/ manufacturer name	YES
	• Net Weight	YES
	• Batch No (printed/sticker/stenciled/laser?)	YES
	• Purity	YES
	• Date of Manufacturing/ Production	YES
	• Number of Pieces of Ingots/ sheets in each bundle	YES
7	Whether batch number/lot number is hand written?	YES
8	Whether the Ingots/ bundle are physically sound and free of harmful/ any defects? (such as segregation, piping, spilt /broken , inclusions or visible contamination of metal)	YES
9	Whether mixing of bundle(s) of different brands are observed?	NO
10	Whether the annual Inspection of electrical points done or not? Check the record.	YES
11	In case, more than 1 strap is broken, whether re-strapping is done within 07 working days from the date of strap broken & record of the strap break and re-strapping is maintained ? In incidence register?	YES
12	Same commodity non-exchange goods shall not be kept mingled in the same warehouse which is used for MCXCCL purposes.	NO such item
13	Whether all re-mated stock physically delivered from the warehouse and not stored as non-exchange/professional goods.	NO
14	Is there any sign of corrosion in stored stocks?	NO

Inspection Details

Date of Inspection	14/10/2024	
Signature		
Inspection Done By	Amit Ghosh	
Maker		Checker

REETESH KUMAR JAIN
Digitally signed by REETESH KUMAR JAIN
Date: 2024.12.03 14:49:53 +05'30'