

**Document Title****PROCEDURE FOR RECEIPT OF STOCKS
IN COLD STORAGE****Document Number: P/CD/CS/01****Prepared by**

Name	Designation	Signature & Stamp
Ms. Anjaly Negi	Manager (Commercial)	

Approved by

Name	Designation	Signature & Stamp
Sh. Rajeev Kumar Bansal	GGM (Commercial)	

Issued by

Name	Designation	Signature & Stamp
Sh. Rajeev Vinaik	GM(QS)	

Distribution

Designation
All CWC Employees (Through HRMS)

Issue No	Issue Date	Revision No	Revision Date
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**1. Purpose**

Receipt of stocks in Cold Storage.

2. Responsibility

Warehouse / Cold Storage Manager

3. Abbreviations and Definitions

S. No.	Abbreviation/ Terminology	Expansion/ Definition
1	DTD	Daily Transaction Diary
2	DTR	Daily Transaction Register
3	WR	Warehouse Receipt

4. Input

S. No.	Input Description	Source
1	Arrival of stock	Depositor

5. Process Activities

S. No.	Activity Title	Activities with preferred sequence	Responsibility	Ref. Doc
5.1	Vehicles in the Premises	Entry of the Vehicle inside the gate shall be allowed by Gate Incharge after making entry in the Gate Register/ System on the basis of entry on Deposit Application duly marked by Office Assistant or Truck Challan/ Truck Chit produced by Truck Driver/Depositor or his agent.	Gate Incharge	F/CD/02
5.2	Inspection of the goods & offloading	In case of perishable Commodities, the same shall be accepted on following basis: a) For packed commodities, visual inspection of cartons/ crates/ boxes, for obvious visible damages or loss b) For loose commodities such as onion, potato etc. visual inspection for quality,	Technical Incharge/ Shed Incharge	P/TECH/03 F/CD/03 F/CD/02

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**CENTRAL WAREHOUSING CORPORATION**

S. No.	Activity Title	Activities with preferred sequence	Responsibility	Ref. Doc
		maturity & condition followed by weighment, analysis/ grading shall be done. c) The condition of packages, if cut and torn/ bleeding / damaged, it shall be recorded in the deposit application. d) Goods should be carefully offloaded and handled to avoid/minimize damage. Do not drag, drop or throw items. e) In case of goods with use-by date, all products should be within their "use-by" date. f) The substandard Stock to be rejected & shall not be allowed to store.		
5.3	Introduction of the Depositor	a) In case of existing depositor, introduction shall not be required. b) For new Depositor, registration shall be done with mandatory documents as per depositor type in WMS.	Warehouse Manager	F/CD/01
5.4	Application of Deposit	The depositor or his authorized agent shall present duly filled in Deposit Application to the office assistant who after verification of the signature from the Specimen Signature/ through OTP authentication shall allot space.	Office Assistant	F/CD/03
5.5	Unloading/ Stacking of stocks	The stock shall be unloaded, counted/ weighed and stored/ stacked at the suitable location in the bin/godown/shed and the bin no./godown no./ stack no. would be indicated on the Deposit Application.	Godown Incharge/ Godown Assistant	F/CD/03
5.6	Entries in Godown Records	1 After tallying the number of loaded units and stacked, necessary entries shall be made in the WMS.	Godown Incharge/ Assistant	F/CD/07 F/TECH/16

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S. No.	Activity Title	Activities with preferred sequence	Responsibility	Ref. Doc
		2 FIFO shall be prepared for storage operation. 3 Mention "Use-by" date, if applicable. 4 Bin/ Stack and Stock Cards shall be created and shall be attached physically with the bin/ stack. 5 Delivery Notes, Bin /Stack and Stock card must be updated at the end of each working day.		F/TECH/ 16 F/CD/03
5.7	Storage Operations	1. Due diligence to be taken while stock in storage for proper preservations. 2. Storage area should be dry, cool, well-ventilated/ Circulated, clean (free from Rotten, over ripe or wet produces) and the premises should be free from insects & rodents. 3. Goods should be stored a minimum of 6-inches from the floor and 2-inches from the wall on racks or pallets to allow for air circulations. Do not store Goods directly on the floor. 4. When shelving, the date of receipt should be clearly marked on all purchased food items and the date of packing listed on the cardboard case should be clearly marked on all commodities. 5. Opened ingredients should be stored in as per procedure recommended by Technical Div. 6. Boxed/ Packed items should be cross-stacked for ventilation. 7. Products and chemicals shall be stored in a separate location as per recommendations of Technical Div., in storage areas. 8. The storage area should have a minimum of one temperature sensor & indicator	Godown Incharge/ Assistant	

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S. No.	Activity Title	Activities with preferred sequence	Responsibility	Ref. Doc
		<p>installed to monitor Products/ Goods temperatures as per Technical Specifications provided by Technical Div.</p> <p>9. Temperatures of storage areas should be recorded daily on the temperature recorders and shall be checked.</p> <p>10. Daily/ weekly/ fortnightly inspection shall be done according to commodity as per procedures defined by Technical div. and measures shall be taken for safe storage of commodities.</p> <p>11. PV shall be done fortnightly and PV sheets shall be prepared/ updated accordingly.</p> <p>12. Commodities shall be stored for a period not exceeding the shelf life of the commodity and measures shall be taken for safe/ damage free preservation of the commodities during the period. Procedure defined by technical Div. shall be followed for preservation.</p>		
5.8	Issue of Acknowledgement / Warehouse Receipt	<p>a) On receipt of the duly acknowledged Deposit Application from the godown the Warehouse Receipt/ Acknowledgement shall be prepared in duplicate and issued to the depositor after the signature of the Warehouse Manager or Authorized person. The original shall be issued to the depositor and duplicate copy be retained at the warehouse. Signature of the depositor shall be obtained on the duplicate copy of the Warehouse Receipt/ Acknowledgement in token of having received the same. Necessary entries shall also be made under Warehouse Receipt/ Acknowledgement Issued in WMS.</p>	Godown Incharge	F/CD/09 F/CD/10

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S. No.	Activity Title	Activities with preferred sequence	Responsibility	Ref. Doc
		b) The Godown Incharge/ Assistant shall indicate the identification mark i.e Deposit Nos on the Lot.		
5.9	Passing out of Empty Vehicle	The truck/ vehicle shall be allowed to go out of the gate after making entries in the Gate Register/ WMS.	Gate Register	F/CD/02
5.10	Entries in Office Records	It shall be ensured that necessary entries have been made in WMS after tallying the same from Gate Register and Deposit Application.	Office Assistant	F/CD/12 F/CD/13 F/CD/06 F/CD/14

6. Process Output

S. No.	Output Description	User
1	Acceptance of Stock	Depositor
2	Rejection of Stock	Depositor
3	Generation of WR	Depositor

7. Metrics

S. No.	Critical Success Factor	Targets
1	Quality/Quantity Inspection	As per Norms fixed by Technical Division
2	Availability of space	Optimal Utilization

8. References

S. No.	Input Description	Source
1	Procedure for Receipt of Stock in General Warehouse	ISO DOC P/CD/02
2	Inputs from Regional Offices	Regional Office -Mumbai, CWC

9. Records

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S. No.	Name of Record	Location / Path	Custodian	Retention period
1	Gate Register	WMS	Gate Incharge	Two years from the date of final delivery of the stock
2	Depositor Specimen signature Card	Main Office WH	Office Incharge	Permanent
3	Deposit Application	WMS	Office Incharge	-do-
4	Insurance Register	WMS	Godown keeper	3 Years
5	Stackwise Register	WMS	Godown Keeper	Two years from the date of final delivery of the stocks
6	Stack Card	WMS	Tech/Godown Incharge	-do-
7	Acknowledgement	WMS	Office Incharge	Two years from date of cancellation of all the WRs/acknowledges entered in the book
8	Daily Transaction Diary	WMS	Godown Keeper	Two years from the date of final delivery of the stocks
9	WR/ Acknowledgement Issued & cancelled Register	WMS	Office Incharge	Two years from date of cancellation of all the WRs/acknowledges entered in the particular register
10	Stock Register	WMS	Office Incharge	Two years from the date of final delivery of the stocks
11	Depositor's Ledger	WMS	Office Incharge	-do-
12	Daily Transaction Register	WMS	Office Incharge	-do-
13	Storage Loss/ damage report	WMS	Office Incharge	-do-
14	Daily/ Weekly/ Fortnightly inspection report	WMS	Office Incharge/ WHM	-do-
15	PV Sheets	WMS	Office Incharge/ WHM	-do-
16	Warehouse Receipt Bank Lien Register	Main Office WH	Office Incharge	Six Months from the date of discharge of all bank liens in respect of warehouse receipts pledged with various banks

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