

SITE SURVEY REPORT

Pallet Inspection

Prepared for	Eastway Logistics Ltd
Date	7 Oct 2026
Site	Harlow Road Distribution
Prepared by	J. Patel

FORM

Pallet Inspection**1. Check**

Project	Harlow Road Distribution: pallet stock check (completed example)
Client	Eastway Logistics Ltd
Site	Harlow Road Distribution Centre
Site address	Harlow Road, Northampton
Date	7 Oct 2026
Time	06:30
Checked by	J. Patel
Area or bay checked	Empty pallet stack, goods-in bays 3 to 6
Check	Routine check of the pallet stock

HSE HSG76 says you should have an effective system for pallet inspection, all pallets should be inspected each time before use to make sure they are in a safe condition, and damaged pallets should be withdrawn for suitable repair or destruction. It lists the continued use of a damaged pallet among the main sources of accidents with flat timber pallets.

2. Pallets

Pallets checked	64
Were any damaged pallets found?	Yes

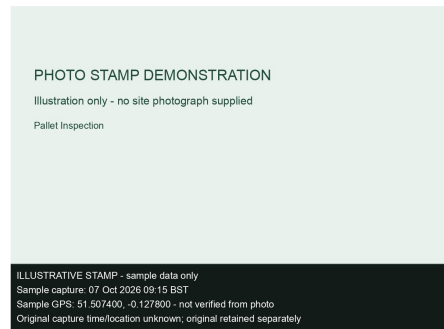
Damaged pallets 1: Bay 4 stack, third from top

Pallet location or reference	Bay 4 stack, third from top
Type	EPAL Euro pallet
Faults	Board broken across or diagonally

EPAL: a Euro pallet is not exchangeable if a board is missing or broken across or diagonally, a block is missing or split or a board splintered so that more than one nail shank is visible, or a twisted block protrudes more than 10 mm. EPAL Euro pallets may only be repaired by licensed repair operations.

Decision	Withdrawn for repair
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Photos



Illustrative stamp: 7 Oct 2026 09:15 BST · sample GPS 51.5074, -0.1278. Original photo capture date/location unverified.

Damaged pallets 2: Bay 5 stack, bottom pallet

Pallet location or reference	Bay 5 stack, bottom pallet
Type	Other timber pallet
Faults	Block missing or split, Protruding nail
Decision	Withdrawn for destruction

Damaged pallets 3: Bay 3, loose pallet by the door

Pallet location or reference	Bay 3, loose pallet by the door
Type	One-way (expendable) pallet
Faults	Board splintered with nail shanks showing

HSE HSG76: expendable pallets, designed for one delivery only, should be clearly marked, are not normally suitable for storing on racking and should not be reused.

Decision	Withdrawn for destruction
Withdrawn for repair	1
Withdrawn for destruction	2
Are withdrawn pallets kept in a marked area away from usable stock?	Yes
Where	Yellow-lined area by bay 6, signed
Likely causes seen	Forks too short or misaligned, Dragged, dropped or thrown

HSE HSG76: empty pallets should be handled carefully and not dragged or thrown about, forks should extend into the pallet at least three quarters of its depth, and strapping can pull deck boards from the bearers.

3. Actions and sign-off

Are further actions needed? Yes

Further actions 1: Send the withdrawn Euro pallet to the licensed EPAL repairer with the next collection.

What needs doing? Send the withdrawn Euro pallet to the licensed EPAL repairer with the next collection.

Who will do it? J. Patel

Due date 10 Oct 2026

Status Open

Further actions 2: Remind goods-in drivers not to drag empty pallets and to fork at least three quarters of the depth.

What needs doing? Remind goods-in drivers not to drag empty pallets and to fork at least three quarters of the depth.

Who will do it? S. Moore, shift manager

Due date 9 Oct 2026

Status Completed

Inspector name J. Patel

Position or company Goods-in team leader

Inspector signature

J. Patel

Signing records what was found on the day. It does not make unsafe equipment safe or replace a thorough examination, design check or service by a competent person.