

Pallet Inspection

A pallet inspection record: the stock or bay checked, each damaged pallet with its type, faults such as broken or missing boards, split blocks and protruding nails, the decision, photos, the withdrawn area and actions.

1. Check

Project

Client

Site *

Site address

Date *

Time

Checked by *

Area or bay checked

Check (choose one)

☐ Routine check of the pallet stock ☐ Goods-in ☐ After a report of damage

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should be inspected each time before use to make sure they are in a safe condition, and damaged pallets should be withdrawn for suitable repair or destruction.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

Were any damaged pallets found?

☐ Yes ☐ No

Damaged pallets (copy this block for each one; if applicable)

Pallet location or reference *

Type (choose one)

- ☐ EPAL Euro pallet
☐ Pooled or hire pallet
☐ Other timber pallet
☐ One-way (expendable) pallet
☐ Plastic pallet

Faults * (tick all that apply)

- ☐ Board missing
- ☐ Board broken across or diagonally
- ☐ Board splintered with nail shanks showing
- ☐ Block missing or split
- ☐ Twisted block
- ☐ Protruding nail
- ☐ Rotten or decayed timber
- ☐ Contaminated (spill or soiling)
- ☐ Cracked or broken plastic

If applicable: 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.

If applicable: 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 * (choose one)

- ☐ Withdrawn for repair
- ☐ Withdrawn for destruction
- ☐ Returned to the pool or hire company

Photos (photos: attach, or note the file names)

Withdrawn for repair (if applicable; worked out automatically in the app)

Withdrawn for destruction (if applicable; worked out automatically in the app)

Are withdrawn pallets kept in a marked area away from usable stock?

☐ Yes ☐ No

Where (if applicable)

Likely causes seen (tick all that apply)

- ☐ Dragged, dropped or thrown
- ☐ Forks too short or misaligned
- ☐ Pallet truck wheels hitting base boards
- ☐ Strapping pulling boards
- ☐ Overloaded or uneven load
- ☐ None obvious

If applicable: 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.

Walk Cam: pallet inspection

Walk Cam video walk-through: available in the SiteSurvey app only.

3. Actions and sign-off

Are further actions needed?

☐ Yes ☐ No

Further actions (copy this block for each one; if applicable)

What needs doing? *

Who will do it?

Due date

Status (choose one)

☐ Open ☐ In progress ☐ Completed

Inspector name *

Position or company

Inspector signature

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.