

Pallet Racking Inspection

A pallet racking inspection: damage by aisle, bay and level with green, amber and red ratings, offload actions, general checks and the date of the last expert inspection.

1. Inspection details

Project

Client

Site *

Site address

Date of inspection *

Time

Warehouse, area or aisles inspected *

Inspected by *

Person responsible for racking safety (PRRS)

The named person who manages racking safety on site and sets how often it is inspected.

Type of inspection * (choose one)

- ☐ Regular in-house inspection (weekly or as set by the PRRS)
- ☐ After an impact or reported damage
- ☐ Expert inspection by a technically competent person

Date of the last expert inspection

Days since the expert inspection (if applicable; worked out automatically in the app)

Sources. HSE HSG76, Warehousing and storage: a guide to health and safety; BS EN 15635:2008, which sets out the PRRS role, regular in-house inspections and an expert inspection at intervals of not more than 12 months; and SEMA guidance on damage limits and the green, amber and red categories.

If applicable: More than 12 months since the expert inspection. HSE warehousing guidance (HSG76) says a technically competent person should inspect racking at intervals of not more than 12 months, alongside regular in-house inspections like this one. BS EN 15635:2008 (application and maintenance of storage equipment) sets the same 12-month maximum for expert inspection and the role of the person responsible for racking safety (PRRS). SEMA (Storage Equipment Manufacturers' Association) guidance gives the damage limits used for the categories.

2. Damage found

Damage categories (HSE HSG76, table 11, based on SEMA guidance). Green: within the limit, safe for further service; record it and look at it again at later inspections. Amber: hazardous damage needing action as soon as possible; once the load is removed, do not reload it until repaired. Amber damage not repaired within 4 weeks should be treated as red. Red: very serious damage; offload and isolate the area immediately until repaired.

Did you find any damage?

☐ Yes ☐ No

Damage (copy this block for each one; if applicable)

Aisle, bay and beam level *

Component * (choose one)

- ☐ Upright
- ☐ Beam
- ☐ Bracing (diagonal or horizontal)
- ☐ Base plate or floor fixing
- ☐ Beam connector or safety lock
- ☐ Decking or pallet support
- ☐ Column guard
- ☐ Other

What is the damage? *

Beam length between uprights (mm) (if applicable)

From the rack drawing or the beam label, or measure it.

Sag at mid-span under load (mm) (if applicable)

Run a string line from end to end under the loaded beam and measure the gap at the middle. Measure from photo gives an estimate from a photo square on to the bay with a tape held at the gap: treat it as a guide, and use the tape reading if it is near the limit.

Span / 200 for this beam (mm) (if applicable; worked out automatically in the app)

Span divided by the sag (if applicable; worked out automatically in the app)

If applicable: More sag than span/200, the usual limit for a loaded pallet racking beam (EN 15635 and SEMA guidance). The beam may be overloaded or damaged: offload it and ask the racking supplier or an expert inspector before it is used again.

Category * (choose one)

☐ Green: record and watch ☐ Amber: repair soon ☐ Red: offload now

If applicable: Amber. Do not put new loads on this rack once it is emptied, and arrange a repair within 4 weeks.

Is it labelled so it is not reloaded until repaired? (if applicable)

☐ Yes ☐ No

If applicable: Red. Offload the affected racking now and keep it out of use until it has been repaired.

Has it been offloaded and isolated? (if applicable)

☐ Yes ☐ No

Repair by (who and date) (if applicable)

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

Red items (if applicable; worked out automatically in the app)

Amber items (if applicable; worked out automatically in the app)

Green items (if applicable; worked out automatically in the app)

Red items not yet offloaded (if applicable; worked out automatically in the app)

Amber items not labelled (if applicable; worked out automatically in the app)

Beams over span/200 (if applicable; worked out automatically in the app)

If applicable: Red damage still loaded. Offload and isolate it now, before you leave the aisle.

Walk Cam: racking damage visual inspection

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

3. General checks

Load notices displayed, readable and matching the configuration (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Floor fixings in place, floor not cracked or uneven (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Beam safety locks fitted on every beam (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Column guards and end-of-aisle protectors in place and undamaged (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Uprights plumb, no visible lean or bowing (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Loads within the rated capacity, pallets sound and sitting squarely (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Decking, mesh and pallet supports in place (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Aisles clear, no items stored in flue spaces or on the floor in front (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

No unauthorised changes to beam levels or configuration (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

General checks OK (worked out automatically in the app)

Defects (worked out automatically in the app)

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

4. Actions and sign-off

Overall result * (choose one)

- ☐ No damage needing action
☐ Repairs needed (amber)
☐ Areas offloaded and isolated (red)

Summary for the PRRS

Next in-house inspection due

Set by the PRRS. Often weekly, depending on how busy the area is.

Days to the next in-house inspection (if applicable; worked out automatically in the app)

Next expert inspection due

BS EN 15635:2008 and HSG76: no more than 12 months after the last expert inspection.

Days to the next expert inspection (if applicable; worked out automatically in the app)

If applicable: The next expert inspection is more than 12 months after the last one. Check the date.

If applicable: The next in-house inspection date is before the date of this inspection. Check the date.

Are further actions needed?

☐ Yes ☐ No

Further actions (copy this block for each one; if applicable)**What needs doing? ***

Priority (choose one)

☐ Urgent ☐ High ☐ Medium ☐ Low

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.