INSPECTIONS

Pallet rack inspection checklist

A routine check of each run of pallet racking: load signs and loads, uprights and bracing, base plates and anchors, beams, connectors and safety locks, and pallet placement, with each finding located by bay and level and a result that offloads a damaged bay.

How often: **Weekly, and after any reported impact** Who: **Warehouse supervisor or designated rack inspector** **About 15 min**

21 items

Site or area _____ Asset or line _____

Date and time _____ Completed by _____

Before you use it

- A general checklist. It makes no claim about what any regulation requires. Load ratings, damage limits and repair methods come from the rack manufacturer and your site's racking procedure; put those figures in before you use it.
- Inspect one run at a time and record the bay and level of every finding. Grade damage the way your racking procedure does, for example monitor, repair or offload now. A damaged bay that stays loaded while it waits for repair is the case to avoid, so the result records whether the bay was offloaded and tagged.
- Ask truck drivers to report every impact, not only the ones that leave visible damage, and check the area after each report. One record per run: scan the run's tag, photograph each finding, and a damaged component becomes a work order with an owner.

Rack

NO.	ITEM	RESULT	NOTES
1	**Scan the rack run tag**	☐ Visited	
2	**Aisle, run and bays inspected**	_____	

Loads and signs

NO.	ITEM	RESULT	NOTES
3	**Load capacity sign present and legible**	☐ Pass ☐ Fail ☐ N/A	
4	**Loads within the posted capacity**	☐ Pass ☐ Fail ☐ N/A	
5	**Pallets seated squarely on both beams, with overhang as the procedure allows**	☐ Pass ☐ Fail ☐ N/A	
6	**Pallets undamaged: no broken boards resting on the beams**	☐ Pass ☐ Fail ☐ N/A	
7	**Loads stable and not leaning; nothing stored on top of the rack beyond its design**	☐ Pass ☐ Fail ☐ N/A	

Uprights and frames

NO.	ITEM	RESULT	NOTES
8	**Uprights plumb and not bent, dented, twisted or split**	☐ Pass ☐ Fail ☐ N/A	
9	**Frame bracing not bent, loose or missing**	☐ Pass ☐ Fail ☐ N/A	
10	**Base plates present, with anchors fitted and tight**	☐ Pass ☐ Fail ☐ N/A	
11	**Upright protectors and end-of-aisle guards in place and undamaged**	☐ Pass ☐ Fail ☐ N/A	

Beams and connectors

NO.	ITEM	RESULT	NOTES
12	**Beams not bent, dented or visibly sagging under load**	☐ Pass ☐ Fail ☐ N/A	
13	**Beam connectors fully seated, with no cracked welds or deformed hooks**	☐ Pass ☐ Fail ☐ N/A	
14	**Safety locks or beam clips fitted at every connector**	☐ Pass ☐ Fail ☐ N/A	
15	**Row spacers, wall ties, decking and pallet supports in place as designed**	☐ Pass ☐ Fail ☐ N/A	

Damage found

NO.	ITEM	RESULT	NOTES
16	**Location of damage: bay and level**	_____ _____	
17	**Damage grade**	☐ None ☐ Monitor ☐ Repair ☐ Offload now	
18	**Largest upright or beam deflection measured** Compare with the rack manufacturer's damage limits.	_____ in or mm Limit _____	
19	**Photo of the damage**	☐ Photo taken	

Result

NO.	ITEM	RESULT	NOTES
20	**Result**	☐ Fit for use ☐ Repair work order raised ☐ Bay offloaded and tagged until repaired	
21	**Inspector**	Name _____ Signature _____ Date _____	

Follow-up

For each failed check or reading out of limit: what was found, what was done, and the work order raised for it.

NO.	WHAT WAS FOUND	ACTION OR WORK ORDER	OWNER	DUE

Free to use and adapt. To run it on mobile, with checkpoint scans, readings checked against their limits as they are entered, and photos and signatures attached to the check, see vardian.io/templates/pallet-rack-inspection-checklist.