
Racking Safety & Inspection Checklist

Inspector:

Date:

Facility/Area:

Aisle(s):

Instructions: Conduct a visual inspection of all racking in the designated area. Mark the status for each item. Any item marked 'Action Required' must be reported immediately using the protocol below.

Part 1: Daily / Pre-Shift Visual Checks

(To be performed by operators and supervisors)

Inspection Item	<input type="checkbox"/> OK	<input type="checkbox"/> Action Required	Notes (e.g., Bay Location, Severity)
Housekeeping: Aisles are clear of pallets, debris, and obstructions.			
Pallet Condition: Pallets are in good condition (not broken or damaged).			
Pallet Placement: Pallets are seated squarely on both beams (no overhang).			
Load Stability: Loads are stable, stacked correctly, and not leaning.			
Guards: Column guards and end-of-aisle protectors are in place.			
Obvious Damage: Any new, obvious impact damage (dents, scrapes).			

Part 2: Weekly / Monthly Detailed Inspection

(To be performed by a designated competent person)

Inspection Item	<input type="checkbox"/> OK	<input type="checkbox"/> Action Required	Notes (e.g., Bay Location, Severity)
Load Signage			
Safe Working Load (SWL) signs are present, visible, and legible.			
Racking configuration matches the SWL sign (e.g., beam levels).			
Stored loads clearly do not exceed the stated capacity.			
Anchoring (Frames)			
All base plates are anchored to the concrete floor.			
No loose, missing, or sheared anchors are visible.			
Floor around base plates is free of major cracks or spalling.			
Uprights (Frames)			
Uprights are vertical (plumb) and not leaning.			
No dents, cuts, twists, or buckling on columns (front or side).			
Frame bracing (horizontal/diagonal) is intact and undamaged.			
Beams			
Beams are level and show no signs of excessive sagging (deflection).			
Safety pins/clips are present and correctly engaged on all beams.			
Beam connectors are fully seated in the upright slots (no gaps).			
No dents, cracks, or severe rust on beams or connectors.			

Part 3: Damaged Component Protocol (Immediate Action)

If ANY item is marked "Action Required" or damage is identified:

1. **ISOLATE:** Immediately stop all traffic in the affected aisle. Use cones or barrier tape to block access to the damaged bay and adjacent bays.
 2. **UNLOAD:** *Only if safe to do so*, carefully unload the damaged bay. If the damage is severe, consult a manager before attempting to unload.
 3. **REPORT:** Report the damage, location, and severity to your Operations Manager or Safety Supervisor immediately.
 4. **DO NOT USE:** The racking must be clearly marked "DO NOT USE" and must remain out of service until it has been inspected and repaired/replaced by a qualified racking professional.
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Inspection Sign-Off

Inspector Name (Print): _____

Signature: _____

Manager Review (Name): _____

Date Reported: _____