# Racking Inspection Checklist: Weekly Pallet Racking Checks

| Frequency | Completed by | Approved by | The checklist |
|---|---|---|---|
| Weekly | Person responsible for racking safety or appointed racking inspector | Warehouse manager | 32 checks · 5 sections |

**INSPECTION DETAILS**

Site / warehouse: _____ Aisle, runs or bays inspected: _____

Racking type: _____ Inspection type: _____

Date of last expert inspection: _____ Date and time: _____

## Load notices and records

| | | |
|---|---|---|
| 1. | Each run has a clear load notice securely fixed to it, showing the maximum load and any required load configuration<br>A typical notice gives the maximum load per beam level and per bay, the height to the first beam and the beam pitch.<br>Ref.: [1] [3] | ◯ Pass ◯ Fail ◯ N/A |
| 2. | Beam levels and other adjustable parts match the configuration on the load notice CRITICAL<br>Moving the first or second beam from the bottom is the most critical change and always needs a capacity check and an updated notice.<br>Ref.: [1] [3] | ◯ Pass ◯ Fail ◯ N/A |
| 3. | The last expert inspection was within 12 months and its proposed actions are closed or in progress<br>Ref.: [1] [3] | ◯ Pass ◯ Fail ◯ N/A |
| 4. | Inspections, damage and repairs are recorded in a log, and earlier amber items have been repaired within four weeks<br>Under HSG76, amber damage not repaired within four weeks of its designation becomes red.<br>Ref.: [1] [2] [3] | ◯ Pass ◯ Fail ◯ N/A |

## Structure (from ground level)

Judge damage against the manufacturer's or the expert inspector's limits. Any damage reduces the racking's load capacity.

| | | |
|---|---|---|
| 5. | Uprights are free of dents, bends, twists, splits or other impact damage **CRITICAL**<br>Look hardest at the lower levels and at corner uprights next to aisles and gangways.<br>Ref.: [1] [3] | ◯ Pass ◯ Fail ◯ N/A |
| 6. | Uprights stand vertical and the racking does not lean **CRITICAL**<br>Ref.: [3] | ◯ Pass ◯ Fail ◯ N/A |
| 7. | Horizontal and diagonal frame bracing is in place, straight and attached at both ends **CRITICAL**<br>Ref.: [1] [3] | ◯ Pass ◯ Fail ◯ N/A |
| 8. | Beams are not bent, dented or visibly sagging **CRITICAL**<br>Ref.: [1] [3] | ◯ Pass ◯ Fail ◯ N/A |
| 9. | Beam-to-upright connectors and welds show no cracks or deformation **CRITICAL**<br>Ref.: [3] [1] | ◯ Pass ◯ Fail ◯ N/A |
| 10. | A beam connector lock is fitted and engaged at each end of every beam **CRITICAL**<br>Locks stop a beam lifting out if a lift truck catches it from below.<br>Ref.: [1] [3] | ◯ Pass ◯ Fail ◯ N/A |
| 11. | Base plates are in place and undamaged, and floor fixings are present and secure **CRITICAL**<br>Free-standing racks should not be used where lift trucks or other handling equipment work.<br>Ref.: [1] [3] | ◯ Pass ◯ Fail ◯ N/A |
| 12. | The floor under the racking is sound and level, with no cracking or settlement at the base plates<br>Ref.: [1] [3] | ◯ Pass ◯ Fail ◯ N/A |
| 13. | Run spacers on back-to-back runs and any wall ties are in place and undamaged<br>Ref.: [1] | ◯ Pass ◯ Fail ◯ N/A |
| 14. | The racking has not been altered (no welding, cutting or drilling) and no components have been removed **CRITICAL**<br>Any change needs the manufacturer's advice first.<br>Ref.: [1] [3] | ◯ Pass ◯ Fail ◯ N/A |

## Protection, aisles and access

| | | |
|---|---|---|
| 15. | Column guards are fitted where uprights are likely to be struck, and are undamaged<br>A damaged guard is replaced; also check the upright behind it.<br>Ref.: [1] [3] | ◯ Pass ◯ Fail ◯ N/A |
| 16. | Corner uprights at the ends of runs have a protective device in a conspicuous colour<br>Ref.: [1] [3] | ◯ Pass ◯ Fail ◯ N/A |
| 17. | Aisles are clear, tidy and wide enough for the handling equipment to manoeuvre<br>No stock, pallets or waste left in aisles. OSHA also requires permanent aisles to be marked.<br>Ref.: [3] [1] [5] | ◯ Pass ◯ Fail ◯ N/A |
| 18. | No one climbs the racking, and upper levels are reached only with suitable access equipment CRITICAL<br>Ref.: [1] [2] [3] | ◯ Pass ◯ Fail ◯ N/A |
| 19. | Safety signs on the racking (for example do not climb, report all damage) are present and legible<br>Ref.: [3] [1] | ◯ Pass ◯ Fail ◯ N/A |
| 20. | Top loads keep the clearance below sprinklers required by the fire protection design<br>US: OSHA 1910.159(c)(10) requires at least 18 in (45.7 cm) between sprinklers and the material below.<br>Ref.: [6] | ◯ Pass ◯ Fail ◯ N/A |

## Loads and pallets

| | | |
|---|---|---|
| 21. | No beam level or bay is loaded above the limits on the load notice CRITICAL<br>The weight of each pallet load should be known before it is stored, especially for new or mixed product lines.<br>Ref.: [1] [3] | ◯ Pass ◯ Fail ◯ N/A |
| 22. | Pallets sit squarely on both beams and loads are spread evenly along each beam<br>Ref.: [3] [1] | ◯ Pass ◯ Fail ◯ N/A |
| 23. | Clearances are kept between adjacent loads, between loads and uprights, and between the top of each load and the beam above<br>ÇSGB Table 4.3 (beam height up to 3000 mm): 75 mm each; up to 6000 mm: 75, 75 and 100 mm above the load. Back-to-back loads: at least 100 mm (Table 4.2).<br>Ref.: [3] | ◯ Pass ◯ Fail ◯ N/A |

| | | |
|---|---|---|
| 24. | Loads are stable and secured on their pallets, and nothing overhangs into the aisle or is pushed through to the back **CRITICAL**<br>Ref.: [3] [1] [2] [5] | ◯ Pass ◯ Fail ◯ N/A |
| 25. | Pallets in the racking are in good condition, with no broken boards or bearers<br>Ref.: [1] [2] [3] | ◯ Pass ◯ Fail ◯ N/A |
| 26. | Pallets suit this racking system, and no one-trip (expendable) pallets are stored in it<br>Ref.: [1] [2] [3] | ◯ Pass ◯ Fail ◯ N/A |
| 27. | Pallets are lowered onto the beams and are not slid or pushed along them<br>Ref.: [1] [3] | ◯ Pass ◯ Fail ◯ N/A |

## Damage action and result

| | | |
|---|---|---|
| 28. | Every damaged component found has been graded green, amber or red<br>Green: record and re-examine at later inspections. Amber: repair as soon as possible. Red: immediate action.<br>Ref.: [1] | ◯ Yes ◯ No ◯ N/A |
| 29. | Any red-risk area has been offloaded at once and isolated so it cannot be used until repaired **CRITICAL**<br>For example, offload the bay in the inspector's presence and rope it off. Repair is usually by replacing the damaged component.<br>Ref.: [1] [2] | ◯ Yes ◯ No ◯ N/A |
| 30. | Amber-risk locations are labelled with the date and are not reloaded once emptied until repaired **CRITICAL**<br>Ref.: [1] | ◯ Yes ◯ No ◯ N/A |
| 31. | Every defect has been reported in writing to the person responsible for racking safety and entered in the log<br>Ref.: [1] [3] [4] | ◯ Yes ◯ No ◯ N/A |
| 32. | Notes, defect locations and grades | Note: _____ |

Critical check: if it fails, stop and correct it before work continues.

### SIGN-OFF

**Inspected by**

Name: .....

Signature: .....

Date: .....

**Person responsible for racking safety**

Name: .....

Signature: .....

Date: .....

## Legal basis and references

[1] United Kingdom: HSE HSG76: Warehousing and storage – A guide to health and safety (Second edition, 2007) — Para 596 and 655: no climbing on racking; 611, 617: pallet suitability and inspection, expendable pallets; 619: pallets lowered onto beams; 633–634: installation, floor, run spacers, floor fixing, beam connector locks, load notice (Figure 48), no alterations, capacity check when moving beams; 636–638: free-standing racks and floor fixing; 639: column guards and corner uprights; 641–652: damage reduces capacity, PRRS, immediate reporting, weekly or regular visual inspections with a record, expert inspection at intervals of not more than 12 months, log; Table 11: green, amber and red damage and actions.

[2] United Kingdom: HSE INDG412: Warehousing and storage – Keep it safe — Pallets inspected before each use and suited to the racking; racking protected where it may be struck; three types of inspection (immediate reporting, regular visual, expert); offload damaged racking and prevent use until remedied; logbook; no climbing.

[3] Türkiye: ÇSGB İş Sağlığı ve Güvenliği Genel Müdürlüğü, Güvenli İstifleme Rehberi (Revizyon 2024) — Advisory guide. p. 50–51: pallet checks, one-trip pallets; 4.4 (p. 54): load and design marking; 4.4.1.1 (p. 55–56): installation by authorised persons, floor, floor fixing, aisles, beam locks, load plate, no alterations; 4.4.1.2 (p. 57): no climbing, clearances, tidy aisles, damage and repair records; 4.4.1.3 (p. 57–58): immediate reporting, weekly and monthly in-house checks, yearly expert check under TS EN 15635 and the points to check; 4.4.2 (p. 58–59): load sign, upright protectors, even loading, no sliding along beams; 4.4.3 (p. 59–61): clearances, Tables 4.2 and 4.3.

[4] Türkiye: 6331 sayılı İş Sağlığı ve Güvenliği Kanunu (Resmî Gazete, 30.06.2012) — Art. 4(1): the employer takes every measure to prevent occupational risks, monitors and checks that the measures are followed, and carries out a risk assessment.

[5] United States: OSHA 29 CFR 1910.176, Handling materials – general — (a): safe clearances for aisles where mechanical handling equipment is used, aisles kept clear and in good repair, permanent aisles marked; (b): storage shall not create a hazard, stored material stable and secure against sliding or collapse; (c): storage areas free from accumulations that create tripping, fire or explosion hazards.

[6] United States: OSHA 29 CFR 1910.159, Automatic sprinkler systems — (c)(10): minimum vertical clearance of 18 inches (45.7 cm) between sprinklers and the material below.

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Version 1 · Updated November 19, 2026 · findrisk.net/checklists/pallet-racking-inspection-checklist/