



Storage Equipment Experts

NATIONWIDE COVERAGE

Inspections 0121 647 3597

Training 0113 322 7907

Enquiries 0203 892 8513

www.seerackingspections.co.uk

SEE.2025.060 - Pallet Racking Inspection checklist

IMPORTANT: The information provided below and within other related documents is only to be used by suitably experienced and trained personnel. Such training would include persons holding valid certification for completion of a UK Rack Safety Awareness course.

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Pallet racking inspection checklist

The following details provides instructions on how to use the document '*SEE.2024.061 Pallet Racking Inspection checklist*'

Included within this document are types of damage and faults to record and monitor when inspecting pallet racking. This is not a conclusive list and it is necessary to consider and measure all other possible risks within your workplace some of which could be unique to your warehouse environment and operations.

1. Inspection details

There is space provided at the top of the document '*SEE.2024.061*' to record the inspection site name, address, date and name of the person/s completing the inspection. Completed inspection reports should be kept on record along with any previous inspections and related repairs.

2. Location reference

The left hand column details the exact location of the damage or fault that is being recorded. If the pallet racking system doesn't already have an identification/numbering system then this should be created to ensure that the fault can be found by repairers and future checks can be easily made when required.

3. Repaired date

The far right hand column provides space to record the date when the repair or replacement of the damaged item has been completed.

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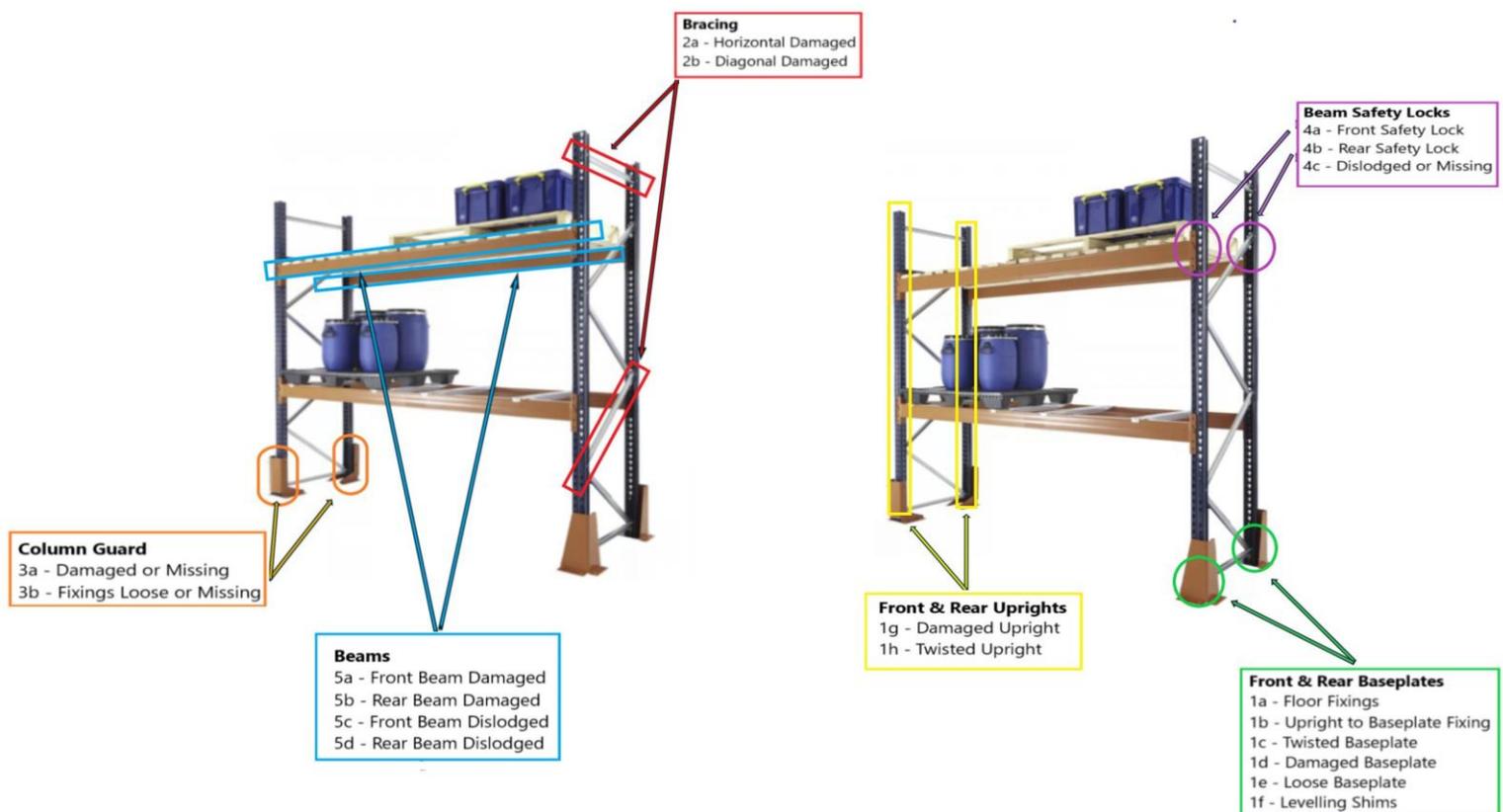
SEE.2025.060 - Pallet Racking Inspection checklist - cont:

4. Types of damage and faults

Many types of damage and faults can be found when inspecting pallet racking systems. Some of these types of damage and faults are detailed in the columns along the top of the document 'SEE.2024.061'.

Inspectors should separately record all other damage and faults that are found within your pallet racking systems and warehouse environment.

Damage and faults explained:



1a. Floor Fixings

Floor fixings are used to secure the pallet racking system to the concrete floor. They are fitted through the baseplate and should be checked to ensure they have been fitted correctly, they are tight and undamaged.

1b. Upright to B.PLT fixing

Check the fixings that secure the baseplate to the upright and record any fixings that are missing, loose or damaged.

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1c. Twisted (baseplate)

This column can be ticked to record a twisted baseplate.

1d. Damaged (baseplate)

This column can be ticked to record a damaged baseplate.

1e. Loose (baseplate)

This column can be ticked to record a loose baseplate.

1f. Levelling plates/shims

Levelling plates/shims are used when the pallet racking system has been installed onto an uneven surface. Check these shims and record any that are missing, misplaced or damaged.

1g. Damaged (upright post)

Check the condition of the front and rear uprights and record any damage including any dents, twists, bends, buckles, kinks or tears.

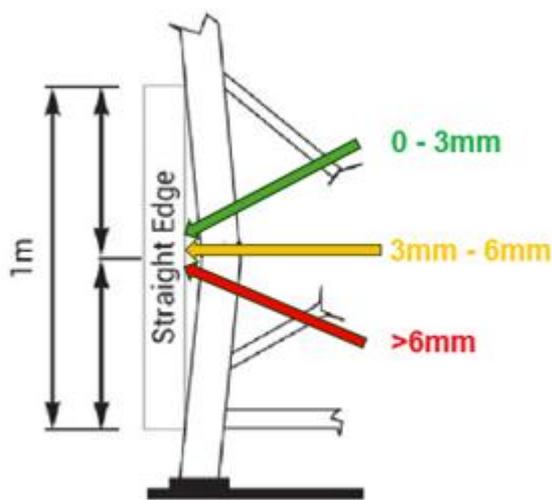
1h. Twisted (upright post)

Check the condition of the front and rear uprights and record any that have been twisted including any dents, twists, bends, buckles, kinks or tears.

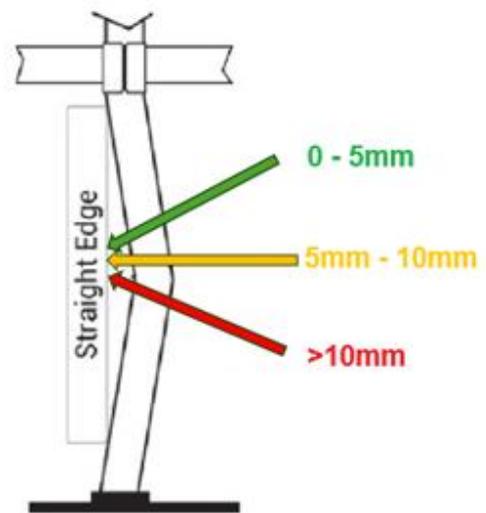
SEE.2025.060 - Pallet Racking Inspection checklist - cont:

Assessment of damage to a pallet racking upright.

1. A straight edge, 1.0m in length, should be placed in contact with a flat surface on the concave side of the damaged member, such that the damaged area lies centrally, as near as possible, to the length of the straight edge.
2. For an upright bent in the plane of the frame bracing, the maximum gap between the upright and the straight edge should not exceed 3.0mm. (a)
3. For an upright bent in the direction of the rack beams (b), the maximum gap between the upright and the straight edge should not exceed 5.0mm.



Front Impact (a)



Side Impact (b)

These rules apply to overall bends and upright and/or bracing members subject to dents, tears, buckles & splits should be replaced.

Any damage will result in a reduced safety factor within the structure.

SEE.2025.060 - Pallet Racking Inspection checklist - cont:

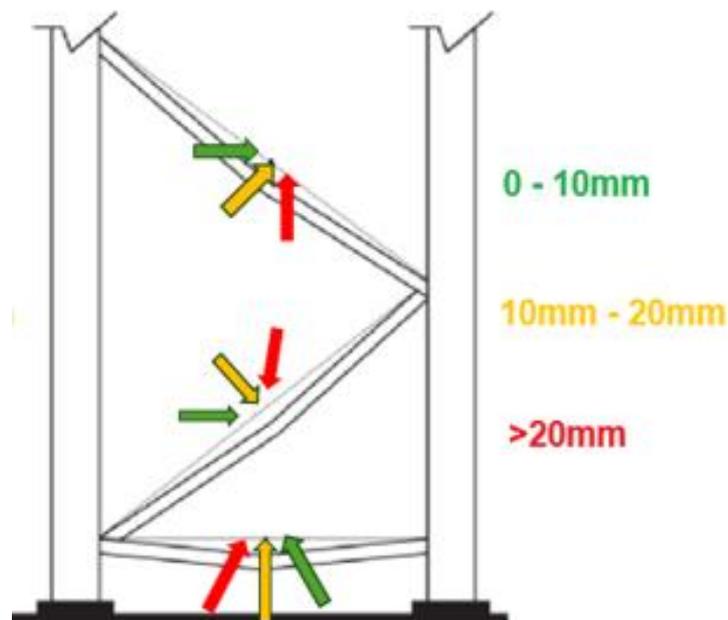
2a. Horizontal damaged

The front and rear uprights are joined by bracing components bolted or welded horizontally and diagonally between these uprights.

The horizontal bracing should be checked for damage and ensure that all fixings are installed and fitted correctly. If bracing is welded then condition of these welds should be checked and record any indication of damage or weakness in the welds.

2b. Diagonal damaged

The diagonal bracing should be checked for damage and ensure that all fixings are installed and fitted correctly. If bracing is welded then condition of these welds should be checked and record any indication of damage or weakness in the welds.



Horizontal & Diagonal Bracing

These rules apply to overall bends and upright and/or bracing members subject to dents, tears, buckles & splits should be replaced.

Any damage will result in a reduced safety factor within the structure.

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3a. Damaged or missing (column guard)

Column guards are installed to front uprights where there is risk of impact from mechanical handling equipment such as forklifts. Check the column guards for damage and correct installation which may include a specific size gap between the guard and the upright.

3b. Fixings loose or missing (column guard)

Record any column guard with loose or missing floor fixings which would reduce the effectiveness of any protective column guard.

4a. Front (Safety lock)

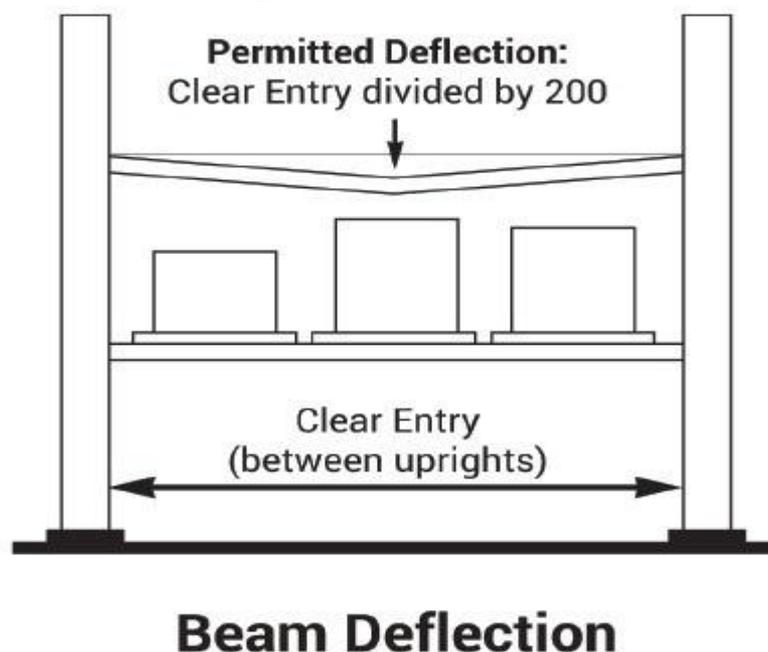
Safety locks are fitted to the both ends of the front beams to reduce risk of beams being dislodged and causing a potential pallet collapse.

4b. Rear (Safety lock)

Safety locks are fitted to the both ends of the front beams to reduce risk of beams being dislodged and causing a potential pallet collapse.

4c. Dislodged or Missing (Safety lock)

Record any missing, dislodged or incorrect beam locks and tick **4a. Front** or **4b. Rear** to indicate the position of the missing beam safety lock



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5a. Front Damaged (Beam)

Beams are fitted horizontally into the frames and directly carry the load of the stored items within the pallet racking.

These beams should be checked and any damage including, dents, twists, bends, buckles, cracks or tears should be recorded. Beams should also be checked for excessive horizontal and lateral deflection.

5b. Rear Damaged (Beam)

Beams are fitted horizontally into the frames and directly carry the load of the stored items within the pallet racking.

These beams should be checked and any damage including, dents, twists, bends, buckles, cracks or tears should be recorded. Beams should also be checked for excessive horizontal and lateral deflection.

5c. Front Dislodged (Beam)

Beams are fitted horizontally into the frames and directly carry the load of the stored items within the pallet racking.

These beams should be checked that they connected correctly with no damage to the end connectors.

5d. Rear Dislodged (Beam)

Beams are fitted horizontally into the frames and directly carry the load of the stored items within the pallet racking.

These beams should be checked that they connected correctly with no damage to the end connectors.

6a. Replace fixing (Action Required)

Place a tick in this column if any fixings are missing or faulty and need to be replaced.

6b. Tighten fixing (Action Required)

Place a tick in this column if any fixings are loose and need to be tightened.

6c. Upright to B.PLT (Action Required)

Place a tick in this column to indicate that action is required related to a baseplate fixing which might be loose, damaged, missing or other.

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6d. Re Shim/Re level (Action Required)

Place a tick in this column to indicate that action is required related to the levelling shims.

6e. Replace baseplate (Action Required)

Place a tick in this column to indicate that the baseplate needs to be replaced.

6f. Straighten Upright/B.PLT (Action Required)

Place a tick in this column to indicate that a minor twist in the upright and/or baseplate needs to be straightened.

6g. Replace Upright (Action Required)

Place a tick in this column to indicate that an upright needs to be replaced.

6h. Replace Frame (Action Required)

Place a tick in this column to indicate that a frame needs to be replaced.

6n. Relocate beam (Action Required)

Place a tick in this column to indicate that a beam needs to be relocated possibly due to being dislodged.

6p. Replace horizontal (Action Required)

Place a tick in this column to indicate that a horizontal bracing needs to be replaced.

6q. Replace diagonal (Action Required)

Place a tick in this column to indicate that a diagonal bracing needs to be replaced.

6q. Replace column guard (Action Required)

Place a tick in this column to indicate that a column guard needs to be replaced.

6s. Re-fix column guard (Action Required)

Place a tick in this column to indicate that a column guard needs to be re fixed.

6t. SEE SAFETY REPORT (Action Required)

Place a tick in this column to indicate that a further note has been made on a separate 'Safety Report' supplied and produced by the person/s carrying out the inspection.

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Risk Categories

7a. RED (Risk)

Place a tick in this column to indicate that the damage or fault found represents a RED risk category which warrants an immediate offload of the damaged equipment and taken out of use until the damaged components have been repaired or replaced as appropriate.

RED Risk items include damage which is twice the recommended limits.

7b. Re-designated to RED Risk (Risk)

Place a tick in this column to indicate that the damage or fault found has not been repaired within the 4 week limit and has been elevated to RED risk category which warrants an immediate offload of the damaged equipment and taken out of use until the damaged components have been repaired or replaced as appropriate.

7c. AMBER (Risk)

Place a tick in this column to indicate that the damage or fault found represents an AMBER risk category which warrants a repair within 4 weeks and pallets or other stored items should not be replaced onto the pallet racking once they have been removed.

AMBER risk items include any items which exceed the recommended limits.

7d. GREEN (Risk)

Place a tick in this column to indicate that the damage or fault found represents a GREEN risk category which may not require a repair but is detailed for monitoring within future inspections.

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Disclaimer

The information within this document SEE.2025.060 - Pallet Racking Inspection Checklist and the related document SEE.2024.061 - Pallet Racking Inspection Checklist is for general guidance and should be used only by correctly trained and qualified persons. These documents do not cover every aspect of pallet racking inspections and it is the responsibility of the person/s carrying out the inspection to be aware of and record/categorize any type of damage, faults or risks related to the storage equipment.

Repairs to the pallet racking equipment should only be carried out by suitable trained and qualified persons and should be in accordance with requirements of the manufacturer of your equipment.

If in any doubt, you should consult a SEMA Approved Racking Inspector for specific advice before using or acting on any of the information contained in this document SEE.2025.060 - Pallet Racking Inspection Checklist and the related document SEE.2024.061 - Pallet Racking Inspection Checklist.

You should never attempt to carry out any activity which may put you or others at risk or which may cause damage to you or anyone else's property.

To the extent permitted by Law, we accept no responsibility (including loss, damage or injury) for your use of the information contained within this document SEE.2025.060 - Pallet Racking Inspection Checklist, and the related document SEE.2024.061 - Pallet Racking Inspection Checklist.

Go to www.seerackinginspections.co.uk for details of our rack safety awareness / inspection courses or scan QR below.

