InspectionReport

Pallet Racking Structural Integrity Scan Checklist

Site / Project		**Address**	
Inspector name		**Company**	
Date		**Time**	

Documentation aid only. Adapt this resource to the site, manufacturer instructions, and applicable local requirements. It does not replace a competent person, professional judgment, legal advice, or a required statutory form.

Inspection checklist

Upright Frame Inspection

☐	Visually inspect uprights for straightness. Are there any visible bends or deflections exceeding 1/4 inch over 10 feet? (Red if yes)	☐ Pass	☐ Fail	☐ N/A	Notes:
☐	Inspect uprights for forklift impact damage, especially at the base. Are there any dents, scrapes, or deformations? (Amber if minor, Red if significant)	☐ Pass	☐ Fail	☐ N/A	Notes:
☐	Verify base plates are securely anchored to the floor. Are any anchors missing, loose, or damaged? (Red if any)	☐ Pass	☐ Fail	☐ N/A	Notes:
☐	Are column protectors installed and in good condition, especially in high-traffic areas? (Amber if damaged or missing)	☐ Pass	☐ Fail	☐ N/A	Notes:
☐	Inspect welds on upright frames for cracks or breaks. Are any welds compromised? (Red if yes)	☐ Pass	☐ Fail	☐ N/A	Notes:
☐	Check for rust or corrosion on uprights, especially near the floor. Is there significant corrosion weakening the structure? (Amber if surface rust, Red if structural)	☐ Pass	☐ Fail	☐ N/A	Notes:
☐	Verify uprights are plumb using a level. Are uprights out of plumb by more than 1/2 inch over 10 feet? (Amber if yes)	☐ Pass	☐ Fail	☐ N/A	Notes:
☐	If uprights are spliced, inspect splice connections for proper bolting and alignment. Are any bolts missing or loose? (Red if any)	☐ Pass	☐ Fail	☐ N/A	Notes:

- [ ] Confirm load capacity signs are present and legible on each upright frame. Is the information accurate and visible? (Amber if missing or illegible) Pass Fail N/A Notes:

Cross Beam Inspection

- [ ] Visually inspect cross beams for straightness. Are there any visible bends or deflections exceeding 1/4 inch over the beam length? (Red if yes) Pass Fail N/A Notes:
- [ ] Inspect cross beams for forklift impact damage. Are there any dents, scrapes, or deformations? (Amber if minor, Red if significant) Pass Fail N/A Notes:
- [ ] Verify beam connectors are properly engaged with the upright frames. Are connectors fully seated and secure? (Red if any are disengaged) Pass Fail N/A Notes:
- [ ] Confirm safety pins are installed in all beam connectors. Are any safety pins missing or damaged? (Red if any are missing) Pass Fail N/A Notes:
- [ ] Inspect welds on beam connectors for cracks or breaks. Are any welds compromised? (Red if yes) Pass Fail N/A Notes:
- [ ] Check for rust or corrosion on beams, especially at connection points. Is there significant corrosion weakening the structure? (Amber if surface rust, Red if structural) Pass Fail N/A Notes:
- [ ] Inspect beams for signs of overloading (excessive deflection). Is there evidence of overloading beyond the stated capacity? (Red if yes) Pass Fail N/A Notes:
- [ ] Confirm load capacity signs are present and legible for each beam level. Is the information accurate and visible? (Amber if missing or illegible) Pass Fail N/A Notes:
- [ ] Verify that beam locking devices (e.g., clips, bolts) are correctly installed and functioning. Are any missing or damaged? (Red if any) Pass Fail N/A Notes:

Load Handling and Storage Practices

- [ ] Observe load placement on pallets. Are loads evenly distributed and stable? (Amber if uneven or unstable) Pass Fail N/A Notes:
- [ ] Inspect pallets for damage (broken boards, missing supports). Are pallets in good condition to support the load? (Amber if damaged) Pass Fail N/A Notes:

Ensure loads do not protrude beyond the pallet edges excessively. Is there excessive overhang that could cause instability? (Amber if yes)	Pass	Fail	N/A	Notes:
Verify load weights do not exceed the rack's load capacity. Are load weights within the specified limits? (Red if exceeded)	Pass	Fail	N/A	Notes:
Ensure stacking heights are within safe limits and do not compromise stability. Are stacks too high or unstable? (Red if yes)	Pass	Fail	N/A	Notes:
Verify adequate aisle clearance for forklift operation. Are aisles free from obstructions? (Amber if obstructed)	Pass	Fail	N/A	Notes:
Observe if loads are properly secured (e.g., shrink-wrapped, strapped) to prevent shifting. Are loads adequately secured? (Amber if not secured)	Pass	Fail	N/A	Notes:
Assess if mixed pallet types are used and if they are compatible with the racking system. Are incompatible pallets being used? (Amber if yes)	Pass	Fail	N/A	Notes:

Forklift Operation and Traffic Management

Verify forklift operators are properly trained and certified. Are operator certifications current? (Red if not certified)	Pass	Fail	N/A	Notes:
Observe forklift operators adhering to posted speed limits within the warehouse. Are operators exceeding speed limits? (Amber if yes)	Pass	Fail	N/A	Notes:
Assess the effectiveness of pedestrian walkways and barriers to separate forklifts from foot traffic. Are pedestrian walkways clearly marked and used? (Amber if not clear or not used)	Pass	Fail	N/A	Notes:
Observe forklift operators using the horn at intersections and blind spots. Are operators using the horn appropriately? (Amber if not used)	Pass	Fail	N/A	Notes:
Verify forklifts are regularly maintained and inspected. Are maintenance records up-to-date? (Amber if not up-to-date)	Pass	Fail	N/A	Notes:
Observe forklift operators handling loads safely and avoiding abrupt movements. Are operators handling loads smoothly and carefully? (Amber if not careful)	Pass	Fail	N/A	Notes:
Verify forklift operators are wearing seatbelts. Are operators wearing seatbelts? (Red if not wearing)	Pass	Fail	N/A	Notes:

- [ ] Ensure adequate lighting is provided in areas where forklifts operate. Is lighting sufficient for safe operation? (Amber if inadequate) — ☐ Pass ☐ Fail ☐ N/A Notes: _____

- [ ] Confirm that there is a system in place for reporting forklift incidents and near misses. Is there a clear reporting process? (Amber if not clear) — ☐ Pass ☐ Fail ☐ N/A Notes: _____

Findings

#	Item	Location	Severity	Action required
1				
2				
3				
4				
5				
6				
7				
8				

Signature

Inspector signature _____ **Name** _____

Date _____