

Pallet Rack Inspection Checklist

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**Pallet Rack
Inspection Checklist**

This checklist is designed to be used by a qualified person to inspect basic pallet racks, and by employers to document plans to address any problems identified by the inspection. Refer to [section 4.43.1](https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/ohs-regulation/part-04-general-conditions#SectionNumber:4.43.1) of the Occupational Health and Safety Regulation and the corresponding [guideline](https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/ohs-guidelines/guidelines-part-04#SectionNumber:G4.43.1) for more information about inspection requirements and the competencies of a qualified person.

A [guide](https://www.worksafebc.com/en/resources/health-safety/books-guides/guide-completing-pallet-rack-inspection-checklist?lang=en) to completing this checklist is also available on worksafebc.com.

# Rack information

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| Description of rack(s) — location, manufacturer, purpose, allowable clearance distances, etc.       |
| Inspected by:      |
| Confirm that the current pallet rack configuration, including any modifications, conforms to the manufacturer’s or engineer’s specifications:      |
| Current inspection date:      | Previous inspection date:      |

# Inspection items

For any inspection items marked as N (No), use the space at the end of the checklist to note details of the problem and plans for addressing it.

|  | **Y, N, N/A** |
| --- | --- |
| **A. Rated capacity** |
| 1 | Rated capacity of the storage rack is posted nearby and easily visible to workers |       |
| 2 | Products or loads on the storage rack are within the rated capacity of the storage rack |       |
| **B. Loads** |
| 1 | Loads are placed, stacked, or stored in a stable and secure manner (e.g., shrink-wrapped, banded) using safe loading practices |       |
| 2 | Loads are placed in accordance with manufacturer’s or engineer’s instructions  |       |
| **C. Clearance** |
| 1 | Clearances between loads, racks, and other building structures are within the allowable distances (as specified under “Rack information” above) |       |
| **D. Stability (base plates and shims)** |
| 1 | Rack is plumb with no signs of deflection or lean |       |
| 2 | All base plates are secured by anchors as required |       |
| 3 | Shims are well seated, equal in size to the base plates, and are in full contact with the base plates |       |
| 4 | Anchor bolts are in good condition |       |
| **E. Rack condition** |
| 1 | Columns and frames have no damage from impact (no dents, cracks, bulges, etc.) |       |
| 2 | Columns and frames show no signs of corrosion damage |       |
| 3 | Horizontal and diagonal bracing is present and has no damage from impact (no dents, cracks, bulges, etc.) |       |
| 4 | Bracing has no signs of corrosion damage |       |
| 5 | Beam deflections are within the permissible tolerances of the manufacturer or engineer |       |
| 6 | Beams show no signs of permanent deflection when unloaded  |       |
| 7 | Beams show no signs of deformations, cracks in the welds, or other signs of damage |       |
| 8 | Beams show no signs of corrosion damage |       |
| 9 | Beam positions conform with the specifications of the manufacturer or an engineer |       |
| 10 | Safety pins (locks, safety clips) are in place as per manufacturer’s or engineer’s specifications |       |
| 11 | Frames and beams are compatible in accordance with manufacturer’s or engineer’s specifications |       |
| 12 | Repairs and replacements were made according to the manufacturer’s or engineer’s recommendation |       |
| 13 | Column guards and row end protectors are in good condition |       |
| 14 | Safety devices (e.g., pallet safety bars, wire mesh decks) are in good condition |       |
| 15 | Other associated components of the rack (e.g., accessories) are in good condition |       |
| **F. Pallets** |
| 1 | Pallets are in good condition |       |
| 2 | Pallets are the appropriate type for the rack and loads |       |
| 3 | Pallets are the correct size for the rack |       |
| 4 | Pallets are not overloaded |       |
| **G. Housekeeping and related requirements** |
| 1 | Work areas around the storage racks, such as aisles and hallways, are clear of debris and other obstacles |       |
| 2 | Proper storage practices are being followed (as per local fire codes for hazardous substances, permissible quantities, incompatibilities, etc.) |       |

For each problem identified in the checklist, note the location, a description, a course of action, and the category level based on the inspection procedure.

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| **#** | **Details** | **Category** |
|       |       |       |
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