

Pallet Rack Inspection Checklist

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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](#) of the Occupational Health and Safety Regulation and the corresponding [guideline](#) for more information about inspection requirements and the competencies of a qualified person.

A [guide](#) to completing this checklist is also available on worksafebc.com.

Rack information

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.

#	Details	Category