SOP WAREHOUSESOP

FREE PRINTABLE CHECKLIST

# Pallet Rack Safety Inspection and Damage Reporting Checklist

**Regulation: 29 CFR 1910.176(b)**

| FACILITY | AREA OR EQUIPMENT ID | DATE | SHIFT |
|---|---|---|---|
| | | | |
| INSPECTED BY (PRINT) | | SIGNATURE | |
| | | | |

## 1. Procedure checks

*Tick each step as it is done, in this order.*

| DONE | CHECK | NOTES |
|---|---|---|
| ☐ | Before you load a bay, look at it: bent column, missing clip, loose anchor | |
| ☐ | Hit a rack? Report it now, every time, even if it looks fine | |
| ☐ | Damage found: stop loading that bay and tell a supervisor | |
| ☐ | Barricade the aisle, then offload from the top down | |
| ☐ | Tag the upright: DANGER, out of service, do not load, with date and name | |
| ☐ | Block the location in the system so no one is sent back to it | |
| ☐ | Tag comes off only after the repair is verified and signed | |

## 2. Compliance checks

*Tick each item that is in place. The citation after an item is the paragraph that requires it.*

| DONE | CHECK | NOTES |
|---|---|---|
| ☐ | Stored material is stable and secure against collapse, and racking that can no longer hold loads securely is taken out of service **29 CFR 1910.176(b)** | |
| ☐ | Damaged bays carry a tag with an allowed signal word, Danger, Caution, or Warning, and a major message stating the bay is out of service, until the damage is repaired **29 CFR 1910.145(f)** | |
| ☐ | Aisles at the rack are kept clear and in good repair so trucks have safe clearance and damage stays visible **29 CFR 1910.176(a)** | |
| ☐ | The floor and base area around footplates is kept free of debris and protruding objects **29 CFR 1910.22(a)** | |
| ☐ | Routine rack inspections are performed on a documented schedule and findings are recorded by rack location | |
| ☐ | Every rack impact is reported immediately, including operator self-reports | |

| | | |
|---|---|---|
| ☐ | Damaged bays are offloaded from the top down and blocked in the warehouse management system | |
| ☐ | Repairs follow the rack manufacturer or engineer specification, and release is verified and documented by someone other than the repairer | |
| ☐ | Rack load capacity plaques are posted and legible for each rack run | |

**WARNINGS**

Never straighten, heat, or hammer a bent upright: it will not carry its rated load again

Never stand or work under a damaged bay that is still loaded

**SUPERVISOR REVIEW**

| REVIEWED BY (SUPERVISOR) | SIGNATURE | DATE |
|---|---|---|
| | | |