



**SHELVING
STORE**

Shelving Store

Practical Racking Inspection Guide

A simple guide for routine
warehouse racking inspections



INSPECTION FORMS
INCLUDED



| Inspect regularly



| Identify issues



| Prevent incidents



For Shelving Store,
clients and the public



**SAFE RACKING.
STRONGER WAREHOUSES.**



**CHECK TODAY.
PROTECT TOMORROW.**

How to use this guide

Start here before inspecting any racking.

Important safety boundary

This guide supports routine visual inspections from ground level. It does not certify structural safety, replace the rack manufacturer's instructions, or replace an expert inspection by a technically competent racking specialist. Do not use it to calculate rack capacity or to declare damaged structural steel safe.

What this guide helps you do

- Set up a simple location code so every aisle, bay and tier can be found quickly.
- Carry out a consistent visual inspection without climbing the racking.
- Take useful photographs that show exactly where a concern is located.
- Record warehouse-wide conditions and bay-by-bay observations.
- Escalate visible damage and keep a clear corrective-action record.

Who may use it

A warehouse manager, supervisor, safety representative or other authorised employee may use the guide after receiving suitable site instruction. Members of the public may use it as an educational resource. However, a person who notices damage should report it rather than attempting a technical assessment.

The three inspection levels

Recognised guidance uses a layered approach. All workers should report damage immediately. A nominated person should arrange regular documented visual inspections at a frequency based on risk. In addition, a technically competent person should complete an expert inspection at intervals of no more than 12 months as a widely used benchmark. [1][2]

This guide covers the first two levels

It explains immediate reporting and routine visual inspection. It does not replace an expert structural inspection, manufacturer review, engineering assessment or repair specification.

Always stop and escalate when

- an upright, frame, beam or connection appears badly bent, torn, split, twisted, dislodged or unstable;
- a beam has lifted out of its connector, a critical connection is missing, or the rack is moving;
- a load is falling, leaning, unstable or appears likely to fall;
- a recent forklift impact may have damaged the rack;
- you are unsure whether the area is safe.

Do not climb the racking

Normal visual inspections should be completed from ground level. Do not stand on beams, pallets, shelves or rack components to obtain a closer view. [1]

Contents and quick start

The four main sections

Section 1 - Inspection process and identification

How inspections fit together, how to label aisles, bays and tiers, how to follow a repeatable route, and how to take useful photographs.

Section 2 - Completed examples

Worked examples showing a completed general inspection and completed bay/tier records for pass, concern and danger situations.

Section 3 - General area / warehouse inspection

A plain-language checklist and blank form for the condition of the warehouse, aisles, signage, loading practices, traffic routes and defect management.

Section 4 - Per bay / tier inspection

A step-by-step bay scan, component checklist, blank bay/tier form, aisle completion register, photo register and corrective-action register.

Quick-start routine

1. Mark a permanent START point at every aisle and give the zone and aisle a unique number.
2. Label each rack face, bay and tier using the code in Section 1.
3. Review previous defects and control forklift or pedestrian traffic before starting.
4. Complete the general area inspection once for the defined zone or aisle group.
5. Walk every aisle in the same direction and visually inspect every bay from ground level.
6. Use the per-bay form for full traceability, or complete it only for bays with concerns during routine exception reporting.
7. Take a location photo, context photo and close-up photo for every concern.
8. Isolate danger areas, assign corrective actions, and do not return affected positions to use until formally released.

Recommended routine for most warehouses

Use one general-area form per zone or manageable aisle group. Inspect every bay. Record passes in an aisle completion register, and complete a detailed bay/tier form for each bay with a concern. Use a detailed form for every bay when full audit traceability is required.

SECTION 1

INSPECTION PROCESS AND IDENTIFICATION

How to organise, label, inspect, photograph and report racking.

1.1 The inspection system

A good racking inspection system is not a once-a-year event. It combines daily awareness, planned visual checks, expert review and documented follow-up.

Level	Who	When	Purpose
1. Immediate reporting	Everyone who works near the racking	As soon as damage or an unsafe condition is seen	Stop the issue from being ignored. Report the exact location and protect people from immediate danger.
2. Routine visual inspection	Nominated and suitably instructed person	Weekly or another risk-based interval; keep a written record	Systematically inspect use, loading, components and visible damage. [1][2]
3. Expert inspection	Technically competent racking specialist	No more than 12 months as a common benchmark, or more often where risk requires	Assess condition, configuration, suitability and required action. [1][2]

1.2 Appoint a responsible person

Every site should nominate a person who owns the inspection system. In UK guidance this role is commonly called the Person Responsible for Racking Safety (PRRS). Your site may use another title, such as Warehouse Manager, Racking Safety Coordinator or Responsible Person.

- Set the inspection frequency from the site risk assessment.
- Keep the rack layout, load information, manufacturer details and previous reports.
- Ensure staff know how to report impacts and damage immediately.
- Arrange isolation, repair, expert review and formal return to service.
- Track open actions until they are verified and closed.

1.3 Set the inspection frequency

Weekly visual inspections are a common benchmark for active warehouses, but the site risk assessment should decide the actual interval. Inspect more often where forklift traffic is heavy, aisles are narrow, impacts occur frequently, loads change often, or previous damage has been found. [1][2]

After any impact

Do not wait for the next scheduled inspection. Report and inspect the affected area immediately. If the extent of damage is uncertain, isolate the area and obtain competent advice.

1.4 Prepare before the inspection

1. Define the scope. Write down the zone and aisle range you will inspect.
2. Review the previous report. Check every open Amber/Concern or Red/Danger item and confirm whether repairs were formally released.
3. Collect the warehouse plan, rack load information, blank forms, pen or tablet, camera, temporary tags and barrier equipment.
4. Tell the relevant supervisor and forklift operators that the inspection is taking place.
5. Control traffic. Do not stand in an active forklift path. Use a spotter, temporary closure or other site control where required.
6. Inspect from ground level. Use normal warehouse lighting plus a torch if needed, but do not enter an unsafe area to obtain a better view.
7. Do not move, unload or touch a suspicious component unless this forms part of a controlled task authorised by a competent person.

Minimum information to have on file

- Rack supplier or manufacturer, where known.
- Rack type and installation or project reference, where known.
- Current layout or configuration drawing, where available.
- Load notices or safe working load information for each rack configuration.
- Aisle, bay and tier location map.
- Previous inspection reports, repair records and release certificates.
- Site rules for traffic management, isolation and emergency response.

Load notices matter

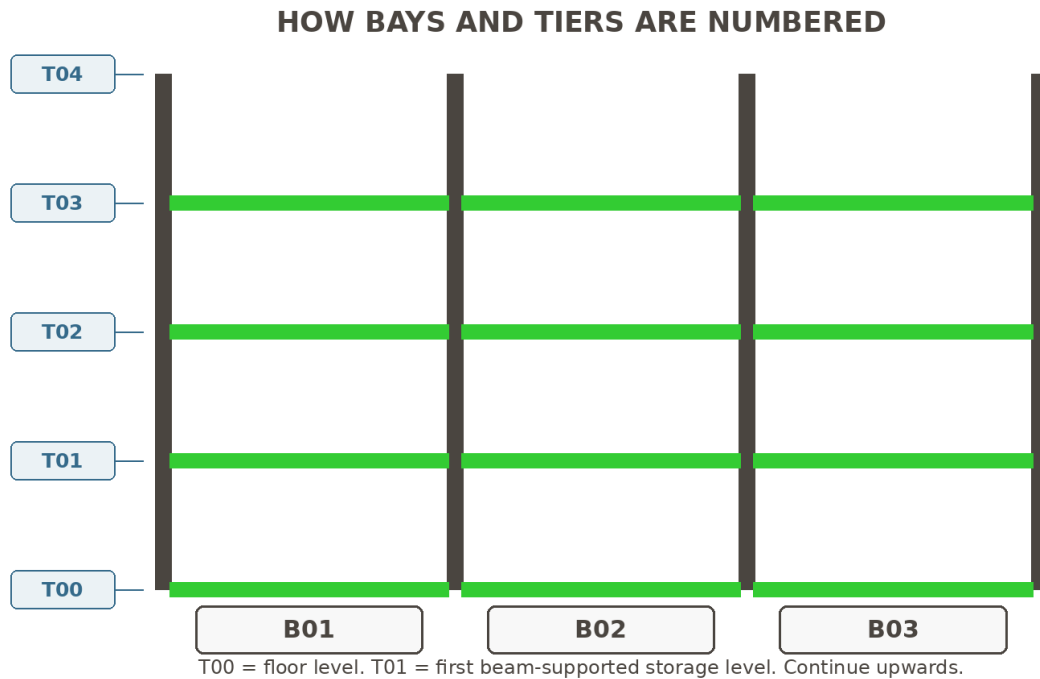
Racking should display clear, unambiguous maximum load information and any required load configuration. The stated limits must not be exceeded. A load notice does not replace training or the manufacturer's information. [1][3]

What to carry

Inspection forms Printed guide or tablet	Camera / phone Charged and time/date set	Temporary tags Unique defect reference	Barrier equipment According to site procedure
Torch For dark areas from a safe position	Warehouse plan Mark locations and routes	Pen / marker For tags and notes	PPE As required by the site

1.5 Label every aisle, bay and tier

An inspection record is useful only when another person can find the same location without guessing. Use one simple coding system throughout the site and display it physically on the racking.



A bay is the storage section between two adjacent upright frames. Count tiers from the floor upwards.

Recommended location code

Z01	A03	SL	B07	T02	P01
Zone 1	Aisle 3	Side left	Bay 7	Tier 2	Pallet position 1

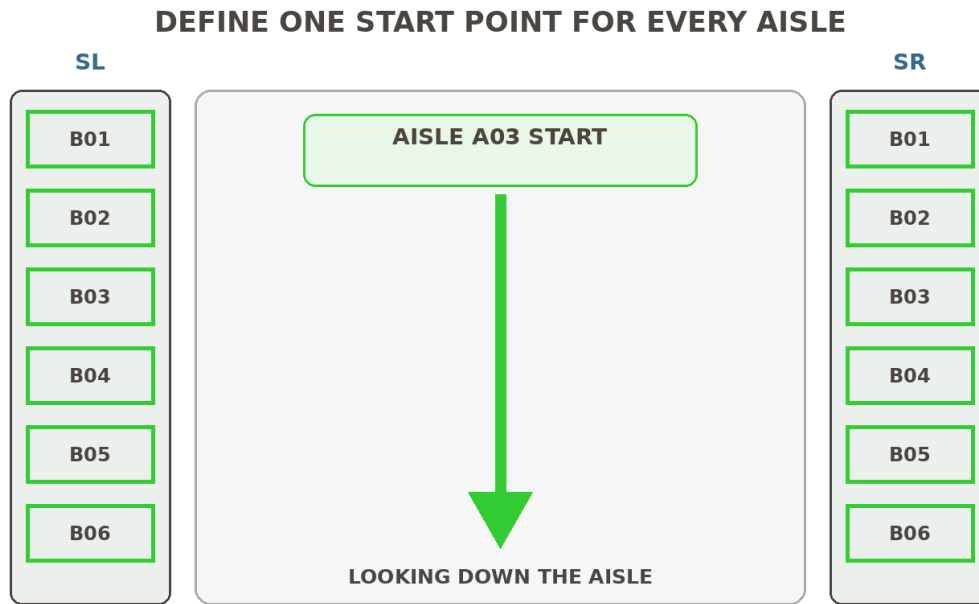
Full example: Z01-A03-SL-B07-T02-P01

- Zone (Z01): a building, warehouse section, cold room or other large area.
- Aisle (A03): a unique aisle number within the zone.
- Side (SL or SR): left or right when standing at the marked aisle START and looking down the aisle.
- Bay (B07): the seventh bay from the aisle START marker.
- Tier (T02): the second beam-supported storage level. Use T00 for floor storage.
- Pallet position (P01): optional. Number positions from left to right while facing the rack.

Keep the code simple

Small warehouses may omit the zone or pallet-position part. For example: A03-SL-B07-T02. Do not omit the aisle, side, bay or tier when the site contains more than one possible location.

1.6 Mark the aisle start and direction



1. Choose the entrance that will always be treated as the aisle START.
2. Install a clear sign showing the zone, aisle number and an arrow pointing down the aisle.
3. Stand at the START and look down the aisle. The rack on your left is SL; the rack on your right is SR.
4. Number bays away from the START: B01, B02, B03 and so on.
5. Apply the same rule throughout the warehouse. Do not reverse the numbering halfway through a run.

Back-to-back racking

Identify each aisle-facing rack side from the aisle in which it is inspected. The same back-to-back structure may therefore be seen from two adjacent aisles. This is acceptable as long as every label is clear and the inspection record states the exact aisle face.

Recommended physical labels

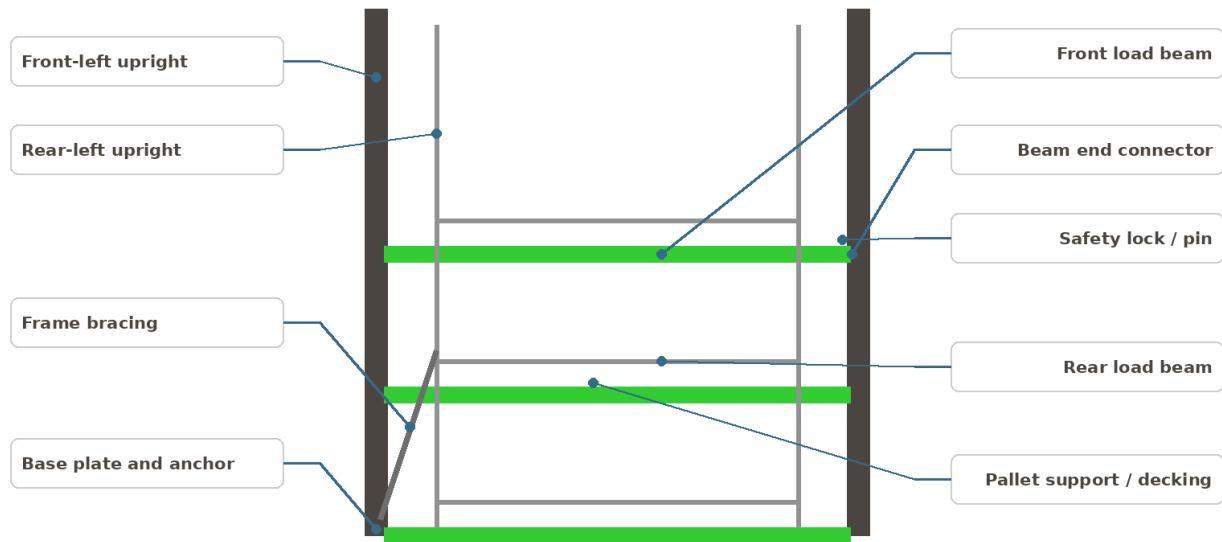
Aisle entrance	ZONE 1 AISLE 03 START -> SL on left SR on right
Every bay	Z01-A03-SL-B07
Optional tier labels	T00, T01, T02, T03 displayed at the end of the run or on the upright

Labels must survive warehouse use

Use durable, high-contrast labels that remain readable after cleaning, impacts and normal wear. Do not place labels where they hide damage or interfere with connectors, locks, load notices or equipment.

1.7 Name the component precisely

COMPONENT NAMES USED IN THIS GUIDE



For a shared frame, record the lower-numbered bay and state "right-hand frame".

Use plain component descriptions

Component group	Examples	How to describe the exact part
Frame and base	Upright, bracing, base plate, anchor, shim	"Front-left upright, 300 mm above floor" or "right-hand frame, rear diagonal brace"
Beam connection	Beam, end connector, safety lock / pin	"T02 front beam, right-hand connector, safety lock missing"
Tier accessories	Pallet support, safety bar, mesh deck, timber deck	"T01 centre pallet support displaced"
Load and pallet	Pallet, stored load, wrapping, overhang	"T03 P02 damaged pallet with broken front board"
Protection	Upright guard, end barrier, bollard	"B01 left upright guard bent after impact"

Shared frames between two bays

A frame is shared by the bay on each side. To avoid duplicate descriptions, use the lower-numbered bay and state whether it is the left-hand or right-hand frame. Example: Z01-A03-SL-B07 - right-hand frame - front upright. This is the frame shared with B08.

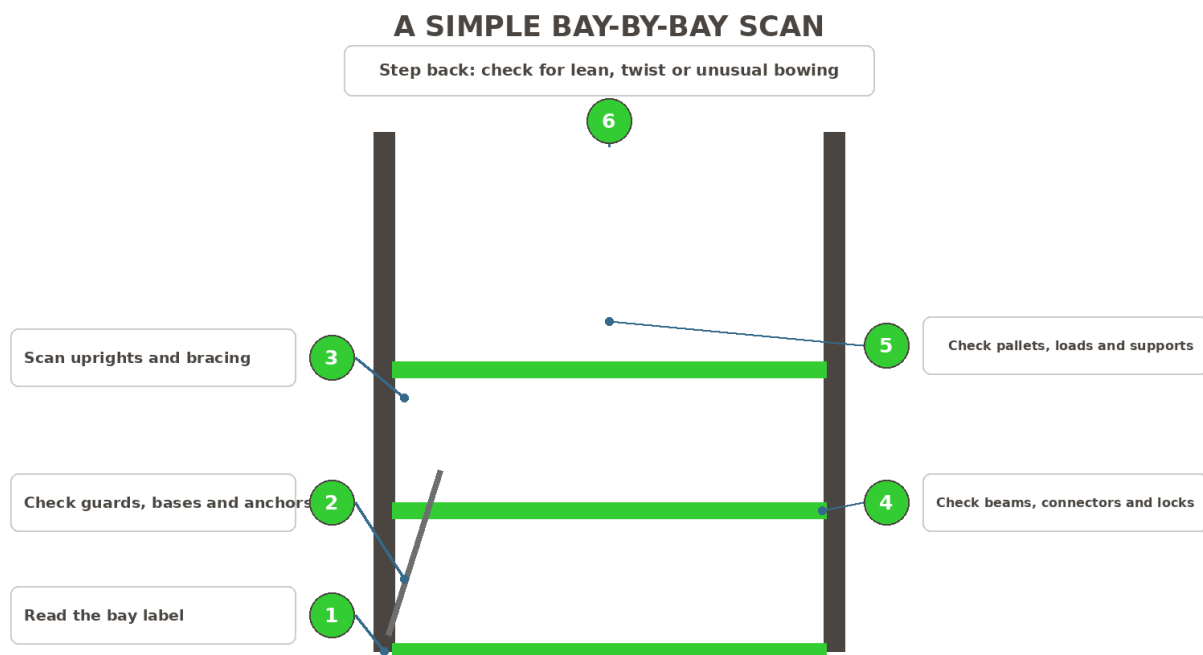
Never use vague descriptions

AVOID	USE
"Rack damaged near dispatch"	"Z02-A01-SR-B03 - front-right upright - dent 250 mm above floor"
"Beam problem"	"Z01-A03-SL-B07-T02 - front beam - right connector partly disengaged"
"Bad pallet"	"Z01-A03-SR-B11-T03-P02 - pallet front board broken; load leaning towards aisle"

1.8 Follow the same route every time

A fixed route makes it less likely that a bay will be missed. Mark the route on the warehouse plan and train all inspectors to use it.

1. Start at the zone entrance and record the inspection start time.
2. Inspect the end frame and protection at the aisle entrance.
3. Walk down the left side from B01 to the last bay, checking every bay and tier.
4. Cross only at an approved point and return along the right side from the last bay to B01.
5. Inspect the far end frame, barriers and any pedestrian crossing.
6. Mark the aisle complete on the aisle completion register.
7. Move to the next aisle and repeat.



Inspect from ground level. Never climb the racking to obtain a closer view.

What “inspect every bay” means

You do not need a separate full sheet for every bay during a normal exception-reporting routine. You do need to look at every accessible bay. Record each bay as checked in the aisle completion register, then complete a detailed bay/tier form for every concern. For handover, audit or high-risk work, complete a detailed form for every bay.

Do not let the form replace the inspection

The purpose is to find and control hazards, not merely to fill in boxes. Stop the inspection and deal with an immediate danger as soon as you see it.

1.9 Use the traffic-light action system carefully

SEMA uses Green, Amber and Red categories to communicate the required action. This guide translates those categories into plain language. Exact damage limits and technical classifications must be applied by a trained competent person. A lay inspector should not measure damaged steel and then declare it safe. [2][4]

GREEN PASS / MONITOR

No visible defect is found, or a previously assessed condition has been confirmed suitable for monitoring.

- Record the bay as inspected.
- Keep any existing monitor item on the register.
- Recheck it at the next planned inspection.
- Escalate immediately if the condition changes.

AMBER CONCERN

A visible defect or missing item requires prompt competent review or repair, but there is no sign of immediate instability.

- Record the exact location and take photographs.
- Notify the Responsible Person and arrange action as soon as possible.
- Under SEMA practice, once the affected position is emptied, do not refill it until repaired; unresolved Amber damage becomes Red after four weeks. [4]
- If you are not confident that the area is stable, treat it as Red.

RED DANGER

There is suspected serious damage, instability, a dislodged critical component, an unsafe load, or uncertainty about immediate safety.

- Stop use and keep people and equipment away.
- Isolate the affected area according to the site procedure.
- Do not attempt an uncontrolled offload. Arrange safe offloading and assessment by authorised competent persons.
- Keep the area out of service until repair and formal release are complete.

When in doubt

Use Red/Danger as a temporary precaution until a competent person has assessed the condition. It is safer to isolate an uncertain area than to continue using a damaged rack.

Examples that normally require immediate escalation

- Upright visibly kinked, torn, split, twisted or crushed after impact.
- Beam end connector partly or fully disengaged from the upright.
- Beam safety lock missing where a beam can be lifted or displaced.
- Rack visibly leaning, moving or separating from its anchors.
- Load or pallet unstable, falling, leaning towards an aisle or badly damaged.
- Cracked or separated weld, missing structural member, or major corrosion.

1.10 Take photographs that another person can use

A close-up alone is often useless because it does not show where the damage is. Take a three-photo set for every concern: location, context and close-up.

TAKE A THREE-PHOTO SET

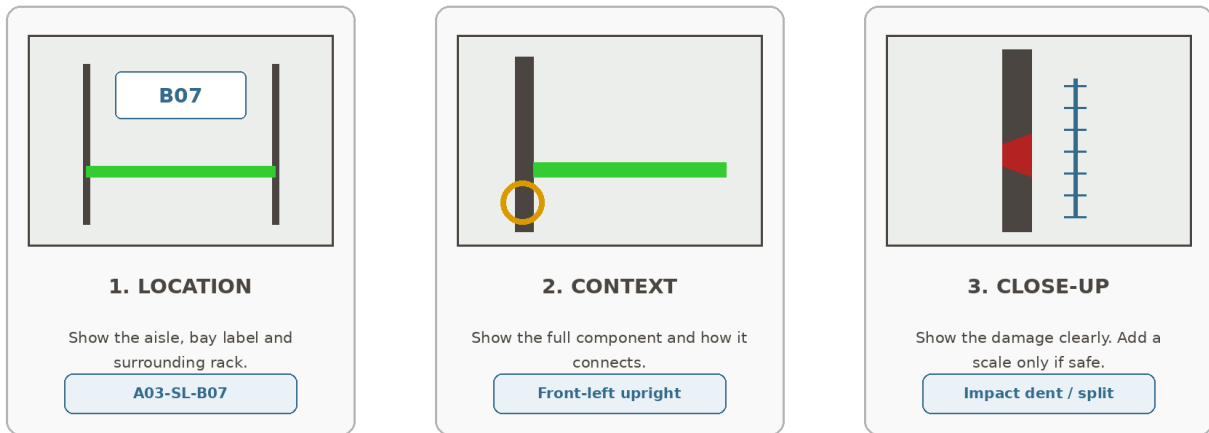


Photo rules

- Stand in a safe position outside the path of moving equipment.
- Include the bay label in the location photo whenever possible.
- Take the context photo square to the rack so lean and distortion are not exaggerated by the camera angle.
- Use a ruler or scale only when it can be positioned safely without touching or entering a danger area.
- Do not climb the rack, stand on a pallet, or reach through an unstable load to obtain a photograph.
- Do not use photographs as the only basis for a structural decision. They support the written record and competent assessment.

Suggested file name

2026-07-14_Z01-A03-SL-B07_T02_Upright_01.jpg

Use the inspection date, full location code, component and photo number. This keeps images in the same order as the inspection record.

Photo reference in the form

Enter the photo number or file name in the inspection form and corrective-action register. For example: Photos 014-016. Do not rely on a phone gallery with no matching reference.

Protect personal and business information

Photograph only what is needed for the inspection. Avoid capturing confidential documents, computer screens, people or customer information unless the site procedure allows it.

SECTION 2

COMPLETED EXAMPLES

See how the location code, observations, photos and actions work together.

2.1 How to read the examples

The examples below are fictional and are included to show how to complete the forms. The action categories are illustrative. Actual conditions must be assessed on site, and uncertain or serious conditions must be escalated to a competent person.

Example rule

Describe what you can see. Do not guess the cause, hidden damage or remaining load capacity. Write “visible dent and fresh paint scrape after reported forklift impact”, not “rack is 40% weaker”.

2.2 Example: completed general area inspection

Scope: Main Warehouse, Zone 1, Aisles 01-03. Routine weekly visual inspection. Inspector: T. Mokoena, Warehouse Supervisor.

No.	Inspection point	Result	Observation / location	Action ref.
1	Aisle and bay labels are present and readable	YES	All labels readable. A02-SR-B06 label beginning to peel.	A-001
2	Load notices are present, legible and match the rack configuration	NO	Load notice missing at the start of A03-SL.	A-002
3	Aisles and emergency routes are clear	YES	No obstruction at time of inspection.	-
4	Floors around rack bases are sound	NO	Concrete crack beside front-left base at A02-SL-B04. No rack movement visible.	A-003
5	Rack protection is present and serviceable where required	NO	End-of-aisle barrier at A01 start is bent. No contact with rack frame visible.	A-004
6	Previous Red/Danger items are closed before reuse	YES	Previous B12 upright repair released 10 July 2026; certificate filed.	-

Example summary and actions

- Overall result: Continued use with controls. No immediate rack instability observed during the general-area walk.
- A-002: Install verified load notice before normal use of A03-SL continues; confirm configuration and capacity with supplier records.
- A-003: Mark location, photograph crack and ask a competent person to assess the floor and rack base.
- A-004: Replace or repair the end barrier promptly and check the adjacent frame for impact damage.

2.3 Example: completed bay with no visible defect

Location

Z01-A03-SL-B04 | Four beam-supported tiers | Routine weekly inspection

Tier	Load / pallet	Front beam	Rear beam	Connectors / locks	Supports / deck	Status	Notes / photo ref.
T04	OK	OK	OK	OK	OK	GREEN	No visible defect
T03	OK	OK	OK	OK	OK	GREEN	No visible defect
T02	OK	OK	OK	OK	OK	GREEN	No visible defect
T01	OK	OK	OK	OK	OK	GREEN	No visible defect
T00	OK	OK	OK	OK	N/A	GREEN	No visible defect

Frame and base checks

Front uprights	No visible dent, bend, split or twist	Rear uprights	Visible portions appear straight and undamaged
Left frame bracing	Present and straight	Right frame bracing	Present and straight
Base plates / anchors	Present; no visible movement	Protection	Guards secure and undamaged
Overall bay status	GREEN - PASS	Photos	Optional overview Photo 017

Inspector comment: Bay label is clear. Loads are stable and appear correctly positioned. No visible damage found from ground level. Reinspect at the next planned interval.

2.4 Example: Amber / Concern - damaged upright guard

Location

Z01-A03-SL-B07 | Ground level | Front-left upright guard

What the inspector sees

- The yellow upright guard is bent inward and has fresh scrape marks.
- The guard still stands in place, but it no longer fully protects the upright.
- No visible dent, split or twist is seen on the upright from the safe viewing position.
- The condition is photographed and reported. A competent check of the upright is requested because the guard has clearly been struck.

Location code	Z01-A03-SL-B07-T00
Component	Front-left upright guard
Observation	Guard bent inward after apparent impact. Fresh paint scrape. No visible upright damage from safe position.
Provisional status	AMBER / CONCERN
Immediate control	Notify supervisor. Mark location. Prevent further impact. Ask competent person to check the upright.
Corrective action	Repair or replace approved guard; confirm upright condition; close only after verification.
Photos	018 location, 019 context, 020 close-up

Why this is not simply ignored

A damaged guard is evidence of an impact and may no longer protect the rack. The rack component behind it must be checked, and the protection must be restored.

2.5 Example: Red / Danger - impacted upright

Location

Z01-A03-SL-B09 | Front-left upright | Approximately 250 mm above floor

What the inspector sees

- Fresh forklift impact marks at the base of the rack.
- The front-left upright has a visible kink and local tearing.
- The base plate appears distorted and the upright guard has moved.
- The extent of hidden damage and remaining capacity are unknown.

Location code	Z01-A03-SL-B09-T00
Component	Front-left upright and base
Observation	Upright visibly kinked and torn after reported forklift impact. Base plate distorted.
Provisional status	RED / DANGER
Immediate control	Stop use. Isolate B09 and any adjacent positions identified by the site Responsible Person. Keep forklifts and pedestrians clear.
Next action	Arrange controlled offloading and urgent assessment by the rack supplier or technically competent specialist. Do not straighten or weld the upright.
Photos	021 location, 022 context, 023 close-up

Important

Do not stand beneath or beside an unstable load to attach a tag. Place barriers and warning signs from a safe position. Controlled offloading must be planned by authorised competent people.

2.6 Example: Red / Danger - missing beam safety lock

Location: Z01-A04-SR-B02-T02. The right-hand front beam connector is seated, but the specified safety lock is missing. The inspector records the exact connection and takes three photographs.

- Stop loading or using the affected tier.
- Notify the Responsible Person and isolate the position as required by the site procedure.
- Use only the correct approved replacement part and investigate why the lock is missing.
- A competent person must verify the connection and release the tier before reuse. Beam connector locks are intended to prevent accidental beam uplift. [1][5]

SECTION 3

GENERAL AREA / WAREHOUSE INSPECTION

Inspect the conditions that affect the whole zone, aisle group or warehouse area.

3.1 When to complete this section

Complete one General Area / Warehouse Inspection for each defined zone or manageable group of aisles. This is not a substitute for looking at every bay. It records the wider conditions that can cause damage, hide defects or make racking unsafe to use.

Recommended scope

- Small warehouse: one form for the whole warehouse.
- Medium warehouse: one form per zone or aisle block.
- Large warehouse: one form per operational area, shift responsibility or risk zone.

How to mark the result

YES	Requirement is met at the time of inspection.
NO	A defect, missing control or unsafe condition is found. Record the exact location and action reference.
N/A	The item does not apply to the defined inspection area.
STOP	Immediate danger. Stop the inspection at that point, isolate the area and escalate before continuing.

What the general inspection covers

- Responsibility, records and previous actions.
- Aisle, bay, tier and load signage.
- Traffic routes, pedestrian controls, lighting, floors and housekeeping.
- Rack use, load stability, pallets and signs of overloading.
- Impact protection, environment, corrosion, fire or water damage.
- Unauthorised alterations, missing components and defect follow-up.

Print the following form pages

The blank General Area / Warehouse Inspection form is designed for A4 landscape printing. Keep completed forms with the photographs and corrective-action register.

SECTION 3 - GENERAL AREA / WAREHOUSE INSPECTION

Page 1 of 3 | Routine visual inspection

Company / site		Warehouse / zone		Aisle range	
Inspection date		Start time		Inspector	
Role / competence		Inspection type		Previous inspection	

No.	Inspection point	YES	NO	N/A	Observation / exact location	Action ref.
A. RESPONSIBILITY, RECORDS AND IDENTIFICATION						
1	Responsible Person for racking safety is named and contactable.					
2	Inspection scope, route and frequency are defined for this area.					
3	Previous open actions have been reviewed before starting.					
4	A current rack layout / location plan is available where required.					
5	Aisle START signs, zone numbers and side directions are clear.					
6	Every bay label is present, unique and readable.					
7	Tier numbering is defined and consistent throughout the area.					
8	Rack supplier / manufacturer and configuration information are available where known.					
B. LOAD INFORMATION AND RACK USE						
9	Load notices are present, readable and match the current configuration.					
10	No obvious overloading, concentrated loading or unapproved beam moves are visible.					
11	Pallets and loads appear stable, suitable and correctly positioned.					
12	No loads lean into aisles or present a falling-object risk.					
13	No unsafe climbing, standing on beams or improvised access is observed.					
14	No unauthorised welding, drilling, heating, cutting or substituted rack parts are visible.					

STOP AND ESCALATE: Control any immediate danger as soon as it is seen. Do not wait until the checklist is complete.

SECTION 3 - GENERAL AREA / WAREHOUSE INSPECTION

Page 2 of 3 | Routine visual inspection

Company / site		Warehouse / zone		Inspection date	
Inspector		Aisle range		Form reference	

No.	Inspection point	YES	NO	N/A	Observation / exact location	Action ref.
C. AISLES, TRAFFIC AND HOUSEKEEPING						
15	Aisles are clear and wide enough for the equipment in use.					
16	Pedestrian routes, crossings and barriers are clear and serviceable.					
17	Forklift operating controls and traffic signs are visible and followed.					
18	Lighting is adequate to see rack components and stored loads.					
19	Floors are clear of debris, loose wrap, pallets and trip hazards.					
20	Emergency routes, fire equipment and exits are not obstructed.					
D. FLOORS, BASES AND PROTECTION						
21	Floor surfaces around rack bases show no significant cracks, settlement or impact damage.					
22	End-of-aisle barriers, upright guards and bollards are present where required and serviceable.					
23	No fresh impact marks, displaced guards or loose barrier fixings are visible.					
24	Rack bases are not hidden by rubbish, stock, pallets or floor build-up.					
25	Drainage, ramps, dock edges or uneven floors do not create an obvious rack or traffic risk.					

STOP AND ESCALATE: Control any immediate danger as soon as it is seen. Do not wait until the checklist is complete.

SECTION 3 - GENERAL AREA / WAREHOUSE INSPECTION

Page 3 of 3 | Routine visual inspection

Company / site		Warehouse / zone		Inspection date	
Inspector		Aisle range		Form reference	

No.	Inspection point	YES	NO	N/A	Observation / exact location	Action ref.
E. ENVIRONMENT AND CONDITION						
26	No significant corrosion, chemical attack, water damage or fire / heat damage is visible.					
27	Cold-room, outdoor or corrosive-area racking has suitable protection and is monitored.					
28	No loose components, fallen parts or unexplained metal fragments are found.					
29	No rack movement, unusual noise, visible lean or separation is observed.					
30	Back-to-back spacers, ties, mesh and other shared safety accessories appear present where fitted.					
F. DEFECT REPORTING AND FOLLOW-UP						
31	Staff know how to report rack impacts and defects immediately.					
32	Damage tags and barriers are used consistently and remain visible.					
33	Every open defect has an owner, target date and action status.					
34	Red / Danger positions remain isolated until formally released.					
35	Amber / Concern positions are controlled, repaired and escalated when overdue.					
36	Repairs use approved components and are supported by suitable verification / release records.					
37	An expert inspection by a technically competent person is in date or has been scheduled.					
38	Changes in rack use, beam levels, load type or handling equipment have been reviewed.					

GENERAL AREA OUTCOME

Green / Pass	Count: _____	Amber / Concern	Count: _____	Red / Danger	Count: _____	Overall result	Suitable for continued use / Use with controls / Area isolated / Expert review required
Immediate controls							
Inspector signature		Responsible Person		Date		Next inspection	

SECTION 4

PER BAY / TIER INSPECTION

Inspect each bay in the same sequence and record the exact tier and component.

4.1 Choose the recording method

Method	Best for	How to record
Exception reporting - recommended routine	Weekly / frequent inspections in most warehouses	Inspect every bay. Mark each bay complete in the aisle register. Complete the detailed bay/tier form only for bays with a concern or monitor item.
Full traceability	Handover, audit, high-risk zones, first baseline inspection or client requirement	Complete one detailed bay/tier form for every bay, including bays with no visible defect.

4.2 Inspect the bay in this order

1. Read the bay label and write the full location code before looking for defects.
2. Look at the upright guards, base plates, anchors, shims and floor around the bay.
3. Scan the aisle-facing uprights from floor to top for dents, bends, twists, tears, splits, corrosion, damaged holes or cracked welds.
4. Look through the rack, where safely visible, at rear uprights and frame bracing.
5. Start at T00 and move upward one tier at a time. Check front and rear beams, connectors, locks, supports or decking.
6. Check the pallet and load at each tier: condition, stability, position, overhang, clearances and obvious overloading.
7. Step back to look for unusual lean, twist, misalignment or permanent beam deformation.
8. Record the status. Take photographs and create an action reference for every concern.

Visibility limitations

Do not mark a hidden component as "OK". Use "Not inspected / not visible" and state why. Arrange a safe competent inspection if the hidden area is important or there are signs of damage.

4.3 What to look for in each component

Component	Look for	Record as a concern when	Action if serious / uncertain
Uprights	Dents, bends, twists, tears, splits, damaged holes, corrosion, cracked welds, fresh impact marks	Any visible structural damage, unusual shape or change from the previous inspection	Stop use, isolate and seek competent assessment
Frame bracing	Bent, missing, loose, detached or corroded diagonal / horizontal braces	Brace is not straight, fully connected or present	Escalate; isolate if stability may be affected
Base plates, anchors and floor	Bent or lifted plate, missing / loose / damaged anchor, displaced shim, floor crack or settlement	Any movement, distortion, missing fixing or crack near the base	Keep clear and obtain competent review
Load beams	Impact, twist, crack, split, damaged weld, permanent deformation when unloaded, unusual bowing	Beam is damaged, connector not seated or condition differs from neighbouring beams	Take tier out of use; isolate if connection or stability is uncertain
Beam connectors and locks	Connector fully engaged; specified lock / pin present and secure	Connector is lifted, deformed or partly disengaged; lock is missing	Stop use of affected tier and arrange competent verification
Supports and decking	Missing, displaced, bent, broken, loose or overloaded support / deck	Pallet support is reduced or goods could fall through	Control the load and take tier out of use as needed
Pallets and loads	Broken boards, missing blocks, protruding nails, leaning or unstable load, poor wrap, overhang, wrong pallet type	Pallet or load cannot safely support or retain the goods	Keep people clear and arrange safe controlled transfer / offload
Protection	Bent, loose, missing or ineffective guard, barrier or bollard; fresh impact marks	Protection no longer shields the rack or indicates an impact	Check rack behind it and restore approved protection
Signs and configuration	Missing / unreadable load notice; beam levels or use changed	Current safe load cannot be confirmed or configuration may be unapproved	Stop unverified loading and contact supplier / competent person

Routine inspections are visual. RMI guidance also highlights uprights, bracing, beams, pallets, base plates and anchors, support bars, signage, floors, aisles and protection as important inspection areas. [5]

SECTION 4 - PER BAY / TIER INSPECTION

Page 1 of 2 | One form per bay when detailed recording is required

Company / site		Warehouse / zone		Full bay code	
Inspection date		Time		Inspector	
Rack type / make		Number of tiers		Inspection reason	

Zone		Aisle		Side	SL / SR	Bay	
Bay label readable	YES / NO	Tier labels defined	YES / NO	Photo range		Action ref.	

A. FRAME, BASE AND PROTECTION

No.	Inspection point	OK	DEF	N/V	Status	Observation / exact component	Photo / action ref.
1	Bay label is present, unique and readable.						
2	Front-left upright shows no visible dent, bend, twist, tear, split, corrosion or damaged holes.						
3	Front-right upright shows no visible dent, bend, twist, tear, split, corrosion or damaged holes.						
4	Rear uprights, where safely visible, show no obvious damage or unusual alignment.						
5	Left-hand frame bracing is present, connected and appears straight.						
6	Right-hand frame bracing is present, connected and appears straight.						
7	Base plates, anchors and shims are present, seated and show no visible movement or distortion.						
8	Floor around bases shows no significant crack, settlement, impact mark or obstruction.						
9	Upright guards / barriers are present where required and appear secure and serviceable.						
10	Bay appears aligned with neighbouring bays; no unusual lean, twist, movement or separation is visible.						

Codes: OK = no visible defect; DEF = visible defect / concern; N/V = not visible or not inspected. Do not mark a hidden item OK.

SECTION 4 - PER BAY / TIER INSPECTION

Page 2 of 2 | Complete one row for every tier, including T00 where used

Full bay code		Inspection date		Inspector	
Photo range		Action ref.		Previous defect ref.	

B. TIER-BY-TIER INSPECTION

Tier	Pallet / load	Front beam	Rear beam	Left connector	Right connector	Locks / pins	Supports / deck	Clearance / position	Status	Observation / component	Photo / action ref.
T00-T08	OK / DEF / N/A	OK / DEF / N/V	OK / DEF / N/V	OK / DEF	OK / DEF	OK / DEF / N/A	OK / DEF / N/A	OK / DEF	G / A / R	Describe what you see	Reference
T08											
T07											
T06											
T05											
T04											
T03											
T02											
T01											
T00											

C. BAY OUTCOME AND CONTROL

Green / Pass	Count: ____	Amber / Concern	Count: ____	Red / Danger	Count: ____	Overall bay status	GREEN / AMBER / RED / NOT FULLY INSPECTED
Immediate controls							
Required action							
Inspector signature		Responsible Person		Date		Release required	YES / NO

AISLE COMPLETION REGISTER

Optional companion sheet for exception-reporting inspections

Enter G (Pass), A (Concern), R (Danger) or N/V (not visible). Complete a detailed per-bay form for every A, R or monitor item.

Company / site		Warehouse / zone		Aisle	
Side		Inspection date		Inspector	

Bay	T00	T01	T02	T03	T04	T05	T06	T07	T08	Overall	Photo / action ref.	Notes / reason not visible
Code	G/A/R/NV	G/A/R/NV	G/A/R/NV	G/A/R/NV	G/A/R/NV	G/A/R/NV	G/A/R/NV	G/A/R/NV	G/A/R/NV	G/A/R/NV	Reference	Short note
B01												
B02												
B03												
B04												
B05												
B06												
B07												
B08												
B09												
B10												
B11												
B12												
B13												
B14												
B15												
B16												
B17												
B18												
B19												
B20												

PHOTO AND CORRECTIVE-ACTION REGISTER Use one line per defect or concern

Company / site		Warehouse / zone		Inspection date	
Inspector		Responsible Person		Report reference	

Ref.	Aisle / side	Bay / tier	Component	Observation	Status	Immediate control / required action	Owner	Due date	Photo ref.	Close-out / release
No.	Location	Location	Exact part	What can be seen	G/A/R	Do now / repair / assess	Name	Date	Files / numbers	Date, initials, evidence
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										

FORMAL RETURN TO SERVICE

Repair / assessment ref.		Completed by		Completion date		Evidence attached	YES / NO
Verified by		Role / competence		Release date		Next monitoring date	
Release statement	The affected location may / may not return to service. Conditions or limitations: _____						

Close-out, records and guidance basis

Keep the inspection system active after the walk is complete.

Close every action properly

1. Keep the location isolated or controlled until the required assessment or repair is complete.
2. Use approved replacement components and repair methods. Do not straighten, weld, drill, heat or modify rack components without manufacturer or competent engineering approval. SEMA advises against improvised repairs and bending damaged uprights back into shape. [4]
3. Record who completed the work, the date, the parts used and the supporting report, photograph or certificate.
4. Have an authorised competent person verify the work and formally release the location before it returns to service.
5. Update the defect register, remove tags and barriers only after release, and retain the record with the inspection history.
6. Review repeated impacts. Improve traffic routes, training, aisle clearance or rack protection rather than repeatedly repairing the same location.

Suggested record set

- Warehouse rack location plan and label register.
- General Area / Warehouse Inspection forms.
- Per Bay / Tier Inspection forms or aisle completion registers.
- Photographs with matching file names and references.
- Corrective-action register and isolation records.
- Repair, replacement, verification and return-to-service records.
- Expert inspection reports and evidence that actions were closed.
- Training and appointment records for the Responsible Person and routine inspectors.

Public-use notice

This original Shelving Store guide summarises recognised good practice for routine visual inspections. It is not a South African standard, legal opinion, engineering report, SEMA publication or certification. Users must follow applicable South African occupational health and safety requirements, manufacturer instructions, insurer requirements and site-specific risk controls.

Guidance basis and further reading

[1. HSE - HSG76: Warehousing and storage: A guide to health and safety](#)

Inspection hierarchy, immediate reporting, risk-based routine visual inspections, written records, expert inspection benchmark, load notices and ground-level inspection.

[2. SEMA - Guide to Pallet Racking Inspections](#)

Three overlapping levels of inspection, routine checks and expert inspections.

[3. SEMA - Load Notices](#)

Purpose and content of rack load notices.

[4. SEMA - Maintenance for Your Racking](#)

Traffic-light reporting and repair cautions.

[5. Rack Manufacturers Institute \(RMI\) - Examine These 9 Components During a Rack Safety Inspection](#)

Visual inspection points for uprights, bracing, beams, pallets, bases, supports, signage, floors, aisles and protection.

[6. SafeWork SA - Pallet racking](#)

Public regulator guidance on reporting damage, regular inspections and common component checks.

7. South African Department of Employment and Labour - General Safety Regulations

South African workplace requirements relevant to stacking and storage. Users should verify current applicable legislation and site duties.

Contact Shelving Store

Website: shelvingstore.co.za

For racking supply, component identification and general product support. Structural assessments, repair specifications and formal expert inspections must be completed by suitably competent specialists for the system and jurisdiction involved.

Site-specific contacts and notes

Complete this page before issuing the guide on site

Add the names and contact details used at your warehouse. Staff should know who can isolate a location, arrange a competent assessment and authorise return to service.

Responsible Person for racking safety	Name: _____	Tel: _____
Warehouse / operations manager	Name: _____	Tel: _____
Emergency / first-aid contact	Name: _____	Tel: _____
Rack supplier / maintenance contact	Name: _____	Tel: _____
Competent inspector / engineer	Name: _____	Tel: _____

Local inspection notes

Other Resources

Free resources from Shelving Store to support safer racking use and inspections.



Download Free Racking Signage

Printable racking signage to help identify bays, communicate loading information and support safer warehouse practices.

https://shelvingstore.co.za/?pdf_download=wkhPGFU

DOWNLOAD FREE



Download Safety Guide | July 2026

A practical safety guide for warehouse teams, supervisors, Shelving Store clients and members of the public.

https://shelvingstore.co.za/?pdf_download=aPFQAhxa

DOWNLOAD FREE

Contact Details



SHELVING
STORE

Shelving Store

Tel: 087-630-1800

Email: info@shelvingstore.co.za

Web: <https://shelvingstore.co.za>

For product support, racking enquiries and general assistance, contact the Shelving Store team.

SAFE RACKING. STRONGER WAREHOUSES.

CHECK TODAY. PROTECT TOMORROW.