

How to Read and Understand Your Pallet Racking Inspection Report

Report Header and Overview:

This section confirms the location, date, and inspector information. It provides a high-level summary of the inspection outcome - whether your racking is compliant, if repairs are needed, or if further assessment is recommended.

Disclaimer:

Outlines the limits of the inspection. It confirms that only visible and accessible racking was inspected, and that the report reflects conditions at the time of inspection only. Obstructed areas are excluded.

Pallet Racking Information & History:

Covers the background of your racking setup, including:

- Who supplied and installed the system
- Whether formal or informal inspections are done
- Record keeping of inspections and repairs
- Emergency policies related to damage or impact

This section helps identify compliance gaps and responsibilities.

Inspection Alerts:

Each issue found during inspection is listed here as an Alert, including:

- The location (e.g., warehouse bay, run, level)
- The component affected (e.g., beams, signage, locking pins)
- A description of the issue
- The action required
- A classification of the risk level
- Photos (if applicable)

This is the most important section to review carefully. Any item marked as Non-Compliant or requiring action should be addressed promptly.

Understanding the Traffic Light Classification System:

We use a simple colour-coded system to help you quickly understand how urgent each issue is. These classifications are based on best practices and align with AS 4084:2023.

Green - Compliant / Monitor

- Racking is compliant and safe to use
- May have minor cosmetic damage within acceptable limits- No immediate action required
- Should be monitored in future inspections

Orange - Attention Required

- Moderate damage or non-compliance
- Racking can still be used, but repairs are needed
- Action should be taken within 4 weeks
- If not resolved, it may be escalated to red

Red - High Risk / Unsafe

- Serious damage or structural failure
- Racking must be immediately taken out of use
- Repairs or replacement are required
- Any red classification means the system is non-compliant

Use these colours to prioritise corrective actions and keep your workplace safe.

Checklist of Components Reviewed:

This is a detailed list of what was physically inspected, such as:

- Frames and guards
- Beams and locking pins
- Baseplates and anchors
- Load signage
- Installation accuracy
- Plumb and level
- Environmental factors (e.g., corrosion)
- Whether design drawings were provided

Each item is marked as checked and noted if compliant or needing attention.

Inspection Summary:

A concise summary of the overall outcome:

- Current compliance status
- Whether repairs are required
- If follow-up inspections are necessary
- Availability of records and drawings
- General condition rating (e.g., Good, Fair, Poor)

This gives you a quick overview of where things stand and what happens next.

Next Steps and Responsibilities:

If repairs or further action is needed, this section outlines:

- What should be done
- Who should do it
- When it should be completed
- Whether re-inspection is required

It also reminds the site operator of their ongoing duty to conduct annual inspections and maintain records.

Tips for Using Your Report Effectively:

- Act on alerts promptly
- Keep your report on file for compliance
- Share findings with your warehouse team
- Book follow-up inspections after repairs
- Use the component checklist for in-house reviews

If you need help interpreting your report or deciding what to do next, feel free to contact us - we're always here to help.