

INSPECTION CHECKLIST FOR

Warehouse & storage racks



NAME DATE LOCATION

All the items in the "ITEMS TO BE CHECKED" column must be checked by operators before operating equipment.

Indicate whether each criterion is met (using a tick) or not (using a cross), or mark as not applicable (NA) if the item is irrelevant to your particular workplace.

WORKPLACE ITEMS TO BE CHECKED	<input type="checkbox"/>	COMMENTS
WAREHOUSE INSPECTION		
WORK AREA CLEAN AND TIDY; NO CLUTTER		
NO DEBRIS UNDER MACHINES, IN CUPBOARDS, etc.		
NO UNNEEDED ITEMS IN WORK AREA		
WORK MATERIALS AND EQUIPMENT ORDERLY		
AISLES, WALKWAYS, STAIRS, & EXITS UNOBSTRUCTED		
ALL WALKWAYS ABOVE 1.2m GUARDED		
FIRE EXITS AND NON-EXIT DOORS MARKED		
FIRE ALARM LOCATIONS MARKED & UNOBSTRUCTED		
FLOORS (TILES, BOARDS, etc.) IN GOOD CONDITION		
FLOORS DRY; NO DUST, DEBRIS, LEAKS OR SPILLS		
FLOOR MARKINGS HIGHLY VISIBLE & NOT FADED		
FLOOR OPENINGS / HOLES GUARDED ON ALL SIDES		
LAMPS / LIGHT SOURCES CLEAN & BRIGHT ENOUGH		
WARNING SIGNS IN GOOD CONDITION & VISIBLE		
STORAGE RACKS		
RACK IDENTIFICATION NUMBER IS VISIBLE		
RACK LOCKS ARE AVAILABLE		
RACK LOCK FUNCTIONS CORRECTION		
RACK OPTIMUM QUANTITY IS DISPLAYED		
RACK OPTIMUM QUANTITY ADHERED TO		
PALLET CONDITION IS ACCEPTABLE FOR STORAGE		
PALLET NUTS/BOLTS ARE TIGHT		
RACKS ARE CLEAN & FREE OF RUST		
RACK GUARDS ARE IN PLACE & UNDAMAGED		
RACK LABELS ARE CLEAN & READABLE		
NO MAJOR METAL CORROSION		
HAZARDOUS MATERIAL RACKING		
MATERIAL STORED CORRECTLY (ACCORDING TO MSDS)		
MATERIAL LABEL IS CLEAR & VISIBLE		
MATERIALS ARE CORRECTLY SEGREGATED		

INSPECTOR SIGNATURE

DATE

**Never rush an inspection.
Remember: your reputation is on the line!**

**Good upkeep of the workplace is often overlooked.
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