SITE survey. APP

SITE SURVEY REPORT

Pallet Racking Inspection

Prepared for	Larkfield Logistics Ltd
Date	9 Oct 2026
Site	Larkfield Distribution, Unit 9
Prepared by	J. Mensah

FORM

Pallet Racking Inspection

1. Inspection details

Project	Larkfield Distribution, Unit 9: weekly racking inspection (completed example)
Client	Larkfield Logistics Ltd
Site	Unit 9, Larkfield Distribution Park
Site address	Unit 9, Larkfield Distribution Park, Swindon
Date of inspection	9 Oct 2026
Warehouse, area or aisles inspected	Aisles 1 to 6, adjustable pallet racking
Inspected by	J. Mensah
Person responsible for racking safety (PRRS)	J. Mensah
Type of inspection	Regular in-house inspection (weekly or as set by the PRRS)
Date of the last expert inspection	17 Mar 2026
Days since the expert inspection	206

2. Damage found

> Damage categories (HSE HSG76, table 11, based on SEMA guidance). Green: within the limit, safe for further service; record it and look at it again at later inspections. Amber: hazardous damage needing action as soon as possible; once the load is removed, do not reload it until repaired. Amber damage not repaired within 4 weeks should be treated as red. Red: very serious damage; offload and isolate the area immediately until repaired.

Did you find any damage?	Yes

Damage 1: Aisle 4, bay 12, front upright at floor level

Aisle, bay and beam level	Aisle 4, bay 12, front upright at floor level
Component	Upright
What is the damage?	Upright crushed and torn at the base, about 300 mm above the floor. Forklift strike.
Category	Red: offload now
Has it been offloaded and isolated?	Yes

Repair by (who and date)	Racking contractor, by 13 October 2026

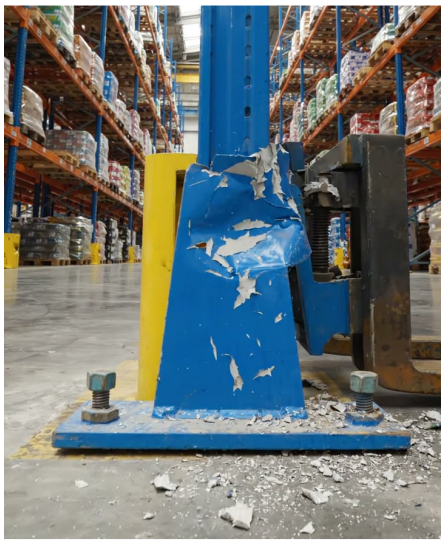
Photos



Damage 2: Aisle 2, bay 5, rear upright

Aisle, bay and beam level	Aisle 2, bay 5, rear upright
Component	Upright
What is the damage?	Dent on the front face, within the bay but beyond the green limit on the gauge.
Category	Amber: repair soon
Is it labelled so it is not reloaded until repaired?	Yes
Repair by (who and date)	Racking contractor, by 6 November 2026

Photos



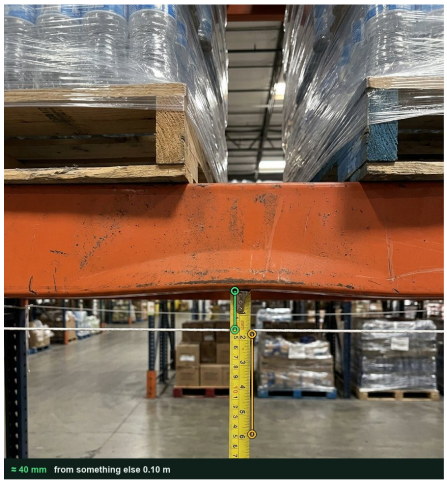
Damage 3: Aisle 6, bay 3, column guard

Aisle, bay and beam level	Aisle 6, bay 3, column guard
Component	Column guard
What is the damage?	Guard dented but still fixed and protecting the upright.
Category	Green: record and watch

Damage 4: Aisle 5, bay 7, second beam level

Aisle, bay and beam level	Aisle 5, bay 7, second beam level
Component	Beam
What is the damage?	Beam visibly sagging under two pallets of bottled water. String line and tape at mid-span: the tape read about 40 mm, and the photo estimate is 40 mm. Load notice for this level is 1,000 kg per pair of beams.
Beam length between uprights (mm)	2700
Sag at mid-span under load (mm)	40

Sag at mid-span under load (mm): measuring photo

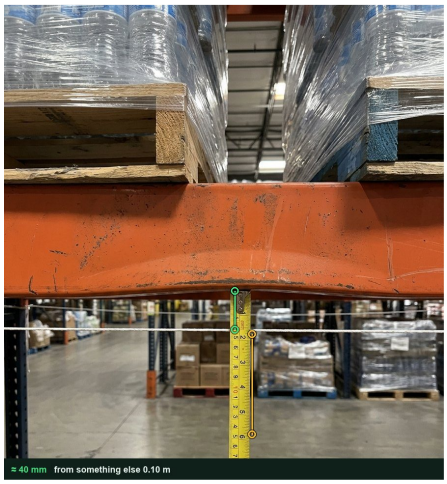


Span / 200 for this beam (mm)	13.5
Span divided by the sag	68

> More sag than span/200, the usual limit for a loaded pallet racking beam (EN 15635 and SEMA guidance). The beam may be overloaded or damaged: offload it and ask the racking supplier or an expert inspector before it is used again.

Category	Red: offload now
Has it been offloaded and isolated?	Yes
Repair by (who and date)	Racking contractor to check the beam and the loads, by 13 October 2026

Photos



Red items	2
Amber items	1
Green items	1
Red items not yet offloaded	0
Amber items not labelled	0
Beams over span/200	1

3. General checks

Load notices displayed, readable and matching the configuration	OK
Floor fixings in place, floor not cracked or uneven	OK
Beam safety locks fitted on every beam	Defect
What is wrong?	Two beam locks missing in aisle 3, bay 8.
Column guards and end-of-aisle protectors in place and undamaged	OK
Uprights plumb, no visible lean or bowing	OK
Loads within the rated capacity, pallets sound and sitting squarely	OK
Decking, mesh and pallet supports in place	OK
Aisles clear, no items stored in flue spaces or on the floor in front	OK
No unauthorised changes to beam levels or configuration	OK

General checks OK	8
Defects	1

4. Actions and sign-off

Overall result	Areas offloaded and isolated (red)
Summary for the PRRS	Aisle 4 bay 12 offloaded and closed. Aisle 5 bay 7 second level offloaded: the beam sagged more than span/200 under bottled water, so the pallet weights are being checked against the load notice. Aisle 2 bay 5 labelled not to be reloaded once emptied, repair by 6 November. Beam locks fitted on the day.
Are further actions needed?	Yes

Further actions 1: Replace aisle 4 bay 12 upright and inspect before reloading.

What needs doing?	Replace aisle 4 bay 12 upright and inspect before reloading.
Who will do it?	Racking contractor
Due date	13 Oct 2026
Status	Open

Further actions 2: Check the beam at aisle 5 bay 7 level 2 and the weight of the bottled water pallets against the load notice before reloading.

What needs doing?	Check the beam at aisle 5 bay 7 level 2 and the weight of the bottled water pallets against the load notice before reloading.
Who will do it?	Racking contractor
Due date	13 Oct 2026
Status	Open

Further actions 3: Fit two beam locks in aisle 3 bay 8.

What needs doing?	Fit two beam locks in aisle 3 bay 8.
Who will do it?	J. Mensah
Due date	9 Oct 2026
Status	Completed
Inspector name	J. Mensah
Position or company	PRRS, Larkfield Logistics

Inspector signature



Signing records what was found on the day. It is not a guarantee of condition and does not replace any examination, test, design check or repair needed from a competent person.