STORAGE SYSTEMS

(RACKING / STACKING / PALLETS)

WAREHOUSE INSPECTION MANUAL

APRIL 1996

INTRODUCTION

All pallets should be checked on an ongoing basis by Goods-In staff and pallets used for storing in the racking checked on a daily basis during the pallet/stacking check.

Any defective pallets found should be recorded and removed from storage into a designated area. Please note that white 'Euro' and white 'agricultural' pallets should not be stored directly onto racking, the items should be removed onto sound GKN pallets.

The stacking throughout the warehouse should be checked on a daily basis. Any unsatisfactory stacks should be recorded and action taken to rectify the faults.

The racking should be inspected on a monthly basis and any defective uprights, beams etc., should be recorded and the appropriate action noted and carried out.

The mobile power racking should be inspected on a daily basis for debris, weekly for operation of safety trip bars, weekly for operation of stop buttons and the stacking/pallets inspected as above.

A plan of the warehouse racking now needs to be produced with the aisles and bays identified by department, so that any defects can be noted to a specific area in the warehouse, an example of a daily and monthly checklist is enclosed, your branch will need to be adapted accordingly.

PALLET/STACKING/RACKING CHECK LIST

PALLET CHECK LIST

a) Is every base board fastened at each end by two or more nails?

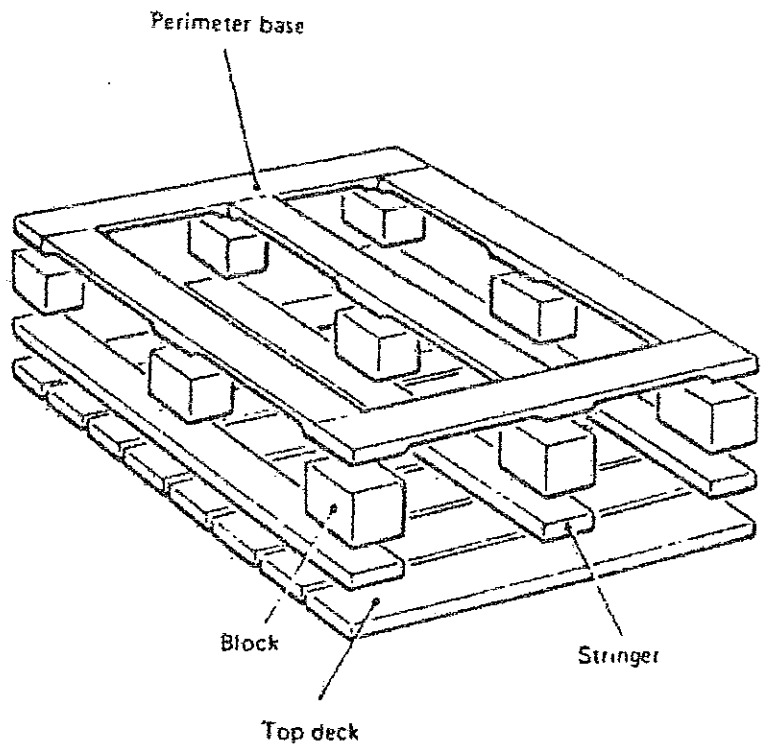
b) Are there excessive knots (more than half breadth of board) in the stringers?

c) Are the stringers deck boards and base boards of uniform and adequate thickness (18mm)?

d) Are the base boards split at their fastened end?

e) Are there damaged blocks?

f) Are there projecting nails pulled through deck boards?



FOUR WAY ENTRY (underside view)

STACKING CHECK LIST

a) Are all pallet blocks resting on the racking beams?

b) Are all stacks not more than four loads high?

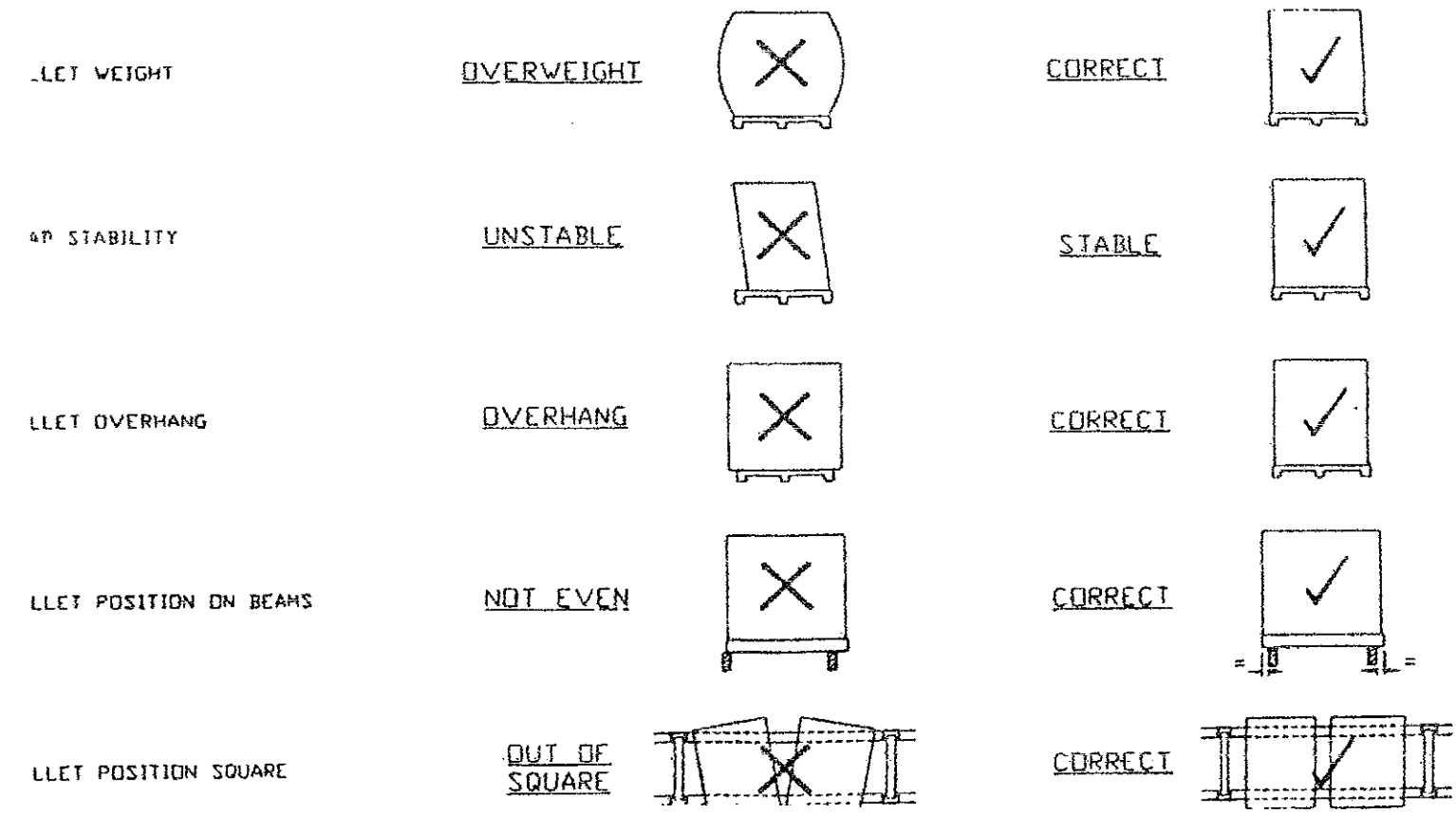
c) Is there adequate clearance between stacks and overhead services ie. light fittings, heating pipes etc...

d) Are all top level racked pallets shrink wrapped or pallet banded?

e) Does the height of the load exceed the longest base dimension of the pallet when not shrink wrapped?

f) Is the shrink wrap trailing down from the pallet?

g) Is the load uniformly distributed over the deck area?



RACKING CHECK LIST

a) Are there any significant changes in the cross sectional profile of any main load bearing member ie. twisting, compression?

b) Is there any significant bending of any main load-bearing members?

c) Are there any defective welded joints?

d) Are there any bolt failures eg. sheared bent?

e) Are the uprights within acceptable tolerance to the vertical (1 in 200)?

f) Are any of the beam connectors incorrectly located?

g) Are any of the floor fixings loose?

h) Are any of the beam connector locks missing?

i) Are any of the impact protectors damaged?

j) Is there any product spillage, soilage of floor, racking or pallets?

k) Are all aisles and unused bays free from obstruction?

l) Are all tensa barriers/chains present and in working order?

The following require IMMEDIATE replacement if the above criteria are not met by contacting the suppliers and keeping a copy of the letter:-

1) Changes in cross sectional areas.

2) Significant Bending of Uprights.

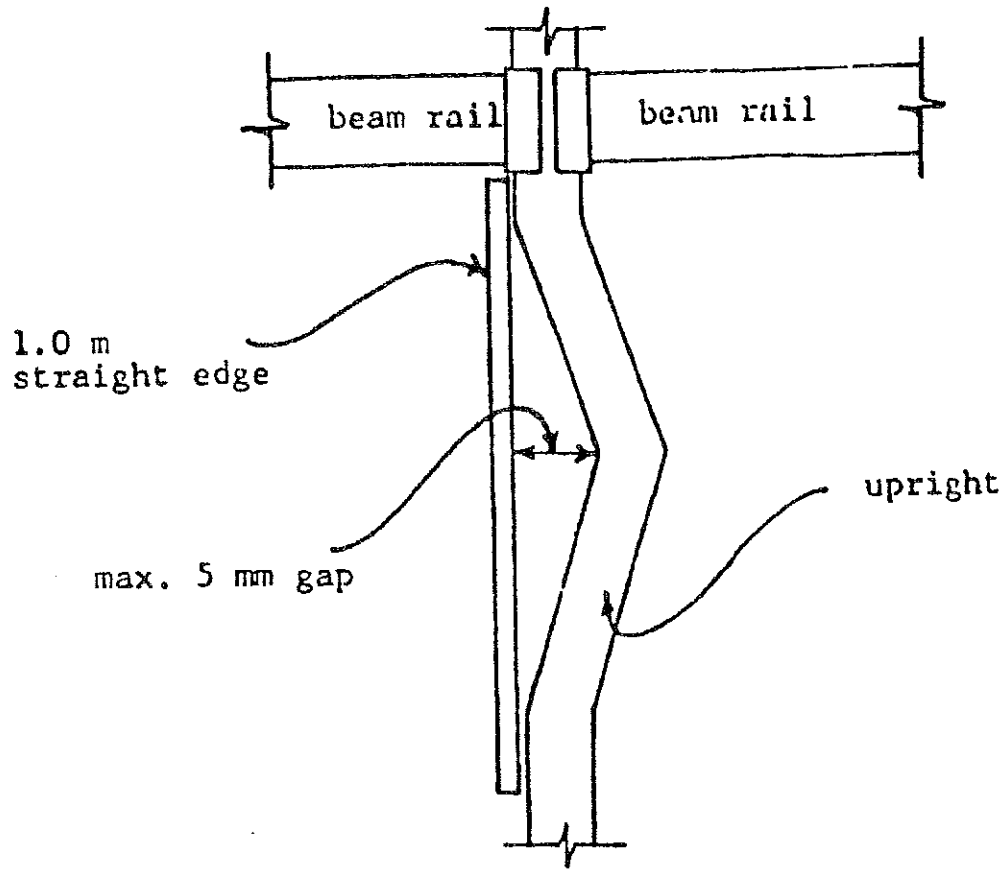
3) Split or Tear in Uprights.

4) Significant Bending of Horizontal Members.

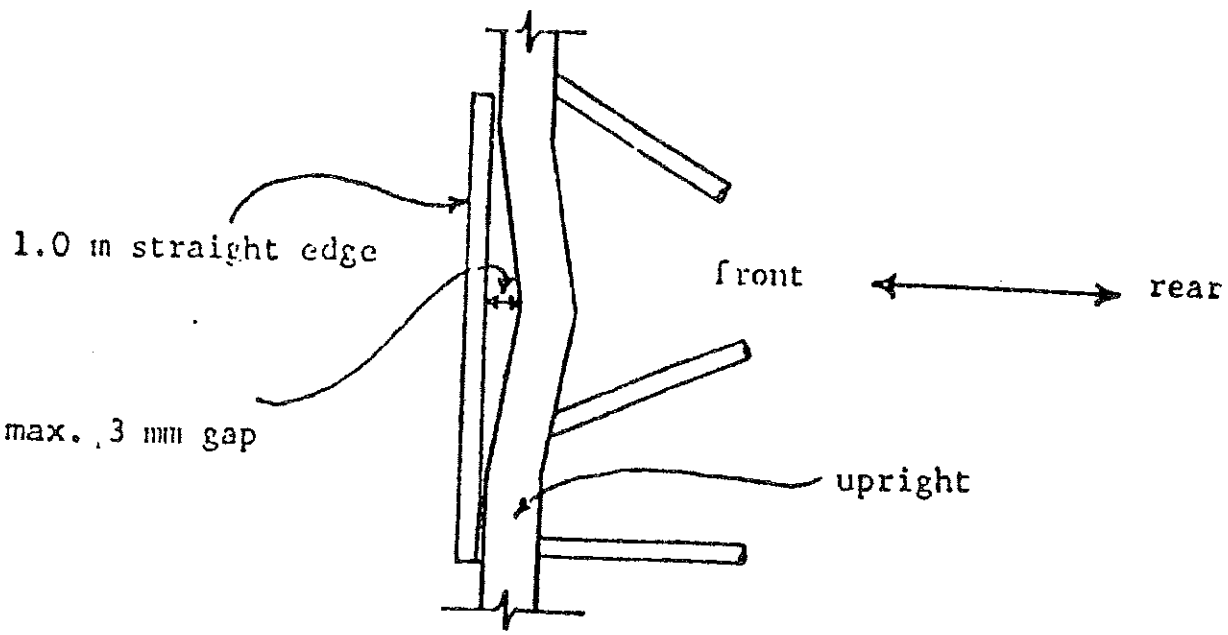
5) Bolt Failures.

Other deficiencies should be rectified immediately on a local basis.

UPRIGHT BENT IN THE DIRECTION OF A RACK BEAM



UPRIGHT BENT IN THE PLANE OF THE FRAME BRACING



BEAM DEFLECTION (SHOULD NOT EXCEED ONE TWO-HUNDREDTH OF A SPAN)